



**Department of Energy, Mines,  
Industry Regulation and Safety**

# **GUIDELINES FOR THE SUBMISSION & DELIVERY OF MINERAL DRILLCORE**

**March 2024**

## 1. INTRODUCTION

The Western Australian Core Libraries provide a valuable reference archive and modern viewing amenities for drill core that has been acquired during mineral and petroleum exploration programs in Western Australia. The core libraries in Perth and Kalgoorlie are managed and operated by the Geological Survey of Western Australia (GSWA), a division of the Department of Mines and Petroleum (DMP). This valuable asset enables explorers to view and gather information from the core prior to conducting their exploration programs, thus assisting more effective exploration and enhancing the chance of technical success.

Under the *Mining Act (1978)* and *Mining Regulations (1981)*, *Regulation 96D*, the Minister for Mines may request drill core from mineral tenement holders in Western Australia.

Mineral drill core that is considered to be of geological significance to the exploration industry will be archived in the WA Core Libraries.

The purpose of these guidelines is to detail the processes and standards required for the submission of mineral drill core to the Western Australian Core Libraries. For transport and storage reasons, the submitted mineral core must be on the correct sized pallets, well packaged and properly labeled.

Questions concerning these guidelines should be directed to:

### **Perth Core library**

37 Harris Street

Carlisle WA 6101

Phone (08) 94700305

Fax (08) 9470 0350

Email: [corelibrary.submissions@dmirs.wa.gov.au](mailto:corelibrary.submissions@dmirs.wa.gov.au)

### **Kalgoorlie Joe Lord Core Library (Kalgoorlie) Corner**

Broadwood and Hunter Streets Kalgoorlie WA 6430

Phone (08) 90220410

Fax (08) 9091 4499

Email: [corelibrary.submissions@dmirs.wa.gov.au](mailto:corelibrary.submissions@dmirs.wa.gov.au)

## 2. GENERAL INFORMATION

- Core in the tray must run in the one direction, with the placement of markers (depth indicator) at the start and end of each tray. Markers should also be used throughout to indicate the depth, and in particular to indicate loss of core.
- Core trays shall be stacked in sequence starting from tray one
- All pallets and core trays must comply with the standards (see Appendix 1). Core trays must be delivered on **good-quality plastic or hardwoods pallets**. Hire pallets will not be accepted.
- Core in the trays must be clean and free of dust from other mining operations and particularly if it comes from a mine site where dust from the mill may have contaminated the core.
- Drill core must be delivered in standard commercial core trays, in good and safe condition. Metal and/or black plastic trays are preferred.
- Check for hazardous materials, such as asbestos, radioactive minerals. The Department will decide whether to accept core containing hazardous material on a case-by-case basis. (see GSWA Record 2010/8 for Radioactive minerals)

### 2.1 Labeling of core trays

All core trays should be packaged and labeled clearly prior to delivery. Core trays should be labeled, at the 'Start' end of each tray, with:

- Tray number
- Drill Hole name
- Start depth and finish depth (in metres) of the core contained in the tray

## 3. CORE DELIVERY

All drill cores shall be transported to the Department's Perth or Kalgoorlie facilities at the company's expense and packaged in accordance with these guidelines. The cost of delivery to a DMP drill core storage facility is allowable expenditure for the relevant tenement.

### 3.1 Delivery instructions

1. **The completed drillcore submission form/s must be emailed to [corelibrary.submissions@dmirs.wa.gov.au](mailto:corelibrary.submissions@dmirs.wa.gov.au) prior to submission of the core.** Submission of any relevant geological information that has not previously been supplied as part of an annual report is encouraged and should accompany the emailed submission forms.
2. **The drill core must be accompanied by completed Drillcore Submission Form/s (see page 4) and Core Tray/Pallet Transport Check List**
3. **The Core Librarian must be advised at least two working days prior to delivery of the core.**

The Core Librarian may refuse to accept delivery of core that arrives incorrectly packaged or labeled. Such refusal will not remove from the tenement holder the obligation of submitting drill core in compliance with these guidelines.

The Core Librarian may reject drill core containing hazardous material such as asbestos radioactive materials if there has not been previous discussion with the Department about the hazardous material and further arrangements made to ensure that the core is safe to handle.

#### **4. REGISTRATION OF CORE**

Drill core will be registered as received by the core library when it has been checked and considered satisfactory by the Core Librarian.

Further information can be obtained from the Core Library page on the Department's Website.



### DRILLCORE SUBMISSION FORM

Co funded drillcore ?  Yes  No      Round Number: \_\_\_\_\_  
 Core Donation?  Yes  No  
 Core on loan?  Yes  No

Co-funded drilling number..... Co-funded recipient.....

Tenement holder (at time of drilling):.....

Tenement operator (at time of drilling).....

**Drillhole Name/Number**.....

Project: ..... Tenement Number: .....

Coordinates: MGA East:..... MGA North:.....Zone:.....

Coordinates: Latitude: ..... Longitude:.....Dip:.....

Total Depth Drilled: ..... (m) Azimuth: .....Date Drilled: ..... / ..... / .....

Description of Locality (name of place):.....

1:250,000 Map Sheet: Name:.....Number:.....

Datum (GDA2020, GDA94 or AGD84):.....

Depth of Core Received: (From): ..... (m) (To)..... (m)

Number of Trays: .....Type of Drilling: Drill core.....

Are there any Hazardous materials Yes...... No...... If yes what is the hazard?

.....  
.....  
.....

Core library submitted to  Perth  Kalgoorlie

Main purpose of drilling (commodity, exploration, geotechnical, water etc.).....  
.....

**Person completing this form**

Print name.....Signature..... Date .....

Company name: .....

**APPENDIX 1**  
**CORE TRAY/ PALLET**  
**TRANSPORT INSTRUCTIONS**

# Core Tray / Pallet Transport Guidelines

See images for further information

## Pallet Selection:

- Good quality plastic or hardwood pallets with no loose boards, well nailed

## Tray Stacking:

- Trays are stacked centrally within pallet dimensions - no pallet overhang.
- To keep tray stability do not stack trays too high on pallets (800mm maximum)
- Top core trays are always fitted with lids or empty core trays

## Pallet Strapping:

- 2 metal or poly-woven straps for pallets from local Perth and Kalgoorlie
- 5 metal or poly-woven straps for pallets from regional WA

## Labelling:

- An A4 printed address page (to and from) in a strong clear plastic bag attached securely to the pallet
- A "DO NOT DOUBLE STACK" notice attached securely to the top of all pallets
- Write the pallet weight if known, and pallet number on each pallet e.g. 1/3, 2/3, 3/3

## Plastic Wrapping of Pallets:

- It is recommended that all core pallets are wrapped tightly with plastic pallet stretch wrap

## Transport:

Consignment barcodes attached to pallets if applicable

Booking Number \_\_\_\_\_ Consignment Number \_\_\_\_\_

Total Pallets \_\_\_\_\_ Destination \_\_\_\_\_

Pallets to be placed on the truck in a single layer only (no double stacking)

## Pick Up:

Transport Company \_\_\_\_\_

Vehicle Registration \_\_\_\_\_

Drivers Name \_\_\_\_\_

Drivers Signature \_\_\_\_\_

Date \_\_\_\_\_

## The above has been completed before transporting:

Sender's Name \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

- Core trays to be delivered on quality plastic or hardwood pallets (no termites)
- Trays must fit and be stacked vertically within pallet edges
- Lids or core trays must be on the top trays (to prevent core falling out of tray during transport)
- Maximum stacked tray height 800mm measured from pallet top
- Attach address information and a copy of the Drillcore Submission Form

## Pallet Strapping from Local Perth and Kalgoorlie

- 2 metal or poly-woven straps tightened securely





## Pallet Strapping from Regional WA

5 metal or poly-woven straps tightened securely

With core tray lids



With core trays for lids

