



Guidelines for the submission & delivery of mineral drillcore

June 2026

[Last updated: 10 June 2026]

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, Petroleum and Exploration (DMPE). 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 drillcore from mineral tenement holders in Western Australia.

Mineral drillcore 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 drillcore to the Western Australian Core Libraries. For transport and storage reasons, the submitted drillcore must be on the correct sized pallets, well packaged and properly labelled.

Questions concerning these guidelines should be directed to:

Perth Core library

37 Harris Street

Carlisle WA 6101

Phone (08) 9470 0305

Email: corelibrary.submissions@dmpe.wa.gov.au

Kalgoorlie Joe Lord Core Library (Kalgoorlie) Corner

Broadwood and Hunter Streets Kalgoorlie WA 6430

Phone (08) 9022 0410

Email: corelibrary.submissions@dmpe.wa.gov.au

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 must 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 hardwood pallets. Hire pallets will not be accepted.

Core in the trays must be clean and free of dust from 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 and 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).

Labelling of core trays

All core trays should be packaged and labelled clearly prior to delivery. The top left corner of each core tray should be labelled with:

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

Core Delivery

All drillcores must 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 DMPE drill core storage facility is allowable expenditure for the relevant tenement.

Delivery instructions

The completed Drillcore Submission Form(s) must be emailed to corelibrary.submissions@dmpe.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 Drillcore Submission Form(s).

The drillcore must be accompanied by completed Drillcore Submission Form(s) (see page 4) and Core Tray/Pallet Transport Checklist.

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 labelled. Such refusal will not remove from the tenement holder the obligation of submitting drillcore in compliance with these Guidelines.

The Core Librarian may reject drillcore containing hazardous material such as asbestos and 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.

Registration Of Core

Drillcore 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Round number:	
Co-funded drilling number:		Co-funded recipient:	
Core donation?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Core on loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Tenement holder (at time of drilling):			
Tenement operator (at time of drilling):			
Drillhole Name:			
Project:		Prospect:	
		Tenement number:	
Datum (GDA2020, GDA94 or AGD84):		Zone:	
Coordinates: MGA East:		MGA North:	
		R.L.:	
Coordinates: Latitude:		Longitude:	
Dip:		Azimuth:	
		Total depth drilled (m):	
Start date drilled:	/ /	End date drilled:	/ /
1:250,000 Map Sheet: Name:		Number:	
1:100,000 Map Sheet: Name:		Number:	
Number of trays:		Type of drilling:	
		Drill core size:	
Depth of core received	From (m):	To (m):	
Are there any hazardous materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what is the hazard?			
Core library submitted to:	<input type="checkbox"/> Perth <input type="checkbox"/> Kalgoorlie		
Main purpose of drilling? (exploration, geotechnical, water, etc.)			
Commodity? (gold, copper, etc.)			
Person completing this form:			
Print name:		Company name:	
Signature:		Date:	/ /

Appendix 1: Core Tray / Pallet Transport Instructions

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 the pallet number on each pallet e.g. 1/3, 2/3, 3/3, etc.

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: _____

Driver's name: _____

Driver's 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(s).

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 trays for lids

