

# How to Send seed to National Lab for Genetics Resource Preservation (NLGRP), Ft. Collins, CO, 2024

Many crews have been assigned to ship 2024 seed collections to the National Lab for Genetics Resource Preservation (NLGRP), in Ft. Collins, CO for temporary storage while the National Office coordinates the remainder of seed cleaning for 2024. ***These shipments have a different process than the seed shipments to the Bend Seed Extractory and the Dorena Genetics Resources Center. This process CANNOT be skipped. If it is, there is a chance that the seed sent to the NLGRP will not get cleaned.***

To ship seed to the NLGRP, the person sending the seed will need to:

1. **Submit a seed tracking form (accessed via the Geoplatform or your mobile device), which will autogenerate a unique box code for all shipments going to the NLGRP**

Each box individual box will need a unique code. This code enables the National Office to communicate with the NLGRP so they can send the right box to the right cleaning facility when the time comes.

- If the person shipping the seeds does not have access to the Geoplatform and cannot fill out the seed tracking form, they need to contact their agency coordinator to make arrangements for filling out the form. **This is a critical step and CANNOT be skipped.**
- **SEE INSTRUCTIONS BELOW ON HOW TO CREATE THE BOX ID AND HOW TO LABEL BOXES.**

2. **Create a packing slip and data sheets for each collection in that box.**

- Packing slip should be placed on top of the collections and list the collection numbers in each box.

3. **Verify that each collection sent to NLGRP has a seed tracking form.**

As of 10.21.2024, the QC dashboard WILL NOT display a match for NLGRP collections in the seed tracking form column. National Office is working on configuring the QC dashboard to display this and will announce when this capability is functional.

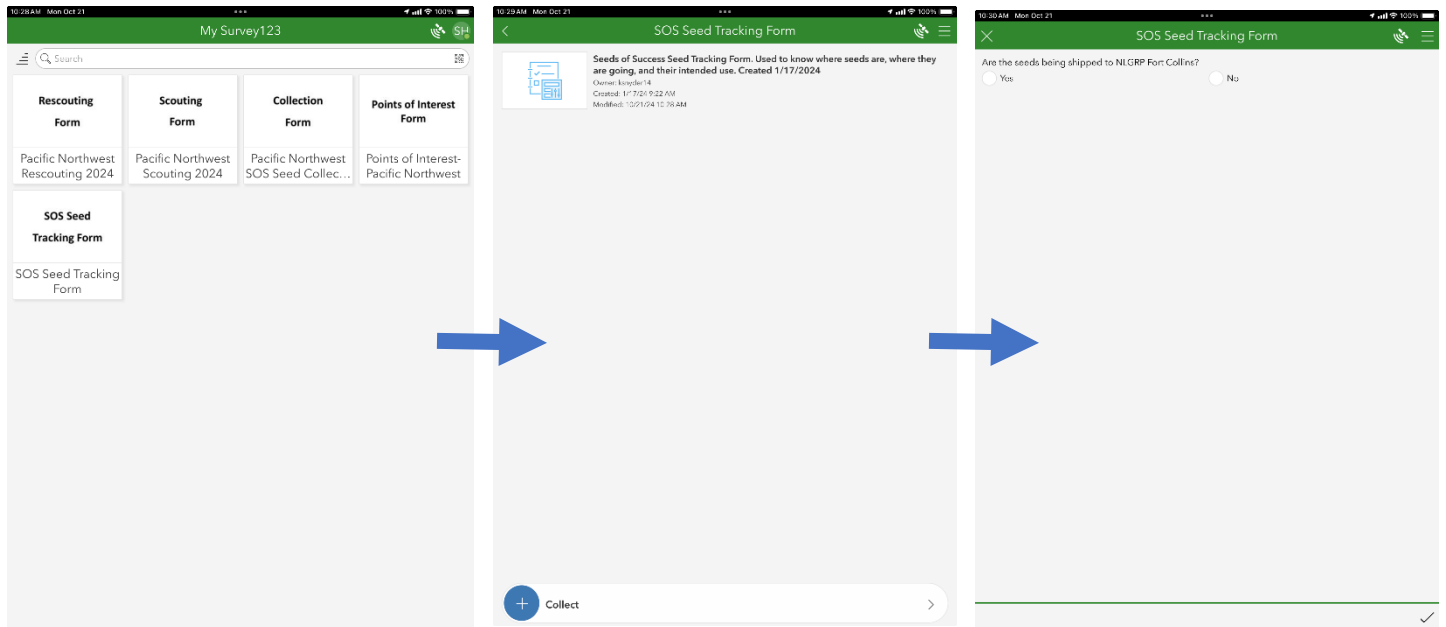
4. **Ship the seed to USDA-ARS NLGRP**

- Send email and tracking number to Chris Walters and Lisa Hill; [christina.walters@usda.gov](mailto:christina.walters@usda.gov), [lisa.hill@usda.gov](mailto:lisa.hill@usda.gov)
- Mailing Address:  
USDA-ARS NLGRP  
ATTN: Chris Walters and Lisa Hill  
111S Mason Street  
Fort Collins, CO 80524

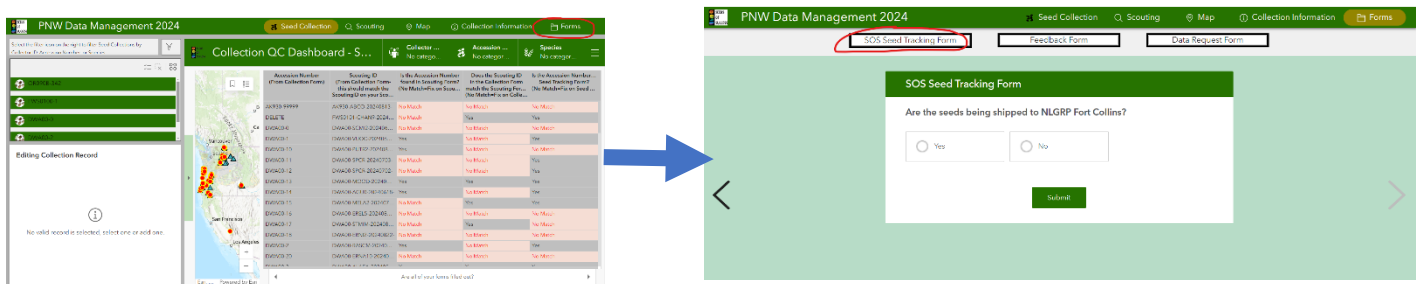
## How to Create Box ID through the SOS seed tracking form

The seed tracking form has been modified to assign a unique number to each box that is sent to the NLGRP. Please follow the directions carefully to ensure we can track each collection properly.

1. Open the Seed Tracking form on your desktop or mobile device. If on your mobile device, make sure you have updated the form.
  - a. Mobile device:
    - i. On your device, go to the Survey123 app, then click on the SOS seed tracking form. Click “Collect” and begin the form.



- b. Desktop:
  - i. Go to the data management site in GeoPlatform, click “forms” on the right, then select “Seed tracking form”



2. Once form is open, select “Yes”, that this shipment is going to the NLGRP.

SOS Seed Tracking Form

Are the seeds being shipped to NLGRP Fort Collins?

Yes  No

Submit

3. Select how many collections will be in sent in a box.  
*Boxes may contain a single collection, multiple collections, or one collection split across multiple boxes. Regardless of how collections are packaged, each box sent to the NLGRP will need to have a unique box code written on the exterior and an internal packing slip listing the collections each box contains, and the data sheets for each collection inside that box.*

Do you have multiple collections in a box, one collection per box, or multiple boxes for one collection?

Multiple Collections in One Box

For a Single Collection in Box or Multiple Boxes for a Single Collection

Submit

4. Fill out the form to generate box codes then label your boxes, create packing slips, and get ready to ship.

Follow instructions on pages 4, 5, or 6 for each shipping scenario:

4....MULTIPLE collections in ONE box

5.... SINGLE collection in ONE box

6....SINGLE collection in MULTIPLE boxes

## MULTIPLE collections in ONE box

1. You will only fill out **ONE** seed tracking form per box. The form will capture all the collections being shipped together. The form will allow up to 10 collections to be shipped in the same box. *If you are shipping more than 10 collections in a single box – contact Sarah Hill, [sehill@blm.gov](mailto:sehill@blm.gov), for further instructions.*
2. The form will generate a box code (circled in red). Write this code on the side of the box that contains all collections entered on the form.
3. Enter each collection number that will be sent together in this box. Submit the form.
4. Create a packing slip that has the box code and a list of collections contained in the box. Place the packing slip on top of the collections along with the data sheets for each collection. Label individual collections like normal, by writing the collection reference number and USDA code on the outside of each bag.

Completed seed tracking form

Box ready for shipping

Multiple Collections in One Box

Collector Code\*

AZ010-Arizona Strip Field Office

First Collection Number in Box\*

Ex: 114

1111

Box Code

If you are sending multiple boxes of the same collection (ex. 3 boxes of ID930-22), write 1 of 3, 2 of 3, and 3 of 3 on the outside of your boxes. If you are sending multiple collections in the same box, enter the following Seed Collection Reference Numbers and label the box with the following box code.

Box-AZ010-10

Are you sending a second accession in the same box?

Yes  No

Second Collection Number in Box\*

Ex: 114

2222

Are you sending a third accession in the same box?

Yes  No

Third Collection Number in Box\*

Ex: 114

3333

Are you sending a fourth accession in the same box?

Yes  No

Fourth Collection Number in Box\*

Ex: 114

4444

A) Box code written on the outside.

B) Each collection on form inside box.

C) Collection AZ010-3333 is in two bags, labeled 1 of 2 and 2 of 2.

D) Packing slip and all 4 data sheets placed on top.

## SINGLE collection in ONE box

1. You will only fill out **ONE** seed tracking form per box.
2. The form will generate a box code (circled in red). Write this code on the side of the box that contains the collection entered on the form.
3. Enter the collection number that will be in this box. Select “No” when asked “Are you sending a second box of the same collection?”. Submit the form.
4. Create a packing slip that has the box code and the single collection in the box. Place the packing slip on top of the bags along with the data sheet for that collection. Label individual collections like normal, by writing the collection reference number and USDA code on the outside of each bag. If one collection is in multiple bags, write 1 of 2, 2 of 2, on each bag.

Completed seed tracking form

Box ready for shipping

**For a Single Collection in Box or Multiple Boxes for a Single Collection**

Collector Code\*

AZ010-Arizona Strip Field Office

Collection Number\*

Ex: 114

2222

**Box Code 1**

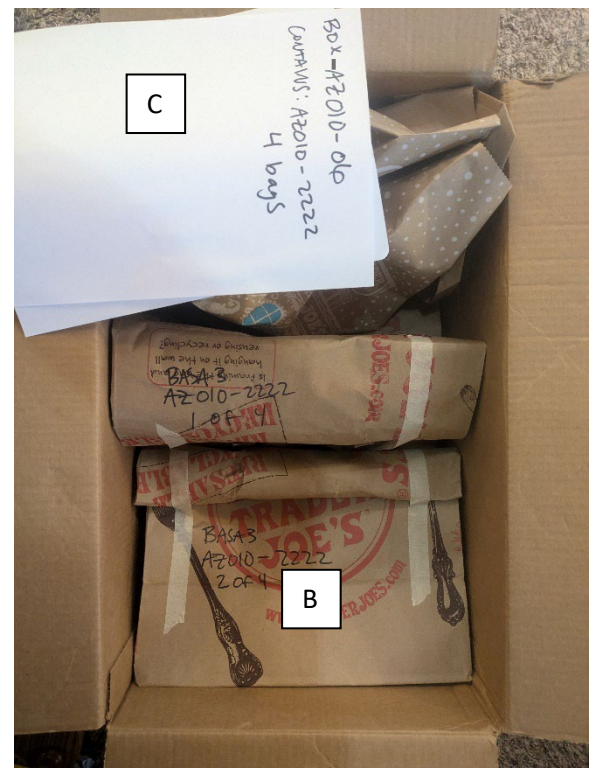
If you are sending multiple boxes of the same collection (ex. 3 boxes of ID930-22), write 1 of 3, 2 of 3, and 3 of 3 on the outside of your box. If you are sending multiple collections in the same box, enter the following Seed Collection Reference Numbers and label the box with the following box code.

Details

**Box-AZ010-06**

Are you sending a second box of the same collection?

Yes  No



- A) Box code written on the outside.  
B) Collection in multiple bags, labeled 1 of 4, 2 of 4, etc.  
C) Packing slip data sheet placed on top.



## SINGLE collection in MULTIPLE boxes

1. You will only fill out **ONE** seed tracking form. One form will generate codes for and track up to 10 boxes of a single collection. *If you are shipping more than 10 boxes of a single collection – contact Sarah Hill, [sehill@blm.gov](mailto:sehill@blm.gov), for further instructions.*
2. The form will generate a unique box code (circled in red) for EACH box this collection is shipped in.
3. Enter the collection number for the collection that will be sent in the first box. Select “Yes” when asked “Are you sending a second box of the same collection?”.
4. Enter the SAME collection number as before since you are sending the same collection in multiple boxes. Continue selecting “Yes” and entering the same collection number until you have the correct number of boxes for the entire shipment. When you have all the box codes you will need, select “No” when asked “Are you sending an (Nth) box of the same collection?”. Submit the form.
5. Create a packing slip that has the box code and the single collection in the box. Place the packing slip on top of the bags along with the data sheet for that collection. Label individual collections like normal, by writing the collection reference number, USDA code, and how many bags of each collection on the outside of each bag. This should reflect the total number of bags across all boxes (Ex: if you send two boxes with 7 bags each, you will have 14 bags total, so 1 of 14, 2 of 14 etc.)
6. On the outside of each box, write the collection reference number and box 1 of 2, 2 of two etc. IN ADDITION to the unique box code (Ex: Box AZ010-06 contains AZ010-2222, Box 1 of 2. Box AZ010-6d contains AZ010-2222, Box 2 of 2).

### Completed seed tracking form

### Box ready for shipping

The screenshot shows a web form for tracking seed collections. Two boxes are listed, each with a unique code circled in red: **Box-AZ010-06** and **Box-AZ010-6d**. Red arrows point from these codes to corresponding photos of the boxes. The photos show the exterior labels (A and B) and the interior contents with bags and a packing slip (C and D).

**A)** Box code written on the outside.

**B)** Contents and box 1 of 2, 2 of 2 written on outside.

**C)** Collection in multiple bags, labeled 1 of 14, 2 of 14, etc.

**D)** Packing slip data sheet placed on top.

## Teams and seed shipping assignments 10.21.2024

NLGRP, Ft. Collins	Number of collections to send	Notes
AZ010	3	
CA170	6	
CA190B	1	
CA330	4	
CA340	3	
DAZ00	23	
DAZ01	5	Elymus elymoides/1.5lb, Dasyochloa pulchella/1lb, Sporobolus airoides/0.5lb, Bouteloua curtipendula/5lb
DCA00	13	
DCO01	6	
DNM00 / DNM01	9	
DUT04	4	
ES040	2	
FWS0101	10	
FWS0202	9	
FWS0300	64	
FWS0500	48	
FWS0502	128	
MD1	7	
NM080	85	and any additional collections
NM930	32	
NPSD00	21	
OR010	2	
TYT		
UT030		
Dorena GRC	Number of collections to send	Notes
CA350/320/370	7	
CA930A	13	
CO130	10	
CO150	6	
DUT00	4	
FWS0100	6	
FWS0101	25	
FWS0300	30	
FWS0500	2	Rosa/ilex fleshy fruit
FWS0502	1	Possibly one fruit
NM930	2	SPAI NM930-613, SPCO4 NM930-594
NPCA00	11	
NPMI00	13	
NPNM00	7	
OR090B	11	

UT040	5	
UT080	6	
WY930/930A	26	all non-Artemisia
<b>Bend Seed Extractory</b>		
<b>Bend Seed Extractory</b>	<b>Number of collections to send</b>	<b>Notes</b>
CTLR	4	
DAZ01	1	Bouteloua gracilis only
DAZ02	1	Verbena macdougalii only
DAZ03	5	
DCO00	6	
DCO01	1	Krascheninnikovia lanatum
DMT00	10	
DMT01	7	
DUT00	1	Heterotheca villosa only
DUT03	4	
DWA00	10	
DWY00	8	
DWY01	11	
FHR	1	
NPCO00	4	
UT060	18	
WY930/930A	4	Artemisia tridentata only
<b>National Seed Lab</b>		
<b>National Seed Lab</b>	<b>Number of collections to send</b>	<b>Notes</b>
FWS0402	all	
FWS0401	all	
FWS0400	all	
FWS0403	all	
FWS0404	all	
DFWS0407	all	