

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.**

The QC dashboard in your data management site should show a match for collections being sent to the NLGRP. If it does not show a match, refresh the dashboard. If it is still not showing a match, contact Kristy Snyder, ksnyder@blm.gov.

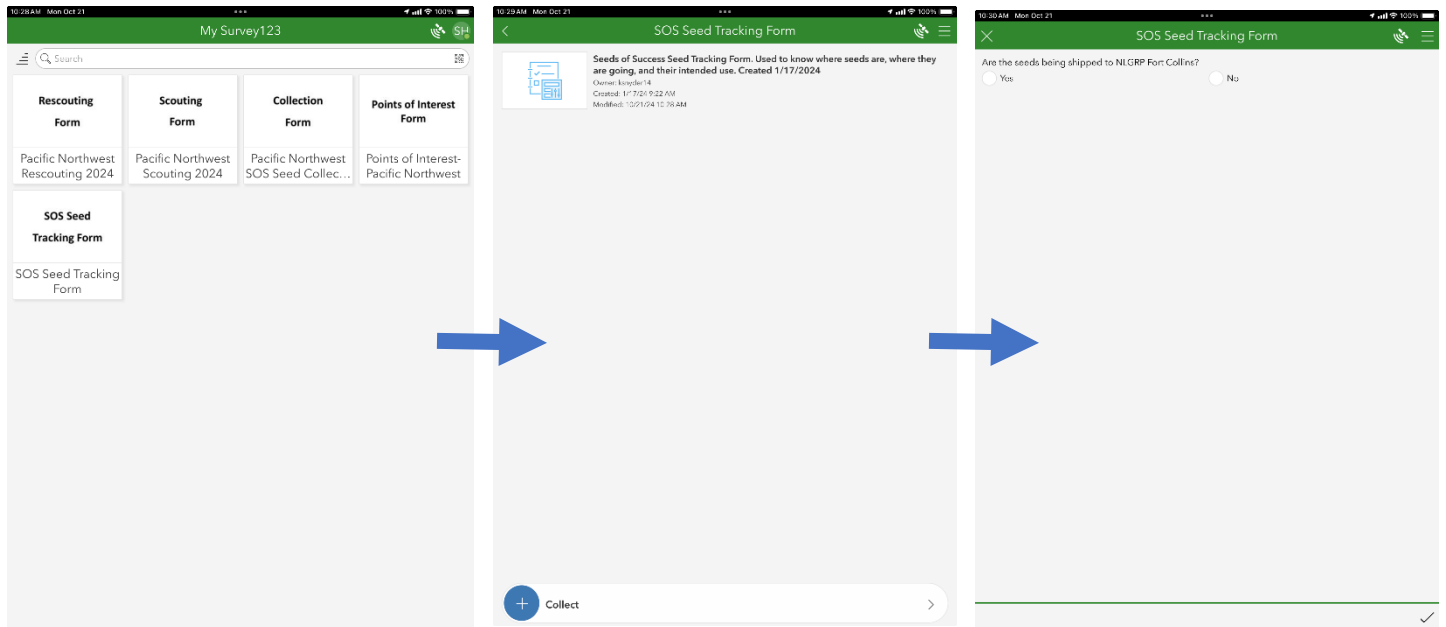
- 4. Ship the seed to USDA-ARS NLGRP**

- Send email and tracking number to Chris Walters and Lisa Hill; christina.walters@usda.gov, lisa.hill@usda.gov
- Mailing Address:
USDA-ARS NLGRP
ATTN: Chris Walters and Lisa Hill
1111 S Mason St,
Fort Collins, CO 80521

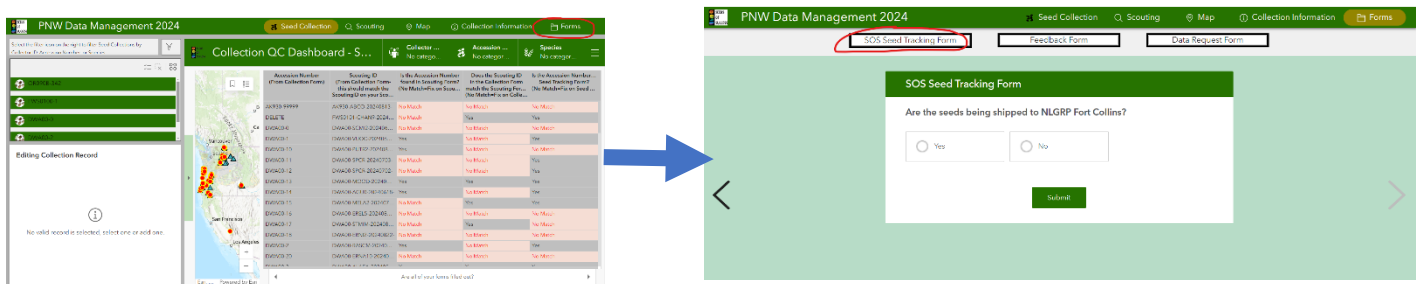
How to Create Box ID through the SOS seed tracking form

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, 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-AZ010-10

B

C PSSPB AZ010-3333 BAG 1 of 2
BAG 2 of 2

D BOX-AZ010-10
Contents: AZ010-1111
AZ010-3333
AZ010-3333
AZ010-5444
(2 bags)

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

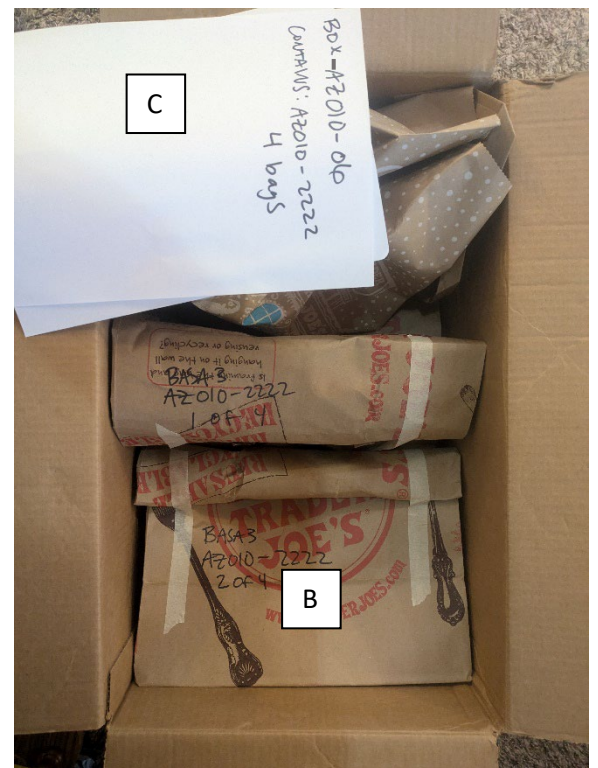
If you are sending multiple boxes of the same collection (ex. 3 boxes of ID930-22), write 1 of 3, 2 of 3, and 3 of 3 on the outside of your box. If you are sending multiple collections in the same box, enter the following Seed Collection Reference Numbers and label the box with the following box code.

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, 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 image shows a screenshot of the seed tracking form on the left and four photographs of shipping boxes on the right. Red arrows point from the form to the photos. The form has two sections for 'Box Code 1' and 'Box Code 2', each with a red circle around the generated code 'Box-AZ010-06' and 'Box-AZ010-6d' respectively. The photos show the exterior of the boxes with handwritten labels (A and B) and the interior with bags and packing slips (C and D).

Box Code 1
 Box-AZ010-06

Box Code 2
 Box-AZ010-6d

A Box-AZ010-06
 CONTAINS
 AZ010-2222
 Box 1 of 2

B Box-AZ010-6d
 CONTAINS: AZ010-2222
 Box 2 of 2

C Box-AZ010-06
 CONTAINS: AZ010-2222 (1400)
 7 bags (of 14)

D Box-AZ010-6d
 CONTAINS: AZ010-2222 (1400)
 7 bags (of 14)

- 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 11.5.2024

NLGRP, Ft. Collins	Number of collections to send	Notes
AZ010	3	
CA170	6	
CA190B	1	
CA330	4	
CA340	18	Some might be reassigned, check with Sarah Hill
DAZ00	21	
DAZ01	2	Elymus elymoides/1.5lb, Dasyochloa pulchella/1lb
DAZ02	2	Plantago patagonica/1lb, Verbesina enceliodes/3lbs
DCA00	13	
DCO01	5	Helianthus petiolaris/8lb, Sporobolus airoides/4lb, Muhlenbergia pungens/4lb, Machaeranthera tanacetifolia/5lb, Krascheninnikovia lanatum/7bs
DNM00 / DNM01	7	Baileya multiradiata/2lb, Bouteloua curtipendula/3lb, Dasychola pulchella/0.25lb, Senna bahuinoides/0.3lb, Zinnia grandiflora/0.25,
DUT04	4	
ES040	2	
FWS0101	10	November Collections
FWS0300	64	
FWS0500	48	
FWS0502	128	
MD1	7	
NM080	85	and any additional collections
NM930	32	
NPSD00	21	
TYT		Some might be reassigned, check with Sarah Hill
CA320/370 FO Team	8	
Dorena GRC	Number of collections to send	Notes
CA350/320/370 Contract team	7	
CA930A	14	
CO130	10	
CO150	6	
DUT00	4	
FWS0100	6	
FWS0101	25	
FWS0300	30	Collections returned spring 2025
FWS0500	2	Rosa/ilex fleshy fruit
FWS0502	1	Possibly one fruit
NPCA00	11	
NPMI00	13	
NPNM00	5	
OR010	2	

OR090B	11	
UT040	5	
UT070	2	BOGR2
UT080	6	
WY930/930A	26	all non Artemisia
Bend Seed Extractory		
	Number of collections to send	Notes
CTLR	4	
DAZ00	2	Muhlenbergia porteri and Machaeranthera tagetina
DAZ01	3	Bouteloua gracilis, BOUCUR and SPOAIR
DAZ02	3	Verbena macdougalii, ELYELY and SPOFLE
DAZ03	5	
DCO00	6	
DCO01	2	BOGR, CLESER
DMT01	7	
DNM01	2	BOTBAR & VERENC
DUT00	1	Heterotheca villosa only
DUT03	4	
DWA00	10	
DWY00	13	
DWY01	10	
FHR	1	
FWS0202	9	
FWS0500	1	Rhus copallinum
NM930	4	SPAI NM930-613, SPCO4 NM930-594, NM930-587 and NM930-619
NPCO00	4	
NPNM00	2	Bothriochloa barbinodis and TBD (contact Katie VinZant)
UT060	18	
WY930/930A	4	Artemisia tridentata only
National Seed Lab		
	Number of collections to send	Notes
FWS0402	all	
FWS0401	all	
FWS0400	all	
FWS0403	all	
FWS0404	all	
DFWS0407	all	