



## Guide to Shipping SOS Materials

### Please remember the following elements of SOS:

- Data sheets shall accompany all seed collections.
- One copy of each **original** data sheet shall be sent to your Agency Coordinator with end of season materials.
- The U.S. National Herbarium shall receive one voucher specimen with herbarium label for each SOS seed collection\*.
  - \* NPS Agency Teams make labels and draft transmittal notice, retain vouchers at office to be sent in the future.
  - DOI teams may submit vouchers from NPS lands using the BLM template.
- Senders are responsible for all shipping costs related to seed and voucher transport.
- Each team is assigned to a designated cleaning facility. If you do not know where to send your seed, reach out to your Agency Coordinator (**Appendix H**)
- All seed included in the SOS National Collection will have duplicate long-term storage, with one sample in the National Plant Germplasm System.

### Where do SOS data sheets go?

Always include your data sheet when shipping seed. If collecting on paper and entering data in the data portal, you may print a copy of this data sheet directly from the Portal per the instructions given in the “Data Portal Quick Guide” on the SOS website. If collecting through digital data tools, you can export a report from Survey123 following the directs in your GeoPlatform Group help documents. In addition, a copy of your **original** data sheet should be sent electronically your Agency SOS Coordinator. These should be scanned copies of your raw data collected on SOS data sheets in the field, or data form exports from the SOS GeoPlatform.

### Where does SOS seed go?

*Each team will be assigned a designated cleaning facility.* If you do not know where to send your seed, reach out to your Agency Coordinator (**Appendix H**). Always send fleshy fruit overnight mail (notify cleaning facility), and no more than 2-day shipping for dry seed. Only ship early in the week, ensuring the collection does not arrive on a Friday. A copy of the completed field data forms documenting the collection with all shipments of seed; material will not be cleaned without this documentation. Additionally, be sure to label collection bags clearly and package carefully to minimize loss of seed during shipment. More information is available in **Section 14** of the SOS Technical Protocol.

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**Seed Cleaning Facilities and contacts:**

Alaska Plant Materials Center – Notify when shipping fleshy fruit only.

Shipping Address:

Alaska Department of Natural Resources  
Division of Agriculture  
Plant Materials Center  
5310 S. Bodenburg Spur  
Palmer, AK 99645

Contact:

Lyubomir (Lubo) Mahlev, lyubomir.mahlev@alaska.gov  
Phone. (907) 745-8782

Bend Seed Extractory – Notify when shipping fleshy fruit or collection over 50 pounds.

Shipping Address:

USDA USFS - Bend Seed Extractory  
63095 Deschutes Market Road  
Bend, OR 97701

Contact:

Malcolm Howard, malcolm.howard@usda.gov  
Phone: (541) 383-5646

Dorena Genetics Resource Center – Notify when shipping all collections. Use UPS or FedEx only to ship. NO USPS. Packages could get lost.

Shipping Address:

Dorena GRC Attn:  
Bracken Bing  
34963 Shoreview Rd  
Cottage Grove, OR 97424

Contact:

Bracken Bing, bracken.bing@usda.gov  
cc Lisa DeWeese, nicole.l.deweese@usda.gov  
Phone: (541) 767-5708

National Lab for Genetics Resource Preservation – Notify for all collections. Send email and tracking number to Chris Walters and Lisa Hill; christina.walters@usda.gov, lisa.hill@usda.gov. Teams must fill out seed tracking form and write unique box code on the outside of box. Instructions for completing this are in Geoplatform help documents under “Shipping Seed To NLGRP”.

Shipping Address:

USDA-ARS NLGRP  
ATTN: Chris Walters and Lisa Hill  
111S Mason Street  
Fort Collins, CO 80524

Contact:

Chris Walters and Lisa Hill; christina.walters@usda.gov,  
lisa.hill@usda.gov

National Seed Lab – A packing slip with the list of collections should be included in each box. No preference on carrier, teams should track shipments if using USPS. Email victor.vankus@usda.gov, with a CC to agency coordinator prior to sending each shipment

Shipping Address:

5675 Riggins Mill Road  
Dry Branch, GA 31020  
Phone: (478) 751-3551  
Fax: (478) 751-4135 Email: sm.fs.nsl@usda.gov

Contact:

Victor Vankus, victor.vankus@usda.gov

### Where do SOS voucher specimens go?

1. Send one voucher specimen for each SOS collection to the U.S. National Herbarium

Smithsonian Institution  
NMNH Department of Botany, MRC-166  
P.O. Box 37012  
Washington, DC 20013-7012

**If using FedEx**, use this address:

Smithsonian Institution  
NMNH Department, MRC-166  
10th and Constitution Ave., NW  
Washington D.C. 20560

Contact: Erika Gardner  
202-633-0936  
gardnere@si.edu

2. Keep one voucher at your field office
3. Send one voucher to a local herbarium (See list of Herbaria in **Appendix F** of the Technical Protocol available on the SOS website)

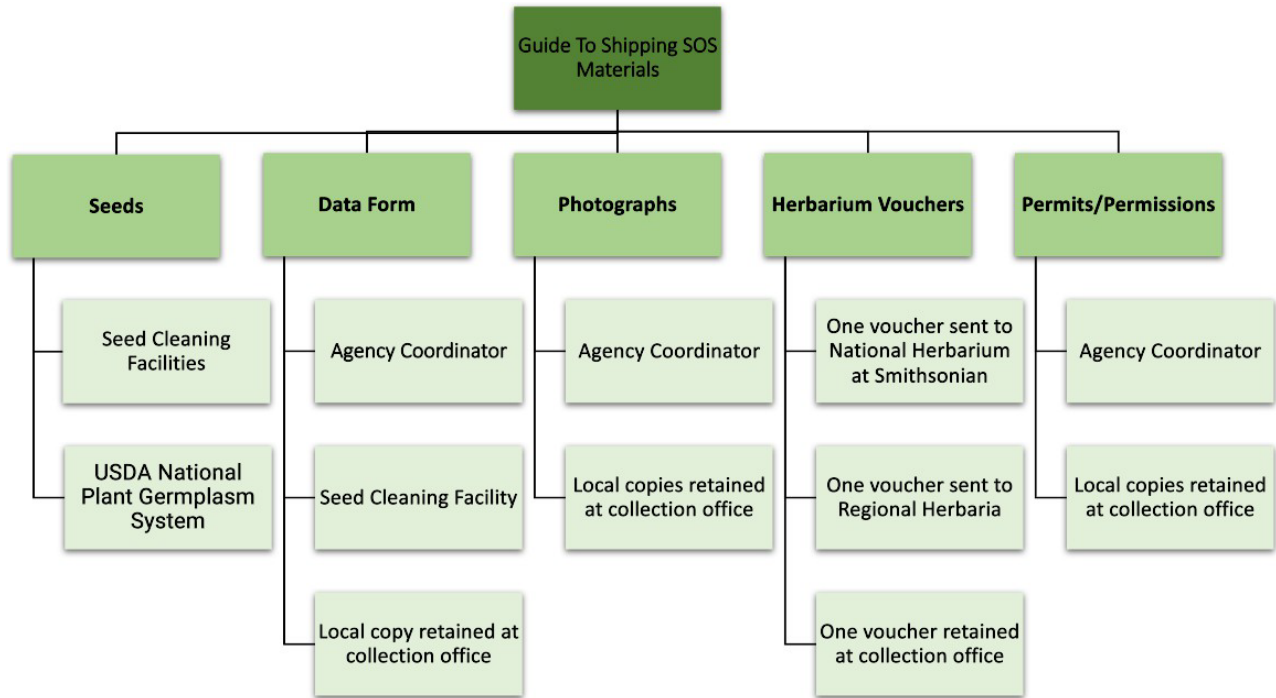
Be sure to include a notice of transmittal when shipping your herbarium vouchers. Detailed guidance on labeling and shipping herbarium specimens and a template (with appropriate Agency attribution) for the notice of transmittal is available on the SOS website.

### Where do SOS photos go?

Please send SOS collection photographs to your Agency's SOS Coordinator. These can be sent electronically as a zip file email attachment or via a shared Google Drive folder.

### Where do SOS Permits/Permissions go?

All collections from non-BLM lands must have permits/permission forms. Please send these forms to your Agency Coordinator. These can be sent electronically as a zip file email attachment or via a shared Google Drive folder.



***Agency Coordinators:***

Sarah Hill, Seeds of Success National Curator / National Coordinating Office / BLM Agency Coordinator  
 sehill@blm.gov

Katie VinZant  
 NPS Agency Coordinator  
 Katharine\_Vinzant@nps.gov

Kelly Thomas  
 USFWS Agency Coordinator  
 kelly\_thomas@fws.gov