

NATIONAL LABORATORY FOR GENETIC RESOURCES PRESERVATION

Instructions for Sending Seeds to NLGRP for Black Box Storage

Before sending a shipment, please ensure:

1. A Material Transfer Agreement (MTA) is in place. The final fully executed copy will come from the Technology Transfer Assistant at USDA and will have a Black Box MTA # (located at the bottom of the document) and all signatures.
2. The [Black Box Deposit template](#) (MTA Appendix 1) has been filled out according to the instructions, and the file has been sent to NLGRP-Blackbox@usda.gov prior to shipment.
3. If you have already sent us your first shipment under the current MTA, you have included a [Letter of Transmittal](#).

International Depositors: Before shipping, please email NLGRP-Blackbox@usda.gov for import instructions. NLGRP will provide depositor with an appropriate permit/shipping label (if applicable) and specific instructions. Please follow all instructions carefully. **Material may be destroyed or returned if conditions and regulations are not met.**

Domestic Depositors: Any required state and/or federal permits must be in place prior to shipment.

Packaging & Shipping Instructions

- Please ensure seed is dried and package in heat-sealed foil laminate pouches. If seed drying is not possible, please contact NLGRP-Blackbox@usda.gov.
- Label each packet with depositor organization, depositor inventory identifier and genus species.
- We have two types of storage racks. Please contact NLGRP-Blackbox@usda.gov before you pack your seed. We will recommend box sizes based on where your material will be stored.
- If multiple boxes are shipped, each must have a packing list of the box contents (this can be a print out of the Black Box deposit spreadsheet (MTA Appendix 1 inventory), by box). Numerically label each box (1 of 5, 2 of 5, etc). Please be sure the corresponding box number appears in the spreadsheet.
- Ship seed via expedited service. Email NLGRP-Blackbox@usda.gov with shipping date and tracking information.

NLGRP Shipping Address (for domestic shipments only. NLGRP will provide address instructions for international shipments:

USDA, ARS, NLGRP
Attn: Black Box Storage
1111 South Mason Street
Fort Collins, CO 80521