



United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Instructions for Sending Seeds to NLGRP for Tribal Secure Seed Storage at the USDA-ARS National Laboratory for Genetic Resources Preservation in Fort Collins, Colorado

Before preparing a shipment, please ensure:

1. A **Tribal Secure Seed Storage Agreement** is in place.

A Tribal Secure Seed Storage Agreement is a formal agreement between federally-recognized Tribes and USDA-ARS. This agreement is put in place by reaching out to NLGRP-Blackbox@usda.gov. NLGRP staff will coordinate agreement activities with the USDA Office of Technology Transfer.

When the Tribal Secure Seed Storage Agreement is in place, a final fully executed copy will be emailed from the Technology Transfer Assistant at USDA with a Tribal Secure Seed Storage Agreement # (located at the bottom of the document) and all signatures.

2. The NLGRP **Tribal Secure Seed Storage Deposit Inventory** (Appendix 1) has been filled out according to the instructions, and the file has been sent to NLGRP-Blackbox@usda.gov.
3. *If you have sent previous shipments under the current Tribal Secure Seed Storage Agreement*, please include a **Letter of Transmittal** (Appendix 2).

Please follow all instructions carefully. Documents are available on the NLGRP website:

<https://www.ars.usda.gov/plains-area/fort-collins-co/center-for-agricultural-resources-research/paagrpru/docs/plants/pages/deposit-germplasm/>.

Email and consult with NLGRP staff (NLGRP-Blackbox@usda.gov) before shipping anything.

Packaging & Shipping Instructions

- NLGRP will not open sealed packages to check for seed quality. If there are concerns about seed quality as materials are prepared, please contact us to discuss options.
- Ensure the seed is clean. For seeds that grow in pods, on stalks or attached to chaff, the extra plant material should be removed before drying, or the risks of mold and rot are greatly increased. Remove debris, such as leaves, sticks, flowers, or any plant material that is not the seed. The more extra material there is among the seeds, the greater the chances of pests to be present. For further information on preparing seeds for storage refer to the Additional Seed Preparation Information (Appendix 3).
- Ensure seed is dried. Do not send freshly harvested, WET seed. Allow seed to dry in a cool, dry place. If the seed is being harvested and processed in a humid environment (> 60% relative humidity), or if seed processing is a challenge, please contact us.
- Package dried seed in heat-sealed foil laminate pouches if possible.
- Label each packet with depositor organization, depositor inventory identifier (inventory ID) and genus/species.
- We have two types of storage racks. Contact NLGRP-Blackbox@usda.gov to receive information about 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 printout of the Tribal Secure Seed Storage spreadsheet (Inventory Appendix 1), 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:

USDA, ARS, NLGRP

Attn: **Secure Seed Storage**

1111 South Mason Street

Fort Collins, CO 80521