



## 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.
- The U.S. National Herbarium shall receive one voucher specimen with herbarium label for each SOS seed collection.
- Senders are responsible for all shipping costs related to seed and voucher transport.
- All BLM offices shall send seed to the Bend Seed Extractory for cleaning.
- Most non-federal partners are responsible for cleaning their own seed.
- 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. You may print a copy of this data sheet directly from the SOS Data Portal per the instructions given in the “Data Portal Quick Guide” on the SOS website. In addition, a copy of your **original** data sheet should be sent electronically your Agency SOS Coordinator. These can be scanned copies of your raw data collected on SOS data sheets in the field, or data form exports from the SOS geoplatform if collected with digital data tools.

### Where does SOS seed go?

***If you are a BLM, USFWS, or NPS collector or federal partner***, send your seed to the Bend Seed Extractory to be cleaned with a completed data sheet for each collection. Be sure to notify the Bend Seed Extractory when shipping seed and do not ship on a Friday. Additionally, be sure to label collection bags clearly and package carefully to minimize loss of seed during shipment. More information is available in the SOS Technical Protocol.

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

Contact: Sarah Garvin  
541-383-5481  
sarah.garvin@usda.gov

***If you are a non-federal partner***, there may be a number of different scenarios for the shipment of your seed. Your institution may have seed cleaning facilities or use the help of volunteers. Please work with the National Coordinating Office to determine where your seed should be sent for duplicate long-term storage.

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Please contact Sarah Hill ([sehill@blm.gov](mailto:sehill@blm.gov)) if you have any questions

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### **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 on page 29 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 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.

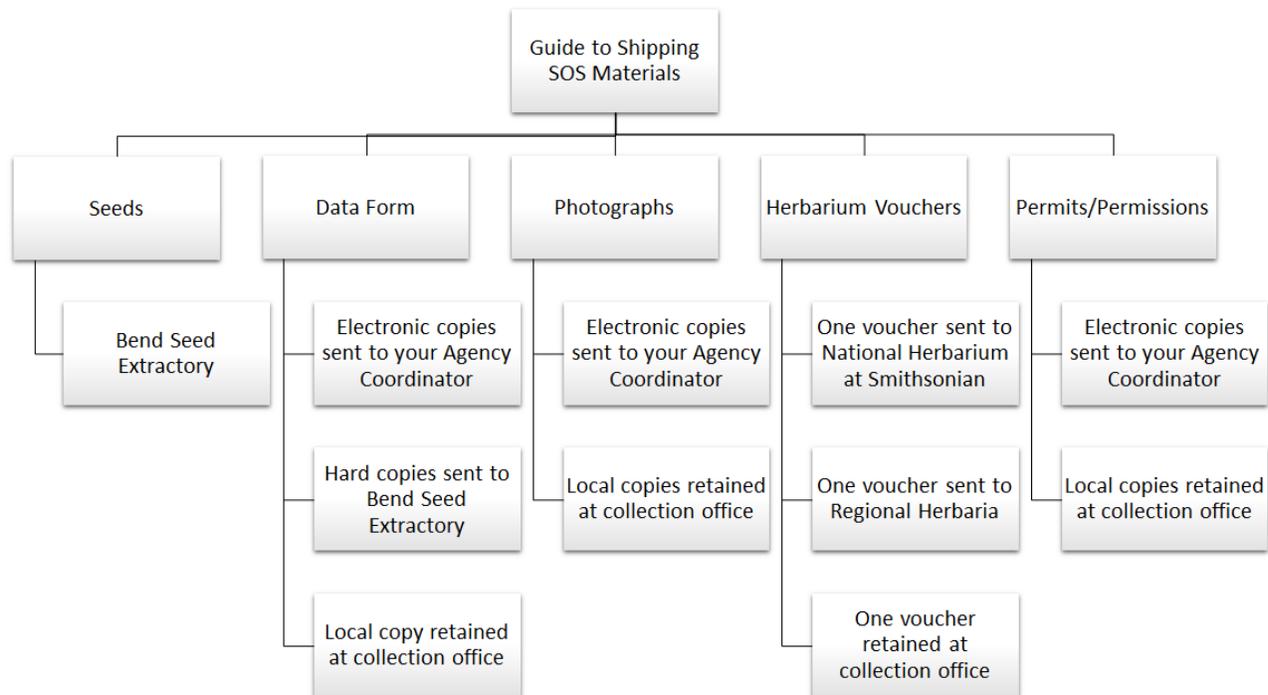
### **Where do SOS Permits/Permissions go?**

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.

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Please contact Sarah Hill ([sehill@blm.gov](mailto:sehill@blm.gov)) if you have any questions

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***Agency Coordinators:***

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