



End of Season Checklist

General

- Each collection has 3 photos, one of the seed, one of the plant, and one of the landscape
- Each collection has 3 herbarium specimens
 - NPS SOS teams – hold onto third voucher for Smithsonian, create herbarium label and file with office copy.
- Each collection has a Field Data Form that has all the required fields filled out
- Each collection's seeds are accounted for, have been treated with a No-Pest Strips, are securely packaged, and labeled.
 - NPS – Do not use No-Pest strips, seeds should be pre-treated following separate protocol. Contact Katie Vinzant, katharine_vinzant@nps.gov for more information

Data Submission – All due by December 15th

- Each collection has been entered in the SOS web portal or reviewed in geoplatform
- Photos are correctly labeled (PLANTS Code_Seed Collection Reference Number_Picture Number; e.g., SYLA6_CA180-419_A.jpg)
 - Location data is deleted from the photos. Follow instructions on the “Taking Quality Photos” help document: <https://www.blm.gov/sites/default/files/docs/2021-12/Taking%20Quality%20Photos%20for%20SOS.pdf>
- Data forms are correctly labeled with the SOS Seed Collection Reference Number and are saved as individual PDFs or Word documents rather than one large file
- Photos and data forms for all collections have been emailed to your Agency Coordinator as either zipped attachments or via a Google Drive link
- Permits/permissions for all collections made on non-BLM lands are emailed to your Agency Coordinator
- An annual report has been submitted to your Agency Coordinator, according to the annual report template found on the SOS website; <https://www.blm.gov/programs/natural-resources/native-plant-communities/native-plant-and-seed-material-development/collection>
- Local copies of the data forms, photos, permit, and annual report are saved at your organization/Field Office

Seed Shipping

- Bags are sealed securely, including corners and any other weak points, and pass the “shake test” meaning no seeds escape when the bag is shaken
- Bags are labeled with the SOS Seed Collection Reference Number and species
- If there are multiple bags for a single collection, they are labeled 1 of 3, 2 of 3, etc.
- Bags are placed in a box with their associated Field Data Form(s)
- Boxes are sealed securely and have the correct mailing address
- Boxes are mailed early in the week rather than on a Thursday or Friday
- The SOS National Curator has been notified via email when the last boxes of seeds for your collecting team have been shipped for the year.
- Any Clearance Forms have been emailed to the SOS National Curator by January 30th

Herbarium Vouchers



- One voucher per collection has been prepared following the “Guide to Herbarium Specimens for SOS” on the SOS website, including labels and notice of transmittal, and has been mailed to the U.S. National Herbarium (Smithsonian)
 - NPS – Prepare the label, file with specimen alongside local copy.
- One voucher is kept at the local Field Office/local organization
- One voucher has been sent to a regional herbarium (see list of herbaria in Appendix 6 of the SOS Protocol)

Note: There may be additional end of season duties or requirements requested by the SOS National Curator, your Agency Coordinator, your organization, or contract.

Agency Coordinators

BLM

- *Sarah Hill, Seeds of Success National Curator, sehill@blm.gov*

NPS

- *Katie Vinzant, Katharine_Vinzant@nps.gov*

USFWS

- *Kelly Thomas, kelly_thomas@fws.gov*