**Seeds of Success CLEARANCE FORM**

**BLM / NPS / USFWS: How to Request Seed and/or Seed Test Results Back to Your Office**

After cleaning, the first 3,000 seeds are taken off the top of each SOS collection and sent to Pullman, WA and Ft. Collins, CO for incorporation into the Seeds of Success National Collection. This form allows the coordinating Agency/Office responsible for an SOS team can request the entire remaining balance (anything over 3,000 PLS) be returned to their office or shipped to a cooperator. This form can also be used to request seed test result data. A monthly review of clearance forms will occur on the first Tuesday of the month, following the national coordinating call.

**Form Instructions:**

1. Fill out form and replace the example content with appropriate information.
2. Save the form under the title:
	1. Year\_CleaningFacility\_Clearance\_CollectorCode\_RequestDate.
	2. *Example: 2025\_Bend\_Clearance\_MT050\_20250402*
3. Send to your Agency Coordinator (BLM, NPS, USFWS) as soon as possible once all collections have been sent to a cleaning facility for the season, and no later than January 30th.

If both test results and shipping are requested, please fill out both the “shipping” column and “seed test results” column. If shipping is in planning stages, but not certain until after data is received, omit the shipping info and complete a second form to the SOS National Coordinating Office when shipping information is determined.

The SOS National Coordinating Office will review the request, if approved, assign a clearance number(s), and send the approved clearance form to the appropriate cleaning facility. Cleaning facilities will not send seeds without a clearance number assigned by the SOS National Coordinating Office.

*A limit of 25 seed lots will be shipped or tested each month, please plan requests accordingly or work with your Agency Coordinator and the SOS National Coordinating Office for more urgent requests.*

**Allow at least 30 days from date of approval to the date you would like the seed or seed test results returned.**

**Which cleaning facility are you requesting seeds from?**

|  |  |
| --- | --- |
| Cleaning Facility Name | Bend Seed Extractory |

**Requester Contact Information**

|  |  |
| --- | --- |
| Name | Kristy Snyder |
| Email | ksnyder@blm.gov |
| Phone Number | 208-867-5309 |
| FedEx Account Number (Only if requesting seed from Bend Seed Extractory) | 123456789 |
| SOS Collector Code | MT050 |
| Agency | BLM |

**Return Request Type**

|  |  |  |
| --- | --- | --- |
|  | **Shipping request** | **Seed Test Results** |
| Date Needed | April 2, 2025 | April 2, 2025 |
| Name & Organization | BLM-Dillon Field Office  | BLM-Dillon Field Office |
| Recipient’s physical address or email address – NO PO BOX | 1005 Selway Drive, Dillon, Montana 59725 | 1005 Selway Drive, Dillon, Montana 59725 |

Please return or test the following collection(s):

|  |  |  |
| --- | --- | --- |
| **SOS Collection Reference Number** | **Species** | **Clearance Number (assigned by the National Office)Leave blank** |
| MT050-1 | *Genus species* |       |
| MT050-2 | *Genus species* |       |
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Please describe, in detail, how the returned seed will be used, i.e. common garden study, restoration project, academic partnership, etc. This section must be filled out for your request to be processed.

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| **Native Plant Materials Development Project** |
| Seed will be used in sage grouse habitat restoration projects and timber harvest areas. Seed will be sent to a nursery for grow out and will be planted back into native habitat within the DFO with the help of tribal partners. Additional NotesAdditional Notes |