

# Guide to Shipping SOS Materials



## Please remember the following elements of SOS:

- A data sheet must be sent inside each box a collection is shipped in.
- One copy of each **original** data sheet shall be sent to your Agency Coordinator with end of season materials.
- One\* **unmounted** voucher per collection will be sent to the U.S. National Herbarium at the Smithsonian and has been prepared following the document “*Guide to Herbarium Specimens for SOS*” on the SOS website.
  - *\*NPS and DOI teams collecting on NPS managed lands – Create herbarium label/notice of transmittal for each collection but do not send the vouchers. Contact Katie VinZant, katharine\_vinzant@nps.gov, for information on where to store vouchers and transmittal notices.*
- Senders are responsible for all seed and voucher shipping costs
- Each team is assigned to a designated cleaning facility once data has been finalized and marked as “Passed” on the QC section of the data management site. Shipping cannot occur before collection data passes QC.
- All seed included in the SOS National Collection will have duplicate long-term storage, with one sample in the National Plant Germplasm System.

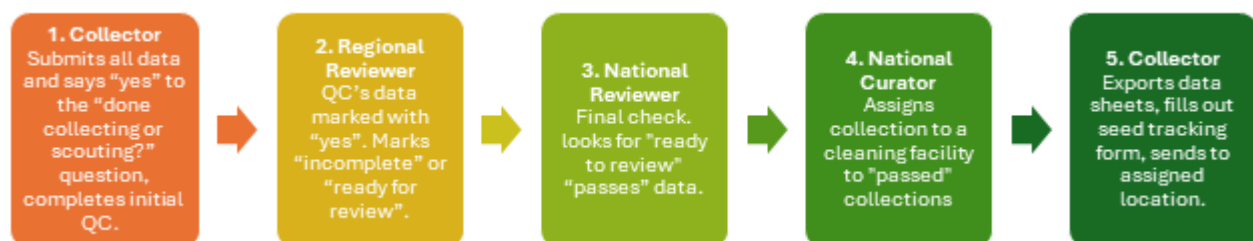
## How do I finalize data and get assigned a seed cleaning facility?

Each team will be assigned a designated cleaning facility once data has “Passed” QC in the Geoplatform Data Management Site.

Collections in the lower 48 will also need a collection cleaning priority (low, medium, high), and a final bulk weight to be assigned a facility.

Collections from Alaska do not need a priority or final bulk weight and may go straight to the Palmer Plant Materials Center once the data has “Passed” QC.

The data finalization and shipping workflow has five steps. Detailed information and instructions for completing this process are in the document “Seeds of Success Digital Data QC Guidelines 2025.”



## How do I ship SOS seeds after passing QC and getting a cleaning facility assignment?

Remember these key points when shipping SOS seeds:

- Always send fleshy fruit overnight mail (notify cleaning facility), and no more than 2-day shipping for dry seed.
- Only ship early in the week, ensuring the collection does not arrive on a Friday.
- A copy of the completed field data forms documenting the collection with all shipments of seed; material will not be cleaned without this documentation.
- Label collection bags clearly (Bag 1 of 2, Bag 2 of 2 etc.) and package carefully to minimize loss of seed during shipment. More information is available in **Section 14** of the SOS Technical Protocol.
- Fill out a seed tracking form WHEN you ship seeds, not before. If the person shipping does not have access to the seed tracking form the collectors should fill one out for them. If this is not possible contact Sarah Hill (sehill@blm.gov) and she can help.

## Seed Cleaning Facilities and contacts:

Facility	Special Instructions	Contact Information	Shipping Address
Alaska Plant Materials Center	Notify when shipping fleshy fruit only	Lyubomir (Lubo) Mahlev, lyubomir.mahlev@alaska.gov Phone: (907) 745 8782	Alaska Department of Natural Resources Division of Agriculture Plant Materials Center 5310 S. Bodenburg Spur Palmer, AK 99645
Bend Seed Extractory	Notify when shipping fleshy fruit or collection over 50 pounds. FedEx and UPS preferred.	Matt Horning, matthew.horning@usda.gov cc Malcolm Howard, malcolm.howard@usda.gov Phone: (541) 383-5646	USDA USFS - Bend Seed Extractory 63095 Deschutes Market Road Bend, OR 97701
Dorena Genetic Resource Center	Notify when shipping all collections. Use UPS or FedEx only to ship. NO USPS. Packages could get lost.	Bracken Bing, bracken.bing@usda.gov cc Lisa DeWeese, nicole.l.deweese@usda.gov Phone: (541) 767-5708	Dorena GRC Attn: Bracken Bing 34963 Shoreview Rd Cottage Grove, OR 97424
National Seed Lab	Add packing slip with a list of collections in each box. No preference on carrier, teams should track shipments if using USPS. Email victor.vankus@usda.gov , cc agency coordinator before sending.	Victor Vankus, victor.vankus@usda.gov , sm.fs.nsl@usda.gov Phone: (478) 751-3551	National Seed Lab 5675 Riggins Mill Road Dry Branch, GA 31020
Southeastern Grasslands Institute	Notify when shipping all collections.	Gus Rasich gus.rasich@segrasslands.org	APSU, Southeastern Grasslands Institute 681 Summer Street Clarksville, TN 37040
University of Nevada, Reno	Notify when shipping all collections.	Shannon Swim, shannonswim@gmail.com, swim@unr.edu	UNR Shannon Swim/Bio dept 1664 N. Virginia St MS 314 Reno, NV 89557

### Where do SOS data sheets go?

Always include your data sheet when shipping seed. If collecting on paper and entering data in the data portal, you may print a copy of this data sheet directly from the Portal per the instructions given in the “Data Portal Quick Guide” on the SOS website. If collecting through digital data tools, you can export a report from Survey123 following the directs in the help document “All Digital Data Guides”. In addition, a copy of your **original** data sheet should be sent electronically your Agency SOS Coordinator. These should be scanned copies of your raw data collected on SOS data sheets in the field, or data form exports from the SOS GeoPlatform.

### Where do SOS voucher specimens go?

1. **Required** - 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, [gardnere@si.edu](mailto:gardnere@si.edu) , 202-633-0936

Include a notice of transmittal when shipping your herbarium vouchers (download from SOS website). Detailed guidance on labeling and shipping herbarium specimens is in the “Guide to Shipping Herbarium Specimens for SOS” on the SOS website. Voucher labels should be exported from the GeoPlatform Data Management Site and printed on acid-free paper.

2. Optional – Keep a copy at the local land managing office if desired by local office.
3. Optional - Send one voucher to a local herbarium if desired by coordinating agency/office/herbaria. (See list of Herbaria in **Appendix F** of the Technical Protocol 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.