



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.
- Each collection has a Field Data Form (and scouting form if collecting with digital data tools) 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.
 - Seed treatment protocols differ by agency. See section 13 in the SOS Technical Protocol for guidance.

Data Submission – All due by December 15th. Submit all end of season reporting when everything is finished for the season your Agency Coordinator.

- Each collection has been entered in the SOS web portal or reviewed in the GeoPlatform Data Management dashboards.
- 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.
 - If photos are missing at the end of the season, make a note at the top of your annual report. See Appendix E of the SOS Technical Protocol for an example.
- 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. They are not in subfolders.
- Permits/permissions for **ALL collections made on ALL 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.
- Local copies of the data forms, photos, permit, and annual report are saved at your organization/Field Office

Seed Shipping

- Ensure you are shipping to your designated cleaning facility.
- 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.
- Fill out the Seed Tracking Form on either your tablet or the Geoplatform. If your team is not using the Seed Tracking Form. Email the SOS National Curator with the collection number, species, and the cleaning facility.
- 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 your Agency Coordinator 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). The bottom line of the label “Collected Under the Auspices of...” has the appropriate government agency.
 - ****NPS SOS Teams** – hold onto third voucher for Smithsonian. Create herbarium label/notice of transmittal for each collection and file with office copy. Vouchers will be sent at a later date.
 - DOI teams collecting vouchers from NPS lands may send those vouchers to the Smithsonian. Use the BLM herbarium label template.
- 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 F 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*