

SOS End of Season Checklist 2025



General

- Each collection has:
 - 3 photos, one of the seed, one of the plant, and one of the landscape.
 - 1 herbarium specimen for the Smithsonian, and extra copies for local or regional herbaria as appropriate.
 - Each collection has data forms with all the required fields filled out.
 - Collection/Field Data Form - Required
 - Scouting Form – optional (but highly encouraged) if conducting site visits before collecting)
 - Seed Tracking Form - Required
- Each collection's seeds:
 - Have been treated with a No-Pest Strips, are securely packaged, and labeled inside and outside of the bags and boxes.
 - *Seed treatment protocols differ by agency. See section 13b in the SOS Technical Protocol for guidance.*

Data Submission – All due before crews leave for the season and no later than December 15th.

Submit all deliverables in one closing email at the end of the season to your Agency Coordinator.

You may get some feedback about incomplete or missing data, so do this at least two weeks before crewmembers leave.

- Each collection has been reviewed in the GeoPlatform Data Management site or entered directly into BGBASE using the legacy paper/data portal system.
- Photos
 - Are in JPG/JPEG format and 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.
 - Are submitted in ONE file via drive link or emailed .zip drive. **Do not submit in subfolders.**
 - 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 **exported ONLY once data is reviewed and 100% correct** in GeoPlatform. Data forms are correctly labeled with the SOS Seed Collection Reference Number and are saved as individual PDFs or Word documents.
- Permits/permissions for all collections made on ALL non-BLM lands are sent in one folder to your Agency Coordinator
- Submit an annual report to your Agency Coordinator, according to the annual report template found on the SOS website and the example report in [Appendix E](#) of the Technical Protocol.
- Local copies of the data forms, photos, permits, and annual report are saved at the coordinating land managing agencies' office.

Seed Shipping

- Ensure you are shipping to your **designated** cleaning facility.
- Fleshy fruit will be shipped cold, overnight, ASAP once the collection has been completed. Fleshy

fruits will should never be frozen.

- Bags:
 - Sealed securely, including corners and any other weak points, and pass the “shake test” (no seeds escape when the bag is shaken).
 - 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). **Data forms should only be exported from the GeoPlatform once data QC is 100% complete.**
- Boxes:
 - If a single collection is sent in multiple boxes, boxes should be labeled box 1 of 3, 2 of 3, etc on the outside of the box.
 - Boxes should be sealed securely and have the correct mailing address.
 - Mailed early in the week rather than on a Thursday or Friday.
- Fill out the Seed Tracking Form** on either a tablet or the GeoPlatform Data Management Site. If the person who is shipping does not have access to the GeoPlatform, contact the SOS National Curator with the collection number, species, and the cleaning facility destination.
- Notify your Agency Coordinator when the last boxes have been shipped for the year.
- Any Clearance Forms must be emailed to your Agency Coordinator by January 30th.
- All NON-SOS seed should have “NON-SOS” Written on the outside of the box.

Herbarium Vouchers

- *One **unmounted** voucher per collection has been prepared following the “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.*
- Labels with proper agency attribution are exported from the Data Management Site and **reviewed/edited before printing on acid-free paper.**
- Vouchers are safely packaged to avoid damage during shipment.
- A Notice of Transmittal** has been emailed to Erika Gardner or printed and sent in with the vouchers.
- One voucher is kept at the local Field Office/local organization (optional)
- One voucher has been sent to a regional herbarium (optional; 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, your contract, or agreement.

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