SOS End of Season Checklist 2026

Please refer to corresponding sections of the full SOS Technical Protocol for more details on how to complete these final steps.

Final Deliverables: Before collectors leave and **NO LATER** than December 15th

☐ Data (Section 14a)

- Scouting and collection data submitted in Survey123 and reviewed in GeoPlatform (GPLAT); passed quality control (QC), no more comments or questions to resolve

☐ Data Sheets (Appendix C)

- Complete and accurate Survey123 collection forms exported from GPLAT
  - Printed **AFTER** passing QC and shipped with corresponding seed collections
  - If collected on paper and then submitted in Survey123, send scanned original paper copies **AND** exported Survey123 forms all in PDF format
  - File Name: Collector Code-Collection Number_Plants Code

☐ Photos (Section 12)

- 3 per collection *minimum*; one of the landscape (A), one of the plant (B), and one of the seed (C)
  - JPG/JPEG format **ONLY** with location metadata removed
  - Additional photos welcome – scenery, plants, wildlife, seed, crews, etc.
  - File name: USDA Plants Code_Collector Code-Collection Number_Letter

☐ Annual Report (Section 2f and Appendix E)

- Includes details about anything that future collectors or people reviewing collections and data would need to know, including:
  - Highlights and challenges
  - Any collections that were renumbered
  - Missing photos or vouchers
  - Collections that were made but not submitted (lost to mold, too small, used for another purpose, etc.)
  - Any other unusual or notable thing about the collections and season

☐ Herbarium vouchers* (Section 10d)

- 1 per collection *minimum*, **unmounted**, sent to the Smithsonian Institute; additional vouchers vary by crew
  - Verify the number of vouchers and other destinations with your manager

        - Export labels from GPLAT and edit for readability; print on acid-free paper
        - Packaged and shipped according to protocol (Section 10e)
    - Smithsonian Transmittal Notice printed and shipped with vouchers
        - Email a copy to SOS Agency Coordinator and Smithsonian point-of-contact

**Note for NPS/DOI teams: For 2026, if collecting within NPS lands, do not send vouchers to the Smithsonian. Create the labels and transmittal notices, then contact Katie VinZant (katharine_vinzant@nps.gov) for storage instructions.*

☐ Permits/permissions for all collections on non-BLM managed land (Section 6b)
- Submit a digital copy of permission documentation (permit, email, letter, etc.) after keeping a physical copy on hand throughout the season for verification if requested
- File name: Year_Landowner_Permit (*Ex. 2026_RockyMtnNationalPark_Collection_Permit*)

☐ Seeds* (Section 14)
- Treated (method varies by agency; Section 13b)
- Securely packaged with both bags and boxes clearly labeled
    - Include printed data sheets, exported **AFTER** passing QC and sent in the same container as the corresponding seed collections
- Seed Tracking forms submitted on GPLAT
    - If sender cannot access forms, follow up with SOS Agency Coordinator
- Shipped to assigned facility; notify appropriate contacts if required (Section 14d)

Note for Alaska teams: Seed must be shipped to Palmer Plant Materials Center by **October 15th.*

Submission Details

☐ Email everything in a compressed (.zip) folder to your SOS Agency Coordinator and the SOS National Coordinating Office (BLM_HQ_seedsofsuccess@blm.gov) **BEFORE** collection crews leave and **NO LATER** than December 15th
- Example folder structure for Collector Code ID931:
    - *ID931_Final_Deliverables*
        - *ID931_YEAR_Photos*
            - *Folder includes individual photos, not sorted into subfolders*
        - *ID931_YEAR_Permits*
            - *Folder includes individual documents, titled Year_Landowner_Permit*
        - *ID931_YEAR_Data sheets*
            - *Folder includes individual data sheet files for all collections*
        - *ID931_YEAR_Transmittal_Notice*
        - *ID931_YEAR_Annual_Report*