

Appendix 3:

Instructions for Sending Seeds to NLGRP for Black Box Storage

Before sending a shipment, please ensure:

1. A Material Transfer Agreement (MTA) is in place. The final fully executed copy will come from the Technology Transfer Assistant at USDA and will have a Black Box MTA # (located at the bottom of the document) and all signatures.
2. The Black Box Deposit template (MTA Appendix 1) has been filled out according to the instructions, and the file has been sent to NLGRP-Blackbox@usda.gov prior to shipment.
3. You have included a Letter of Transmittal, if you have already sent us your first shipment under the current MTA.

International Depositors: Before shipping, please email NLGRP-Blackbox@usda.gov for import instructions. NLGRP will provide depositor with an appropriate permit/shipping label (if applicable). The NLGRP Import Instruction Letter provides the current instructions needed to import material in accordance with USDA, Animal and Plant Health Inspection Service (APHIS) regulations. Because regulations change, please request an Import Instruction Letter each time you send us a deposit and follow all instructions carefully. **Material may be destroyed or returned if conditions and regulations are not met.**

Domestic Depositors: Any required state and/or federal permits must be in place prior to shipment.

Packaging & Shipping Instructions

- Please ensure seed is dried and packaged in moisture proof packaging such as heat-sealed foil laminate pouches. If seed drying is not possible, contact NLGRP-Blackbox@usda.gov to discuss having NLGRP equilibrate and package seed for storage.
- Label each packet with depositor organization, depositor inventory identifier, and genus species.
- Our seed storage racks have an opening of 86 cm wide x 75 cm deep x 55 cm high. Please send your seed in boxes sized to be stacked in this space. Our recommended box size is 42.5 cm wide x 37.5 cm deep x 15.25 cm high.
- If multiple boxes are shipped, each must have a packing list of the box contents [this can be a printout of the Black Box deposit spreadsheet (MTA Appendix 1 inventory), by box]. Numerically label each box (1 of 5, 2 of 5, etc.). Please be sure the corresponding box number appears in the spreadsheet.
- Ship seed via expedited service. Email NLGRP-Blackbox@usda.gov with shipping date and tracking information.

NLGRP Shipping Address (Domestic shipments only. For International shipments, refer to Import Instruction Letter):

USDA, ARS, NLGRP
Attn: Black Box Storage
1111 South Mason Street
Fort Collins, CO 80521