

## VOUCHER SAMPLE FORM - POTATO

Plant Variety Protection is active for 20 years following certificate issuance. After 20 years, material may be made available to the public through the USDA National Plant Germplasm System. If your plant material is covered by other intellectual property rights agreements (i.e., U.S. plant patents, utility patents, international plant patents, Journal of Plant Registration, etc.), please be aware that these have their own terms of protection and may result in material being publicly released before plant variety protection expires, or vice versa. The applicant is responsible for monitoring the terms of their agreements and explicitly communicating with the PVPO and the NLGRP about them.

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**U.S. DEPARTMENT OF AGRICULTURE**  
**AGRICULTURAL MARKETING SERVICE**  
**SCIENCE AND TECHNOLOGY - PLANT VARIETY PROTECTION OFFICE**

**VOUCHER SAMPLE FORM - POTATO**

*The following statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a) and the Paperwork Reduction Act (PRA) of 1995.*  
 OMB Collection #0581-0055

VARIETY INFORMATION			
6. PATENTS: IS THE VARIETY PROTECTED UNDER ANY PATENTS?			
YES		NO	
If YES, provide patent application number / patent number:			
APPLICANT INFORMATION			
7. OWNER NAME:		8. REPRESENTATIVE NAME:	
9. OWNER ADDRESS:			
10. CITY:	11. STATE:	12. ZIP CODE:	13. COUNTRY:
14. PHONE NUMBER:		15. FAX NUMBER:	
16. EMAIL:			
SUPPLIER INFORMATION			
SUPPLIER of seed or vegetatively propagated material, IF DIFFERENT FROM APPLICANT			
17. SUPPLIER NAME:			
18. SUPPLIER ADDRESS:			
19. CITY:	20. STATE:	21. ZIP CODE:	22. COUNTRY:
23. PHONE NUMBER:		24. FAX NUMBER:	
25. EMAIL:			
26. Non-U.S. Applicants: Supplier has processed foreign-origin material through quarantine per APHIS regulations (if applicable):			
YES		NO	

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**APPENDIX – PVP Potato Voucher Sample Submission Protocols**

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A complete listing of the rules and regulations associated with deposit of PVP voucher specimens can be found in Section 97.7 of the PVP Act Regulations and Rules of Practice. A pdf copy of the PVP Act and Regulations can be downloaded from the PVP website: [www.ams.usda.gov/pvpo](http://www.ams.usda.gov/pvpo).

**NATIONAL LABORATORY FOR GENETIC RESOURCES PRESERVATION  
PVP POTATO VOUCHER SUBMISSION PROTOCOL**

(Non-U.S. depositors: Please read shipping instructions on next page)

1. Voucher sample should be sent by commercial carrier (i.e., FEDEX, UPS, DHL, etc.) and be sent overnight. Contact [NLGRP-PVP-Coordinator@usda.gov](mailto:NLGRP-PVP-Coordinator@usda.gov) if other delivery options are needed (i.e., local drop off)
2. Depositor must notify NLGRP prior to shipment and include tracking information. Send notification to: [NLGRP-PVP-Coordinator@usda.gov](mailto:NLGRP-PVP-Coordinator@usda.gov) and [PVPOMail@usda.gov](mailto:PVPOMail@usda.gov). Please include "Potato PVP" number in subject line.
3. Complete and attach **PVP POTATO TISSUE CULTURE VOUCHER DEPOSIT FORM** to shipment notification email AND enclose a copy of printed form with material.
4. If Depositor is generating tissue culture samples themselves, they must follow this protocol. If using contracting laboratories to produce plantlets for submission to NLGRP, the depositor is responsible for ensuring laboratories follow the voucher submission protocol. This ensures the safe delivery and deposit of the samples to NLGRP and reduces the risk of having to resubmit the plantlets due to poor shipping and handling.
5. Ten (10) separate in vitro plants (one plant per tube) firmly rooted in 1 % agar and tubes shipped upright in package should be deposited. Plantlets should not be older than two weeks; note date of culture on each tube.
6. NLGRP requests that the depositor provides instructions for maintenance of materials. Strict confidentiality will be maintained by the PVPO and NLGRP as to the specifics of instructions, in accordance with law and equity.
7. Labels required on outside of package:  
"Live Plants" ; "Open Package Immediately" ; "Do Not Place in Cold Storage" ; multiple "Arrows" indicating right side up.

**(LIST CONTINUED BELOW)**

**SAMPLE EMAIL:**

FROM: Supplier  
 TO: [NLGRP-PVP-Coordinator@usda.gov](mailto:NLGRP-PVP-Coordinator@usda.gov) ; [PVPOMail@usda.gov](mailto:PVPOMail@usda.gov)  
 CC: Applicant, PVP examiner  
 SUBJECT: Potato PVP # XXXXXXXXXX

Today Company X shipped the PVP deposits for the following varieties:

Potato -Variety 1, Variety 2, Variety 3

The completed NLGRP forms are attached. Hard copies of the forms are included in the seed shipment.

Please notify the supplier, applicant, and PVP office when seed arrives or if seed is not received within two weeks after email notification of shipping. Please keep good communication between NLGRP, PVP Office, applicant and supplier. It is important in order for the customer to know the status of the application and also for germplasm security.

Let me know if you have any questions regarding this shipment.

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**AGRICULTURAL MARKETING SERVICE**  
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**SHIPPING INFORMATION**

**Domestic (U.S.) sources:** Seed samples from within the U.S. should be sent to NLGRP at the following address via commercial carriers (i.e., FedEx, UPS, etc.) rather than the U.S. Postal Service.

USDA-ARS-NLGRP  
 Attn: PVP Coordinator  
 1111 South Mason St.  
 Fort Collins, CO 80521

**International / Non-U.S. sources:**

- a. Email [NLGRP-PVP-Coordinator@usda.gov](mailto:NLGRP-PVP-Coordinator@usda.gov), **in advance of shipping** to request instructions for importing material into the United States. Please let us know if you are importing seed or potato plantlets, and the country where the material was field grown.
- b. NLGRP will provide depositor with an Import Instruction Letter and appropriate permit/shipping label (if applicable). The Import Instruction Letter instructs how to import material in accordance with USDA Animal and Plant Health Inspection Service (APHIS) regulations. Please follow all instructions carefully. **Material may be destroyed or returned if conditions and regulations are not met.**
- c. Information on specific import requirements can be found in the APHIS Plants for Planting Manual and/or APHIS Agricultural Commodity Import Requirements Search Tool (<https://www.aphis.usda.gov/aphis/ourfocus/planthealth/complete-list-of-electronic-manuals>).

**Burden Statement** According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0055. The time required to complete this information collection is estimated to average .5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**USDA's Nondiscrimination Statement** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) fax: (202) 690-7442; or 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.