

SAMPLE LETTER ON RECEIPT AND CONDITION OF SPECIMENS

IN REPLY REFER TO:
FWS/DMA CEP 3-14

OMB No. 1018-
Expires

Dear _____:

On _____, the following U.S. Department of Agriculture (USDA) seized plant shipments were assigned to your institution:

<u>USDA NUMBER</u>	<u>QUANTITY</u>	<u>SPECIES</u>	<u>COUNTRY OF EXPORT</u>
--------------------	-----------------	----------------	--------------------------

Please provide the date that you received these plants and their condition upon arrival by writing to me at:

Division of Management Authority
U.S. Fish and Wildlife Service
4401 N. Fairfax Drive, Room 700
Arlington, Virginia 22203
fax: (703) 358-2298

Thank you for your cooperation as a volunteer rescue center for plants illegally shipped into the United States.

Sincerely,

Division of Management Authority

Notice

Information requested herein is purely voluntary. However, submission of requested information is required for the Fish and Wildlife Service to place shipments with an approved plant rescue center. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless a currently valid Office of Management and Budget (OMB) control number is displayed. The OMB Control Number for this information collection is 1018-XXXX, which expires _____.

The reporting burden on the applicant for this information collection is approximately 30 minutes. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing the response letter. You may direct comments regarding the burden estimate or any other aspect of the information collection to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 222, Arlington Square, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.