

## PVP Seed Sample Submission Protocols

### PVP Seed Voucher Sample Submission Protocols

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).

**WARNING:** Do not send voucher specimens until the PVP application has been filed and you have received the PVP application number from the PVP Office. There is a danger that seeds deposited without the proper documentation and identifying marks will be included in the general seed collection and be immediately available for distribution to the public.

These protocols are for seed samples, not for tissue cultures. Please ask the PVP examiner for protocols relating to non-seed deposits.

1. A sample of at least 3000 untreated, viable seeds representing the variety which will be protected by Plant Variety Protection (PVP) needs to be deposited at the National Laboratory for Genetic Resources Preservation (NLGRP) within three months of filing the application or prior to protection being issued, whichever comes first.
  - a. All seed bags must be clearly labeled identifying the contents and accompanied by a PVP Germplasm Deposit Form (see 2. below).
  - b. NLGRP requests that the owner provide any special instructions for germination procedures as seed will be rejected if viability is low. Confidentiality will be maintained by the PVPO and NLGRP as to any specifics provided by the owner for the duration of protection for that variety.
  - c. Seed bags must be clearly labeled as “*maintainers*” or “*restorers*”, as applicable, along with the name of the protected variety they are associated with.
  - d. In the case of hybrids and parent(s) of hybrids, the seed bag of the hybrid accession must be marked as “*hybrid*” and the bag(s) of the parent(s) marked as “*Male/Female Parent of \_\_\_\_\_*” (list hybrid).
2. Each PVP voucher seed sample sent to NLGRP must be accompanied by a PVP Germplasm Deposit Form - [Seed Deposit Form](#). Complete the electronic [form](#) and send it to NLGRP at [Renee.White@ars.usda.gov](mailto:Renee.White@ars.usda.gov).
3. Applicants must notify NLGRP prior to submission of seed samples by sending an email to [Renee.White@ars.usda.gov](mailto:Renee.White@ars.usda.gov). This can be done the day samples are sent.

#### SAMPLE EMAIL:

FROM: supplier  
 TO: applicant, PVP examiner  
 CC:

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

Crop 1 - Variety 1, variety 2, variety 3  
 Crop 2 - Variety 7, variety 8

The completed NCGRP 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.

4. **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 80521-4500  
Tele # 970-495-3200

5. **Non-US sources:**

- a. Please email NLGRP ([Renee.White@ars.usda.gov](mailto:Renee.White@ars.usda.gov), with a cc to [Andy.Hagan@ars.usda.gov](mailto:Andy.Hagan@ars.usda.gov) , in advance of seed shipment to request documentation necessary to import seed into the United States. This documentation includes an Import Permit Address label specific for this shipment as well as a copy of the Import Permit.
- b. Please note that the import label is valid only for the shipment assigned and is ***not re-usable***. Seed shipped without proper documentation (Import Permit and Import Address labels) from non-US sources may be destroyed.
- c. It is requested that a copy of the Import Permit be enclosed with the seed.
- d. A Phytosanitary Certificate issued by the country of origin must accompany all samples received from non- US sources, per USDA Animal Plant Health Inspection Service (APHIS) regulations.
- e. Inside the shipping box, please include your 1) seed deposit forms and 2) a letter to indicate where the seed is to be shipped after it is inspected by the Plant Protection and Quarantine Office (to USDA-ARS-NLGRP), and 3) a Phytosanitary Certificate.

**NATIONAL LABORATORY FOR GENETIC RESOURCES PRESERVATION DEPOSIT  
FORM FOR PLANT VARIETY PROTECTION VOUCHER SAMPLE**

**Domestic Samples:** For each seed / tissue culture voucher sample, please complete Blocks 1-4 of this form and submit an electronic copy and hard copy to:

**ATTN: PVP Coordinator**  
**USDA-ARS, National Laboratory for Genetic Resources Preservation**  
**1111 South Mason Street**  
**Fort Collins, CO 80521-4500**  
**Telephone: 970-492-3200**  
**Email: [PVPCoordinator@ars.usda.gov](mailto:PVPCoordinator@ars.usda.gov)**

**Block 1**

PVP NUMBER: \_\_\_\_\_

COMMON NAME: \_\_\_\_\_

SCIENTIFIC NAME: \_\_\_\_\_

CULTIVAR(\*) \_\_\_\_\_  
 \*<> Put brackets around the cultivar name to denote a temporary designation

**Block 2**

**APPLICANT** (organization, contact person's name, address, email and telephone):  
 Owner (ST-470, Block 1): \_\_\_\_\_  
 Contact Person's Name: \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Phone : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Block 3**

**SUPPLIER** of seed or vegetatively propagated material, if different from Applicant (include organization, contact person's name, address, email, fax, and telephone):  
 Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Block 4**

DOES THE VARIETY CONTAIN ANY BIOTECHNOLOGY EVENTS? \_\_\_\_\_ YES \_\_\_\_\_ NO

A biotechnology event is defined as a single insertion of a nucleic acid construct into a specific site in a plant's chromosome; that is regulated under the U.S. Coordinated Framework for the Regulation of Biotechnology.

**Block 5 (For Internal Use Only)**

**PI No.** \_\_\_\_\_

**NSSL No.** \_\_\_\_\_

**Date Rec'd** \_\_\_\_\_

## 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).

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