

Quick Checklist for Receiving Seeds

FROM SEED SUPPLIER

BEFORE OPENING

- Bring package to designated area (away from growing space)
- Put on gloves (optional)

OPEN & INSPECT

- Check packaging to ensure the correct seeds were delivered
- Inspect packaging for moisture, mold, insects, and damage
 - If seeds quality seems suspicious: contain seeds in bag or container and ask for a second opinion from a coworker or manager. Notify the manager or person in charge.
- Double check seed quantity sent was correct. Usually this is in the form of weight. Use a different container to weigh seeds for each species.

LOG IT

Label the seeds, if necessary, with:

- 4 letter code
- Seed supplier
- Date/year received

In a digital or physical log, record:

- Plant name (Genus species)
- Weight of seed
- Seed supplier
- Date/year received
- Location & ecoregion if possible
- Any concerns/observations about the seed quality (chaff, bug, mold, size, etc.)

STORE IT

- Clean seeds as needed
 - Store in labeled package inside of a plastic sealed bag
 - Store in tote alphabetically according to the 4-letter code
 - Keep in seed cooler (~40F)
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FROM STAFF COLLECTION

INSPECT

- In an area away from the growing space (ideally while/before collecting), inspect seeds for mold, insects, and damage
 - If seeds quality seems suspicious: contain seeds in bag or container and ask for a second opinion from a coworker or manager. Notify the manager or person in charge.

LOG IT

Label a manila coin envelope with:

- Plant name (Genus species)
- 4 letter code
- Date/year collected
- Weight of seed
- Location & ecoregion

In a digital or physical log, record:

- Plant name (Genus species)
- Date/year collected
- Weight of seed
- Location & ecoregion
- Any concerns/observations about the seed quality (chaff, bug, mold, size, etc.)

STORE IT

- Process/clean seeds as needed
 - Dry seeds
 - Store in labeled manila coin envelope inside of a plastic sealed bag
 - Store in tote alphabetically according to the 4-letter code
 - Keep in seed cooler (~40F)
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IF AN INSECT IS FOUND

IDENTIFY

Identify the insect. This is the most critical step. It could be a harmless native species or an invasive pest.

ASSESS

Determine whether the risk of infestation is worth keeping the seeds. The best option if you find an invasive pest is to destroy the seeds & pest.

TAKE ACTION

If destroying the seeds, ensure the pest and any potential eggs are killed.

If retaining the seeds:

- Separate visibly infested seeds from seemingly undamaged seeds.
- Quarantine the batch in some sort of sealed container and monitor for activity. Keep in quarantine for as long as possible.
- Any seeds sown from this batch should also remain in a quarantine. Duration may vary depending on the pest.

IF SOMETHING ELSE IS FOUND

ASSESS

Try to identify what you are looking at. Determine whether the risk of infestation is worth keeping the seeds. Usually, molds can be easily killed by using a 1% hydrogen peroxide rinse.

TAKE ACTION

If destroying the seeds, ensure the pest is completely killed.

If retaining the seeds:

- Separate visibly infested seeds from seemingly undamaged seeds.
 - Quarantine the batch in some sort of sealed container and monitor for activity. Keep in quarantine for as long as possible.
 - Any seeds sown from this batch should also remain in a quarantine. Duration varies depending on pest.
 - Continue to monitor for any signs of disease during the first year of the plant's life.
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