

REQUEST FOR PLANT MATERIALS ALLOCATION AND DISTRIBUTION

Order By.: _____

Plant Materials Order No.: _____ Order Date: _____ Approx. Date Needed: _____

Order To Address

Ship To Address

Field Planting No.: _____

Cooperator: _____

Study No.: _____

Contact phone: _____

Purpose: _____

Contact email: _____

State/Area: _____

SPECIAL INSTRUCTIONS

Allocate and/or ship the following seed or stock as indicated below, in accordance with approved allocation of seed and/or planting stock:

NRCS-ECS-596 (D&D #): _____ Order Prepared By: _____ Date _____

PMC	Accession Number and/or Variety	Scientific name and/or Common Name	Certification Class	Request Amount	Unit of Measure and/or Type

REQUEST FOR PLANT MATERIALS ALLOCATION AND DISTRIBUTION FORM INSTRUCTIONS

These instructions will assist in completing form NRCS-ECS-001.

Plant Materials Order No.

Plant materials order number assigned by the Plant Materials Specialist or Plant Materials Center Manager

Order Date

Date the material was requested

Approximate Date Needed

Approximate date the material will be needed for pick-up or shipment

Order By

Name of the Plant Materials staff member responsible for initiating the plant material allocation

Order To

Name and address of the individual or organization that is making the request for the plant materials; this is also where the Distribution & Delivery record from POMS will be sent

Ship To

Individual or organization that will receive and utilize the plant materials, which may differ from the requestor

Cooperator

Name of the land owner, individual or organization that is working with or is associated with these plant materials

Contact phone

Phone number of the land owner, individual or organization working with or associated with these plant materials

Contact email

Email address of the land owner, individual or organization working with or associated with these plant materials

State/Area

State or area where the plant materials will be utilized

Field Planting No.

Enter the unique number assigned by the Plant Materials Center staff or Plant Materials Specialist if this is a Field Planting. The format for field plantings is identified in the National Plant Materials Manual, sections 540.14(F)(5) and 520.66. This number should correspond to a POMS database record if applicable.

Study No.

Enter the unique number assigned by the Plant Materials Center staff or Plant Materials Specialist for this study. The format for studies is identified in the National Plant Materials Manual, sections 540.12(C) and 520.66. This number should correspond to a POMS database record if applicable

Purpose

Describe the purpose of the plant material allocation (PMC seed increase, grower increase, field planting, etc.)

Special Instructions

Describe any special instructions necessary to ensure proper plant handling and storage; this could include packaging instructions or requirements, storage environment requirements, planting instructions, etc.

REQUEST FOR PLANT MATERIALS ALLOCATION AND DISTRIBUTION**FORM INSTRUCTIONS****(Continued)****NRCS-ECS-596 (D&D #)**

Once the material has been allocated in POMS, a D&D number will be generated. Enter that number here to link this allocation to the Distribution & Delivery record

Order Prepared By

Name of the individual that prepared/packaged the order

Date

Date the order was prepared

PMC

5 letter PMC code for the Center (e.g., NYPMC, AZPMC)

Accession Number and/or Variety

Accession number and/or the variety of the plant material to be allocated

Scientific Name and/or Common Name

Scientific name and/or the common name of the plant material to be allocated

Certification Class

Certification class of the plant material being allocated;

- BR = breeder
- FD = foundation
- RE = registered
- CE = certified
- CO = common

Request Amount

Amount of plant material that has been requested

Unit of Measure and/or Type

The unit of measure and/or type for the amount requested. This could include bushels, pounds, grams, rhizomes, bundles, etc. Make clear indications of quantities – for example, if 50 bundles of whips are being allocated, be sure to indicate the number of whips in a bundle. If Pure Live Seed is required indicate “lbs. PLS”

Continue filling out one row for each separate plant material allocation.