

NORTHERN PLAINS AREA Policy Memorandum

DATE:	June 6, 2005
SUBJECT:	Submission of ARS Plant Material Release Notices
NUMBER:	PM-05-003
EFFECTIVE DATE:	June 6, 2005

1. Purpose

To establish Marcie Currie-Gross, Extramural Agreements Specialist, as the single point-of-contact to assist the NPA scientists with plant material (germplasm) release notice requirements; document the notices through the ARIS Plant Material Docket (PMD) system; and expedite the plant material release notice approval process through coordination with the National Program Staff (NPS).

2. Responsibilities

Unit/Location Responsibilities

- Enter the plant material release in the ARS-115 manuscript section of ARIS. (code as G = Germplasm Release)
- Prepare the plant material release notice.
- Complete the PMD template for the ARIS Licenses/Inventions Section. (See attached fillable pdf form)
- Submit the PMD template and plant material release notice to the Area Office electronically (in Word via e-mail). Hard copy documents may also be mailed, but the electronic document is required in order to complete the ARIS PMD entry.

Area Office Responsibilities

- Enter the PMD into the ARIS Licenses/Inventions Section.
- Send the PMD ARIS entry to the Unit/Location for Line Management approval and signature(s).
- Release the PMD ARIS document to the NPS level upon completion of all levels of NPA line management approval.
- FedEx the plant material release notice received from NPS to the University/Cooperator for signature.
- FedEx the signed plant material release notice to Dr. Judy St. John's office for final signature.

3. Requirements for Submission of Plant Material Release Notices

- The Plant Material Docket template must be completed and submitted electronically.
- The plant material release notice must have a cover memo for the required NPA line management signatures. (See Attachment 1). Do **not** list Dr. Blackburn's name on the signature page for the release notice. (See Attachment 2).

4. Questions, Assistance, Guidance

Contact Marcie Currie-Gross: (970)492-7022 or marcie.currie-gross@ars.usda.gov

Attachments

/s/

W.H. Blackburn

Director, Northern Plains Area

PM-05-003

ATTACHMENT 1: Cover memo example

Date

SUBJECT: Transmittal Notice of Release of White River Indian Ricegrass Germplasm

TO: Dr. Judith St. John
Deputy Administrator
Crop Production and Protection

THROUGH: Dr. W.H. Blackburn
Director, Northern Plains Area
Fort Collins, CO

Name of Research Leader
Research Leader
USDA, ARS, NPA, Name of Unit
City, State

FROM: Name of ARS Breeder
Title
USDA, ARS, NPA, Name of Unit
City, State

Enclosed is the release notice for White River germplasm of Indian ricegrass. This material is intended for use in Bailey's Province M341, which includes portions of western Colorado; central, southern, and eastern Utah; and central and eastern Nevada. It features high germinability in a species that is typified by high seed dormancy. A copy of the distribution list is also attached.

White River germplasm is proposed for release on the basis of its high germinability, excellent stand establishment, and ability to maintain stand. White River was evaluated near Pinedale, Wyoming and was superior to Rimrock and Nezzar, the two widely used existing materials adapted to cool-temperature sites in the Intermountain region.

This release is the result of a cooperative research effort between the USDA-ARS Forage and Range Research Lab, Logan, Utah; the USDA-Natural Resources Conservation Service; the Utah Agricultural Experiment Station; and USDI-Bureau of Land Management.

ATTACHMENT 2: Signature page example

Scott Robertson, President
Upper Colorado Environmental Plant Center
Meeker, CO

Date

Allen Green, State Conservationist, Colorado
USDA, Natural Resources Conservation Service
Lakewood, CO

Date

Lee Sommers, Director
Colorado Agricultural Experiment Station
Fort Collins, CO

Date

Diane Gelburd, Director
Ecological Sciences Division
USDA, Natural Resources Conservation Service
Washington, DC

Date

Judith St. John
Deputy Administrator, Crop Production and Protection
Agricultural Research Service
United States Department of Agriculture

Date