

**NORTH CENTRAL REGIONAL PLANT INTRODUCTION STATION
NOMINATION TO INACTIVE FILE**

ACCESSION NOMINATED _____ NOMINATOR _____
Genus & Species _____ Date _____

Is packet attached? YES _____ NO (Reason) _____
Are cards attached? YES _____ NO (Reason) _____
Is there additional information attached? YES _____ NO _____

Accession received as: SEED (Weight) _____ or (Number) _____ CUTTINGS (Number) _____
PLANTS (Number) _____ OTHER (Explain) _____

Condition of materials received: _____

WHY IS THIS ACCESSION BEING NOMINATED? (Check all that apply)

____ Never received
____ Duplication: _____ Duplicate IDs given to a single population
List accession ID that will remain in use _____
____ Determined by curator after comparison (Explain efforts taken to confirm) _____

____ Record keeping errors (Explain) _____
____ Disposition of excess material following transfer
____ Cannot be maintained further (Not viable- see next section)
____ Other (Noxious weeds, Disease threat, Etc.) (Explain) _____

INVIABILITY FROM:

____ Failure of seed germination and/or viability testing (Describe methods used and times tried) _____
____ Failure of seed production: _____ POOR FLOWERING _____ POOR POLLINATION
____ POOR SEED PRODUCTION (Quantity and/or quality)
____ Poor performance of plants (Explain) _____

CONDITION OF REMAINING MATERIALS: _____
EFFORTS TAKEN TO REOBTAIN THIS ACCESSION: _____

RECOMMENDATIONS FOR HANDLING EACH LOT CODE: _____

APPROVED _____ NOT APPROVED _____ COORDINATOR _____ DATE _____
Recommendations for further action: _____

CARDS REFILED (date) _____ GRIN CORRECTED (date) _____
SEED PACKETS FILED (date) _____

North Central Regional Plant Introduction Station **Procedures for Accession Inactivation**

I. FORM USE

The purpose of this form is to inactivate an accession when it has been determined the accession cannot or should not be maintained as part of the active inventory of the North Central Regional Plant Introduction Station (NCRPIS). Inactivation includes plant material, accession identifiers, and database records. An inactivated accession will not be reaccessioned under a different identification. This process should involve only accessions where all remaining seed and/or plants will be discarded or placed in Inactive Storage with no changes in identification.

Duplicate accessions may be inactivated using this form when it is desired for all remaining seed to be sent to Inactive Storage. Duplicate accessions to be combined with other accessions should be handled by using the "Duplicate Accessions Form." The inventories for these accessions will still be active under a different identification.

II. INSTRUCTIONS FOR NOMINATION TO INACTIVE FILE FORM

Initiation of inactivation procedures rest on the curator. Seed storage, order processing, login, and computer personnel are encouraged to bring inactivation candidates to the attention of the curator. **ACCESSIONS SHOULD BE FULLY READY FOR INACTIVATION BEFORE THIS FORM IS COMPLETED FOR APPROVAL** (i.e. germinations performed, plots harvested and stored, excess inventories bulked or discarded, etc.).

Curator

The first four sections of the form should be completed by the curator according to the following instructions:

A. Section 1

1. Accession identification (ACP and ACNO), taxonomy, curator's name, and date should be filled in.
2. The curator should locate and attach all cards and seed packets for the nominated accession. Some newer accessions do not have cards, and accessions received as plants or cuttings usually have no packets. Packets may be too bulky or numerous to attach to the form. When there is too much seed to conveniently attach to the form, the curator should note the location of the seed.
3. Information regarding quantity and quality of seeds and plants when received can be found in many sources, including notes on original packets, materials in the "Accessions Information File," Ames number sheets, "Blue sheets" for woody ornamentals, and the Germplasm Resources Information Network (GRIN).

B. Section 2 - "WHY IS THIS ACCESSION BEING NOMINATED?"

The appropriate reason for inactivation should be checked and explanation given if necessary. The choices are self-explanatory.

C. Section 3 - "INVIABILITY FROM:"

This section must be filled out if "Cannot be maintained further" is chosen in Section 2. It may also be filled out to support other reasons for inactivation.

D. Section 4

1. A description of any inventory not covered by Section 3 should be entered here. This would mainly include non-seed inventories (plants, tubers, cuttings, etc.).
2. The curator should make a diligent effort to reobtain accessions lost due to inviability or to acquire accessions never received. Sources for reobtaining seed would include the original collector/developer, other institutes (Vavilov, CIMMYT, etc.), individuals who received seed distributions, former curators, and other sites (NSSL, W6, S9, etc.). Any such efforts should be clearly described for proper documentation.
3. The curator should make recommendations for the treatment of all affected inventory lots, listing them if necessary. In certain cases, individual inventory lots within the nominated accession will need to be handled separately. If additional space is needed, an extra sheet may be attached.

Coordinator

The coordinator evaluates the information presented on the form, then either approves or disapproves the nomination. The coordinator may also attach qualifications to recommendations by the curator. If the nomination is approved, the form is sent to the Germplasm Program Assistant (GPA) to begin processing. If the nomination is not approved, or there are qualifications to the approval, the form is returned to the curator.

Germplasm Program Assistant

The GPA will make all necessary changes to the card file and database records (GRIN) according to the following instructions:

A. Card File

Any cards for the nominated accession will be marked "INACTIVE" in the upper right corner. The cards will then be refiled in the inactive section of the card file. If the material is being transferred to another site, that should also be noted on the cards along with the date of transfer. Once this has been completed, the GPA will initial and date the form in the space provided. If no cards were present for this accession, the GPA will instead write "N/A."

B. Database

1. Pull up the accession in the Accession Information area of GRIN.
2. Use F2-1 to move to the Inventory Information area.
 - a. Change the maintenance group to "NC7-null" for all inactivations except transfers. Inventory lots being transferred to another site should be changed to "NC7-transfers."
 - b. Change inventory status to "INACTIVE" for all inactivations except transfers. Inventory lots being transferred to another site should be changed to "TRANSFERED."
 - c. Make note of quantity on hand and blank out this field.
 - d. Blank out location.
 - e. Commit changes.
 - f. Move to Actions on Inventory Sample field and create a record of "INACTIVATD" including quantity on hand and the appropriate cooperator record.
 - g. Commit changes.
3. Exit the Inventory Information area and return to the Accession Information area.
4. Use F2-1 to move to the Accession Inactivity Status page.
 - a. Choose reason inactive.
 - b. Enter the date the inactivation was initiated, according to the "Nomination to Inactive File" form.
 - c. Enter the date the date the inactivation was completed.
 - d. Attach the appropriate cooperator record.
 - e. Add any inactivation narrative under "Comments". If the accession is being transferred, the reason inactive should be "OTHER" with a narrative that reads "Transferred to ...(site)... ." If the accession is a duplicate, the reason inactive will obviously be "DUPLICATE" with a narrative that reads "Duplicate of ...(Pref)...(No)..." along with any other necessary comments.
 - f. Commit changes and exit the Accession Information area.
5. Re-query the accession in the Accession Information area of GRIN.
 - a. Change site to "INACTIVE."
 - b. Choose reason inactive and add narrative if necessary (narrative entered in the Accession Inactivity Status page should already be present).
 - c. Commit changes (2 times).
 - d. If the accession is a duplicate, move to the Accession Names page and add a secondary identifier that states: "Duplicate of ...(Pref)...(No)... ," type: "OTHER," mark it the top name, and link it with accession group: "AMES.PI.DUPES."
 - e. Commit changes.

6. Once the database has been corrected, the GPA will initial and date the form in the space provided. The form is then given to seed storage.

Seed Storage

INVENTORIES SHOULD HAVE BEEN REDUCED, BULKED, OR DISCARDED BEFORE THIS FORM WAS PROCESSED. All remaining seed packets should be placed in Inactive Storage. Once this has been accomplished, the form should be initialed and dated by the person who performed these duties.

Completed Forms

When processing of the form has been completed, copies will be distributed as follows: The white copy will be filed in seed storage, the yellow copy will be filed in the GPA's office, and the pink copy will be returned to the curator.

III. REACTIVATION

The procedure for reactivation should be the reverse of the inactivation procedure, with the following exceptions:

- A. Since no form is available for reactivation, the curator is responsible for making sure the GPA and seed storage personnel make the appropriate changes.
- B. Inactivation forms should be left in the files. A notation should be made in the upper right corner stating the reactivation, date, and authority for reactivation.
- C. A record of "REACTIVATD" should be entered in the Actions on Inventory Sample field in the Inventory Information area.