



SVALBARD GLOBAL SEED VAULT



Data submission Template for the Svalbard Global Seed Vault

The depositor shall submit an electronic inventory of seed samples to be deposited in the Svalbard Global Seed Vault. The list of accessions should be reported to NordGen at least six weeks before shipment of the seeds. A print-out of the inventory list shall also be included inside each seed box.

The inventory should be provided as an MS Excel spreadsheet. A data submission template has been developed for this purpose. Please contact us if you want to provide the data in another file or data format.

The completed template shall be sent by email to the Seed Vault staff at seedvault@nordgen.org or it can be uploaded directly into the Seed portal depositor registration site at <https://seedvault.nordgen.org/>

The list of descriptors below refers to the data submission template for the Svalbard Global Seed Vault. For more details, please consult the depositor guidelines at the Seed Vault data portal <https://seedvault.nordgen.org/Information/DepositorGuidelines>

Accession list

Please use the Excel sheet format of the Seed Vault data submission template to report your inventory of seed accessions that you want to send to the Svalbard Global Seed Vault.

Please note that the descriptors for Institute code, Collection name, Accession number, Full scientific name, Country of collection or source, Number of seeds and Regeneration year are mandatory. Instructions on required descriptors and how to complete the sheet are given below.

Depositor contact data

When uploading the accession list in the Seed Portal, the contact data for seed depositors will be registered. Information about the depositor will only be used for correspondence between the depositor and NordGen as being the operator of the Seed Vault.

Completing the Accessions list/Required descriptors

| | |
|---------------------------------|--|
| Institute code | WIEWS Institute Code (INSTCODE) for the institute holding the genebank accession. You may access the WIEWS institute database at http://www.fao.org/wiews-archive/institute_query.htm?i_l=EN |
| Deposit box number | Give each box in your shipment a unique number, and record here those numbers. Do not use decimal numbers or letters, only integer numbers: (1, 2, 3, 4, ...). Use successive numbers for successive shipments (e.g. if your first shipment consisted of 35 boxes the boxes in the following shipment shall list boxes from 36 and upwards). If you have sent boxes with test samples in addition to your deposit boxes these shall also be counted. |
| Collection name | If your genebank uses parallel numbering systems for different collections, give here the name of the collection, e.g. Bean Collection. |
| Accession number | Please make sure that the combination of Institute Code, Collection name and Accession number is globally unique. |
| Full scientific name | <i>Genus species subspecies</i> , including authority and year of description if available. |
| Country of collection or source | Where the accession is originally from. Please use ISO-3166-1 (alpha 3) country codes if possible. Valid country codes can be found here http://en.wikipedia.org/wiki/ISO_3166-1_alpha-3 |
| Number of seeds | This number can be based on a full count or on an estimate made from the weight of the sample. |
| Regeneration year | The harvest year is mandatory to be able to identify the regeneration cycle of the seed sample. (Use integer numbers only) |
| Other accession designations | You may report other accession designations here (e. g. accession number for the same accession in another genebank). A semi-colon should separate each designation. |
| Accession name | If possible, report accession name. This will help in identifying possible duplicates in the Seed Vault. |
| Accession URL | If possible, consider reporting an url to an online database providing further information and reference |
| Accession Doi | If available, insert Digital object identifier |
| Is test accession | Yes or leave empty |
| Deposit to existing box | Yes or leave empty |