# INS-CGN-PG 007 Instructions for sending material

**Packaging and sending seeds**

The 'user bags' to be sent are packed in paper envelopes with bubble wrap or in boxes stuffed with styrofoam or air cushions. A label (address label CGN) with the applicant's name and address is placed on the envelope or box.

Seed applications are sent by PSG's mailroom. For countries where problems are expected in the delivery of the seed material or problems with customs, an express service (e.g. DHL or registered with PostNL is chosen.

**The following documents are included as standard**

* list of passport data
* accompanying standard letter (FOR-CGN-PG-008)
* Acknowledgement Card (FOR-CGN-PG-007)   
  On this card, the seed manager enters the transaction number of the application. The project seed management officer enters the shipping date of the seed.

**If applicable, the following documents shall be included**

* Protocol for supplying DNA samples (PRT-CGN-PG-401)  
  When the reason for the seed request is molecular research, the curator contacts the applicant, requesting DNA material from the requested accessions to be donated to the genebank. If the response is positive, the DNA protocol is sent with the seed.
* sprouting recommendation for lettuce (ADV-CGN-PG-125), spinach (ADV-CGN-PG-126)
* decontamination advice TMV (ADV-CGN-PG-124, sweet pepper, tomato, aubergine) and seedborne virus disease (ADV-CGN-PG-123, cucumber, melon)
* phytosanitary declaration, stick it in plastic on the envelope
* import licence, stick it in plastic on the envelope
* EU plant passport, stick it in plastic on the envelope
* Safeguard certificate
* Letter of Authority (LoA)
* Packing list, stick it in plastic on the envelope
* Non-GMO statement, stick on the envelope in plastic
* Invoice, in plastic on the envelope

More information on the phytosanitary declaration, import permit, EU plant passport, safeguard certificate, and Letter of Authority can be found in the protocol 'Phytosanitary Policy' (PRT-CGN-PG-601).