



Data submission Template for the Svalbard Global Seed Vault (SGSV)

The list of descriptors below is the data submission template for the Svalbard Global Seed Vault (SGSV). The depositor shall submit an electronic inventory of seed samples using the data submission template. The inventory can be provided as an MS Excel spreadsheet (.xls), tab-separated values (.txt, .tsv, .tab), comma-separated values (.csv) or as XML Data. Please contact us if you would like to provide the data in another file or data format.

The template shall be sent by email to the staff at SGSV sgsv@nordgen.org. The list of accessions shall be reported before shipment of the seeds. A print-out of the inventory list shall also be included inside each seed box.

Please see the depositor guidelines at the Svalbard Global Seed Vault (SGSV) data portal: <http://www.nordgen.org/sgsv/> for more details.

Depositor (contact data for the seed shipment)

The contact data for all seed depositors will be registered at the data portal site. Please include at least one contact person and email address for the SGSV staff to make contact about the seed shipment or for later correspondence about the deposited box.

Accessions (list of seed samples in the shipment)

Please use the format of the SGSV data submission template to report your inventory of seed accessions 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, and Regeneration month and year are mandatory.

Accessions: Descriptors

Institute code	WIEWS Institute Code (INSTCODE) for the institute holding the genebank accession. (You may access the WIEWS institute database at http://apps3.fao.org/wiews/)
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. (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 from the weight of the sample.
Regeneration month and year	The harvest year is mandatory to be able to identify the regeneration cycle of the seed sample. (Examples: 2005, 2005-10-08)
Other accession designations	You may report other accession designations here (I.e. accession number for the same accession in another genebank). A semi-colon should separate each designation.

Institutions (if needed, additional information about referred institutes)

You may report additional data on institutions. Please note that a valid WIEWS Institute Code (FAO's World Information and Early Warning System on Plant Genetic Resources for Food and Agriculture) is required for the holding genebank institute. This sheet for the Institute data is voluntarily, if all the institutes you refer to are described by the WIEWS Institute Code (INSTCODE) the data you report here need not be used.