
Contents

Expanded Table of Contents

PART 539 - INTRODUCTION

PART 539.0 GENERAL.....	539-1
539.00 Mission.....	539-1
539.01 Purpose.....	539-1
539.02 Policy.....	539-1
539.03 Purpose of the Manual.....	539-1
539.04 Changes to the Manual.....	539-2
539.05 Supplements to the Manual.....	539-2
539.06 Quality Assurance Review.....	539-2
(a) General.....	539-2
(b) Guidelines for Plant Materials Program Reviews.....	539-2
PART 539.1 AUTHORITY.....	539-3
539.10 General.....	539-3
539.11 Description of Authorities.....	539-3
(a) Soil Conservation Act of 1935.....	539-3
(b) Soil and Water Resources Conservation Act of 1977.....	539-3
(c) NRCS Policy on the Operation of Plant Materials Centers (1984).....	539-3
(d) Department of Agriculture Reorganization Act of 1994.....	539-3

PART 539.2 - EXHIBITS FOR PART 539

Exhibit 539-1 NRCS Goals and Objectives.....	539-4
Exhibit 539-2 Guidelines for Submitting Changes to the NPMM.....	539-5
Exhibit 539-3 Guidelines for Quality Assurance Review of a plant materials program.....	539-6
Exhibit 539-4 Table for Inventory of PMC Structures.....	539-11
Exhibit 539-5 NRCS Policy on the Operation of Plant Materials Centers (7CFR613, 1984).....	539-12

PART 540 OPERATION AND MANAGEMENT

SUBPART A - PLANT MATERIALS OPERATIONS

PART 540.0 ROLES AND RESPONSIBILITIES.....	540-1
540.00 Staff Positions - National Responsibilities.....	540-1
(a) Chief, NRCS.....	540-1
(b) Deputy Chief for Science and Technology.....	540-1
(c) Director, Ecological Sciences Division.....	540-1
(d) National Program Leader, Plant Materials.....	540-1
(e) National Plant Materials Information Coordinator.....	540-2
(f) National Plant Materials Center Manager.....	540-2
540.01 Staff Positions - Regional Responsibilities.....	540-2
(a) Regional Conservationist.....	540-2
(b) Regional Technology Coordinator.....	540-3
(c) Regional Plant Materials Coordinator.....	540-3
540.02 Staff Positions - State and Local Responsibilities.....	540-3
(a) State Conservationist.....	540-3
(b) State Resource Conservationist.....	540-4
(c) State Technology Contact.....	540-4
(d) Plant Materials Specialist.....	540-4
(e) Plant Materials Center Manager.....	540-5
(f) Area Conservationist.....	540-5
(g) District Conservationist.....	540-5
(h) Conservation Districts.....	540-5
(i) Institutes, Centers, and Regional Technical Teams.....	540-6

Contents

540.03 Committee Responsibilities	540-6
(a) National Plant Materials Advisory Committee.....	540-6
(b) Regional Plant Materials Advisory Committee.....	540-6
(c) State Conservationist's Plant Materials Advisory Committee.....	540-7
(d) Regional Technology Workgroup.....	540-7
(e) Plant Materials Technical Committee	540-8
(f) State Plant Materials Committee	540-8
(g) Standing or Ad Hoc Program Committees.....	540-9
PART 540.1 PLANT MATERIALS LONG RANGE PLANNING.....	540-9
540.10 General	540-9
540.11 Contents of a Plant Materials LRP	540-9
540.12 Development of the LRP	540-10
540.13 Review of the LRP	540-10
PART 540.2 OPERATION AND ADMINISTRATION OF THE PLANT MATERIALS CENTERS.....	540-10
540.20 General	540-10
540.21 PMC Operations	540-11
(a) Administrative Activities.....	540-11
(b) Personnel	540-12
(c) Preparing Reports and Information	540-12
(d) Safety and Health Policy.....	540-13
540.22 PMC Planning	540-13
(a) PMC Long Range Plan.....	540-13
(b) Business Plans	540-14
(c) Workload Analysis	540-15
(d) Conservation Plan.....	540-15
540.23 Expectations, Evaluation, and Review of a PMC Program.....	540-15
(a) Expectations.....	540-15
(b) Evaluation of Performance.....	540-15
(c) Reviews.....	540-16
PART 540.3 OPERATION AND ADMINISTRATION OF THE NATIONAL PMC	540-16
540.30 Purpose.....	540-16
540.31 Operation.....	540-16
(a) Operating Procedures	540-16
(b) Personnel	540-16
(c) Supervision	540-16
540.32 National Activities.....	540-16
540.33 Regional Activities	540-17

PART 540.4 - EXHIBITS FOR PART 540, SUBPART A

Exhibit 540-1 Locations and Service Areas of Plant Materials Specialists	540-19
Exhibit 540-2 Example of State Plant Materials Long Range Plan	540-20
Exhibit 540-3 Locations and Service Areas of Plant Materials Centers	540-27
Exhibit 540-4 Recommended Training for Plant Materials Staff	540-28
Exhibit 540-5 Reports and Information Required from PMCs Each Year	540-30
Exhibit 540-6 Safety and Health Legislation and Regulations Pertinent to PMC Operations	540-31
Exhibit 540-7 Outline for Safety Inspections at PMCs.....	540-34
Exhibit 540-8 Example of a PMC Long Range Plan.....	540-37
Exhibit 540-9 Example of a PMC Business Plan	540-42
Exhibit 540-10 Example of a PMC Workload Analysis.....	540-46

Contents

SUBPART B - PRODUCT DEVELOPMENT

PART 540.5	GUIDELINES FOR PRODUCT DEVELOPMENT	540-51
540.50	General	540-51
540.51	National Projects	540-51
(a)	General	540-51
(b)	Project Statements	540-51
(c)	Development of a Project Statement	540-51
(d)	Contents of a Project Statement	540-52
(e)	Filing Project statements	540-52
540.52	Studies	540-52
(a)	General	540-52
(b)	Study Plans	540-52
(c)	Designating Study Plans.....	540-52
(d)	Development of the Study Plan.....	540-53
(e)	Content of the Study Plan	540-53
(f)	Filing Study Plans.....	540-54
(g)	Study Summaries	540-54
PART 540.6	TECHNOLOGY DEVELOPMENT AND TRANSFER	540-55
540.60	General	540-55
540.61	Field-based Technology Studies.....	540-55
(a)	General.....	540-55
(b)	Assembly of Materials for Field-based Technology Studies	540-55
(c)	Installing Field-based Technology Studies.....	540-55
(d)	Evaluation of Field-based Technology Studies.....	540-55
(e)	Off-center Evaluations	540-56
(f)	Field Plantings	540-56
(g)	Conservation Field Trials.....	540-57
(h)	Preparing Summaries	540-58
(i)	Selection	540-58
540.62	Information-based Technology.....	540-58
(a)	General	540-58
(b)	Sources of Information-based Technology	540-59
(c)	Product Development.....	540-59
540.63	Final Preparation of Field-based and Information-based Technology Products	540-60
(a)	Types of Technology Products	540-60
(b)	Preparing Technology Products	540-60
(c)	Review of Technology Products	540-61
(d)	Distribution of Final Products.....	540-61
(e)	Preservation and Archiving	540-61
(f)	Documentation.....	540-61
540.64	Transferring and Marketing Technology Products	540-61
(a)	Oral Communication	540-61
(b)	Printed Materials.....	540-61
(c)	Electronic Media	540-62
(d)	Special Demonstration Plantings	540-62
(e)	Off-center evaluations	540-62
(f)	Conservation Field Trials	540-62
PART 540.7	PLANT SELECTION	540-62
540.70	General	540-62
540.71	Coordination of Plant Selection.....	540-62
(a)	Agreement of Experiment Station Committee on Organization and Policy (ESCOP)	540-63
(b)	Federal Seed Act.....	540-63
(c)	Association of Official Seed Certifying Agencies (AOSCA)	540-63
(d)	State Seed Certification Agencies	540-63

Contents

540.72	Assembly and Accessioning	540-64
(a)	Assembly of Plants for Potential Release	540-64
(1)	General	540-64
(2)	Sources of Material	540-64
(3)	Size of Assemblies	540-65
(b)	Assigning Accession Numbers	540-65
540.73	Evaluation and Summary	540-66
(a)	Evaluating Plant Assemblies	540-66
(1)	General	540-66
(2)	Documentation of Performance	540-66
(3)	Environmental Considerations	540-66
(4)	Determining Regions of Adaptation	540-68
(5)	Intercenter Strain Trials	540-68
(6)	Off-center Evaluations	540-69
(7)	Field Plantings	540-69
(b)	Managing and Analyzing Evaluation Data	540-69
(c)	Preparing Summaries	540-70
(d)	Making Plant Selections	540-70
(1)	General	540-70
(2)	Criteria for Selection	540-70
(3)	Documentation of Selection	540-71
(4)	Disposition of Non-selected Materials	540-71
540.74	Release Procedures	540-71
(a)	Determining the Type of Release	540-71
(1)	Cultivar	540-72
(2)	Tested	540-73
(3)	Selected	540-73
(4)	Source Identified	540-74
(5)	Germplasm	540-75
(b)	Plant Identification	540-75
(c)	Naming Plant Releases	540-76
(1)	General	540-76
(2)	Selecting and using Cultivar release names	540-76
(3)	Selecting and using Pre-Varietal release names	540-77
(4)	Selecting and Using Germplasm release names	540-77
(5)	Name Clearance	540-78
(6)	Name Registration	540-78
(d)	Assigning Plant Introduction Numbers	540-78
(1)	General	540-78
(2)	When to apply for a PI number	540-79
(3)	Applying for a PI number	540-79
(4)	Using PI numbers	540-79
(e)	Release Notices and Other Documentation	540-80
(1)	Preparing Release Notices	540-80
(2)	Plant Material Availability	540-80
(3)	Signatures on Release Notices	540-80
(4)	Forwarding Information to the NPMC	540-81
(f)	Marketing New Plant Releases	540-81
(g)	Preservation of Plant Germplasm	540-81
(1)	General	540-81
(2)	Submission of materials to the NPGS	540-82
(3)	Submission of botanical specimens	540-82
(h)	Certification Standards for Seed and Plants	540-83
(1)	General	540-83
(2)	Guidelines for Certification	540-83

Contents

540.75 Protecting PMC Releases	540-84
(a) General.....	540-84
(b) Patents for Plants	540-84
(c) Utility Patents.....	540-84
(d) Plant Variety Protection Act (PVPA)	540-85
(1) Seeking Plant Variety Protection.....	540-85
(2) Exclusive Production Rights	540-86
(3) Licensing and License income.....	540-87
540.76 Management of Plant Releases	540-88
(a) Increase of Plant Releases	540-88
(1) General	540-88
(2) Guidelines for Increase	540-88
(3) Procedures for Increase.....	540-89
(i) Initial Increase	540-89
(ii) Field-scale Increase.....	540-89
(iii) Breeder and Foundation Increase.....	540-89
(4) Encouraging Commercial Increase of Releases	540-90
(b) Inventory, Allocation, Exchange, and Distribution.....	540-91
(1) General	540-91
(2) Inventorying Plant Materials	540-91
(3) Determining Needs for Plant Materials	540-91
(4) Allocation of PMC Produced Materials.....	540-92
(5) Exchange of Plant Materials	540-92
(6) Distribution of Plant Materials	540-93
540.77 Import and Export of Plant Germplasm.....	540-93
(a) General.....	540-93
(b) Exporting germplasm to foreign countries	540-93
(c) Importing germplasm from foreign countries.....	540-94

PART 540.8 - EXHIBITS FOR PART 540, SUBPART B

Exhibit 540-11 Typical Process for Product Development	540-97
Exhibit 540-12 Sample Project Statement for the Plant Materials Program.....	540-98
Exhibit 540-13 List of National Projects	540-99
Exhibit 540-14 Details of Assigning Study Numbers	540-101
Exhibit 540-15 Sample Study Plan for the Plant Materials Program.....	540-102
Exhibit 540-16 Resources for Preparing Literature Reviews.....	540-104
Exhibit 540-17 Types of Technology Products	540-106
Exhibit 540-18 Checklist for Development of Technology Products	540-108
Exhibit 540-19 Form NRCS-ECS-9; Planting Plan for Field, Special, and Increase Plantings	540-109
Exhibit 540-20 Sample Worksheet for Evaluating Plant Materials Plantings	540-111
Exhibit 540-21 Reserved for Future Use	540-113
Exhibit 540-22 Guidelines for Preparing a Technical Note.....	540-114
Exhibit 540-23 Sample Technical Note.....	540-116
Exhibit 540-24 Guidelines for Preparing a Plant Guide	540-120
Exhibit 540-25 Sample Plant Guide	540-123
Exhibit 540-26 Guidelines for Preparing a Plant Fact Sheet	540-126
Exhibit 540-27 Sample Plant Fact Sheet	540-128
Exhibit 540-28 Checklist for Plant Selection Studies	540-130
Exhibit 540-29 ESCOP Policy Statement for Developing and Releasing Improved Plants	540-131
Exhibit 540-30 Form NRCS-ECS-580; Plant Collection Information.....	540-142
Exhibit 540-31 Worksheet for Documenting an Environmental Evaluation of NRCS Plant Releases ..	540-143
Exhibit 540-32 Example of Information Found in a Documentation of Selection.....	540-152
Exhibit 540-33 Summary of Plant Release Types and Criteria for Release.....	540-154
Exhibit 540-34 AOSCA Guidelines for Release Types and Development Tracks	540-156
Exhibit 540-35 Information Needed for Requesting Positive Identification of Plants Prior to Release	540-158
Exhibit 540-36 Information Needed for Requesting Plant Release Name Clearance	540-159
Exhibit 540-37 Information Needed for Requesting Plant Introduction (PI) Numbers	540-160
Exhibit 540-38 Outline for an Official Plant Release Notice for a Cultivar Release.....	540-161

Contents

Exhibit 540-39	Sample of an Official Plant Release Notice for a Cultivar Release	540-164
Exhibit 540-40	Outline for an Official Plant Release Notice for a Tested and Selected Release	540-167
Exhibit 540-41	Sample of an Official Plant Release Notice for a Tested and Selected Release	540-170
Exhibit 540-42	Outline for an Official Plant Release Notice for a Source-Identified Release	540-174
Exhibit 540-43	Sample of an Official Plant Release Notice for a Source-Identified Release	540-177
Exhibit 540-44	Outline for an Official Plant Release Notice for a Germplasm Release	540-180
Exhibit 540-45	Sample of an Official Plant Release Notice for a Germplasm Release.....	540-183
Exhibit 540-46	Sample Release Brochure.....	540-186
Exhibit 540-47	Application for Seed Storage at the National Seed Storage Laboratory	540-188
Exhibit 540-48	Seed Storage Policy of the National Seed Storage Laboratory.....	540-190
Exhibit 540-49	Form NRCS-ECS-001, Plant Materials Allocation and Distribution.....	540-192
Exhibit 540-50	Form NRCS-ECS-596, Distribution and Delivery (D&D) Record.....	540-193

PART 541 - INFORMATION MANAGEMENT

PART 541.0	GENERAL.....	541-1
PART 541.1	PLANT MATERIALS OPERATION AND MANAGEMENT DATABASES.....	541-1
541.10	Plant Materials Operations and Management System (POMS)	541-1
PART 541.2	REPORTING ACTIVITIES.....	541-1
541.20	Annual Report on PM Activities and Accomplishments (ECS-008)	541-1
541.21	Plant Materials Progress Report of Activities.....	541-2
(a)	General.....	541-2
(b)	Content.....	541-2
(c)	Frequency.....	541-2
(d)	Distribution.....	541-2
541.22	PMC Annual Technical Report	541-3
(a)	General.....	541-3
(b)	Contents	541-3
(c)	Frequency.....	541-3
(d)	Distribution.....	541-3
541.23	Periodic Reports	541-3
(a)	General.....	541-3
(b)	Types and Formats of Periodic Reports	541-4
(c)	Frequency.....	541-4
(d)	Distribution.....	541-4

PART 542 - PLANT SCIENCE REFERENCE SECTION

PART 542.0	ACRONYMS FOUND IN THE NPMM	541-1
PART 542.1	TERMS COMMONLY USED IN PLANT MATERIALS WORK (GLOSSARY)	541-3
PART 542.2	PLANT NOMENCLATURE	541-25
PART 542.3	LOCATING PLANT MATERIALS INFORMATION ON THE INTERNET	541-29
PART 542.4	GUIDELINES FOR PREPARING BOTANICAL SPECIMENS	541-31
PART 542.5	PHOTOGRAPHING PLANT MATERIALS	541-34