

Protocol for Transporting Seed Spools

1. Gather supplies:

- ☐ Gloves
- ☐ Ethanol spray bottle
- ☐ Paper towels or thin towels
- ☐ Spool log sheet
- ☐ Seed spool
- ☐ Styrofoam cooler
- ☐ Cardboard box
 - Some shipping services will require you to pack your cooler inside a cardboard box for shipping.
- ☐ Ice packs
- ☐ Packing material

2. Identify the seed spools that need to be packed.

3. Record the date of the spool leaving the nursery, the spool quality, and the recipient of the spool on a spool log sheet.

4. Prepare your cooler by placing the cooling packs at the bottom and layer with packing material.

- If you are shipping spools to a farmer, make sure they will be present to receive the package after it is sent, and avoid shipping the package on days leading up to a carrier being closed.

5. Using gloved hands, wet a sheet of a few paper towels with seawater and remove the seed spool from the tank.

6. Gently wrap the spool in the wet paper towels so the entire spool is covered.

7. Follow this procedure for the rest of your spools.

8. Pack your spools in the cooler.

- It is okay for the spools to be touching each other as long as they will not jostle around.

9. Layer as much packing material as necessary on top of the spools to prevent them from moving around.

10. Seal the cooler.

11. If required, pack your cooler inside a cardboard box for shipping.

12. If shipping the spools, store the box in a cold chamber until you are ready to bring them to the carrier.

13. Provide the recipient with tracking information and monitor the progress of the shipment.

