

Boreal Seed Exchange - Intake and Dispatch Manual

Current intake standard - edition 3.2

Boreal Seed Exchange is a fictional cooperative that stores small research seed lots for member gardens. This manual covers the North Annex only. The current intake standard took effect on 6 April 2026. It applies to lots received for the seasonal loan collection; the teaching shelf and the outdoor demonstration plots keep separate records. A lot is one donor, one species, and one harvest season. Staff must split a mixed delivery before recording its arrival. These definitions matter because a single parcel may contain several lots.

Accepted seed lots are held at 4 degrees Celsius, with a permitted variation of plus or minus 1 degree Celsius, during the first 36 hours after receipt. A logger records the cabinet temperature every ten minutes. The receiving assistant initials the first and final logger entries. A short interruption while a tray is photographed does not restart the hold. If the cabinet is unavailable, the delivery remains unopened in the receiving room until the coordinator assigns another cabinet.

The current packet label contains the accession code and harvest year. The donor surname belongs in the private intake register and must not appear on the packet label. An older sample packet in the training drawer shows a surname; it is retained to demonstrate the superseded layout. A correction is written on a replacement label rather than across an existing code. The assistant checks the replacement against the register before moving the packet to a storage tray.

Receipt photographs should show the outside parcel, the lot divisions, and any moisture mark. Photographs are linked to the accession code after the physical inspection. The cooperative does not use photographs to decide whether a plant is suitable for a member garden. Staff who see an unfamiliar species may flag the record for a botanical review, but they must leave the donor wording intact until that review is complete.

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Dispatch and closure handling

The dispatch shelf is cleared each Tuesday and Friday. A crate may contain several sealed packets, but all packets in it must share a destination office. The dispatcher checks the office name against the current member register and records the number of packets. A courier collection is a movement of crates, not proof that a recipient has opened or accepted the contents. The recipient sends its own acknowledgement after checking the seal.

At dispatch, each sealed crate may weigh at most 18 kilograms, including its reusable liner. The crate lid is weighed with the crate and must never be listed as separate packaging. A crate above the limit is divided into two crates even if the courier offers to lift it. The dispatcher retains both weight tickets with the same dispatch record. The shelf supervisor may change the number of crates but cannot waive the weight limit.

A receipt acknowledgement is due within 2 working days after the delivery day; Saturdays, Sundays, and announced cooperative closure days do not count. The delivery day itself is excluded from the count. This rule governs the sender's acknowledgement log only. It does not set the time allowed for a recipient to germinate or inspect seeds. The coordinator records any closure day before the weekly dispatch list is printed.

If a destination office is closed unexpectedly, the crate returns to the North Annex receiving bench. Staff record the attempted delivery as an event on the original dispatch record, not as a new accession. Reusable liners are dried before another use. Torn liners are placed in the repair basket. A sealed packet with visible water damage is isolated for a review, even if the outside crate appears dry.

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Archive notes and training examples

This page preserves selected context for interpreting old records. The January 2024 sheet directed staff to use a 6 degrees Celsius cabinet and a 24-hour hold. That sheet was withdrawn when edition 3.2 took effect and is not an alternative current procedure. Records created under the old sheet retain their original readings. Staff should identify the edition used rather than rewrite historical measurements into the new format.

The archived yellow label displayed a donor surname beneath an accession code. In the current system, surnames remain restricted to the private register. A packet already held in the archive can keep its original yellow label inside an opaque sleeve, provided that the outside sleeve carries the current public label. The accession code links the two layers. The archive custodian checks a sample of sleeved packets during the annual shelf inventory.

Training exercise cards sometimes ask assistants to spot inconsistent dates, damp liners, or missing signatures. Those cards contain made-up accessions and are never imported into the live register. A card marked EXERCISE is evidence of a teaching scenario, not evidence of a real delivery. Staff may discuss a card during a workshop, but a decision made in the workshop cannot alter a member office's delivery record.

The manual deliberately describes operational meanings rather than equipment purchasing specifications. The cabinet service log, member register, and courier contract are separate controlled records. When a question needs a value from one of those records, the intake manual alone may not settle it. The North Annex coordinator keeps a list of these dependencies beside the desk so that a replacement assistant can identify which record to request.