

Contractors: How to request a species from CBG staff

1. Verify spelling of your desired species at USDA plants national database (<http://plants.usda.gov/>).
2. Check the target list on Chicago Botanic Garden website (<http://cbgseedbank.org/targetspecies.html>).
 - a) If your species is not assigned to anyone else, email us at msb@chicagobotanic.org to request it. 😊
 - b) If your species is assigned to another collector, you may contact the assigned person to request a switch. Only do so if you are POSITIVE that you can make the collection.
 - c) If your species is not on the target list, check the collected list (<http://cbgseedbank.org/collectedspecies.html>). Go to step 3.
3.
 - a) If your species is on the collected list, it has already been collected and we do not need another accession of it. 😞
 - b) If your species is not on the collected list, check the national list to see if any other U.S. collecting group is targeting it (<http://www.nps.gov/plants/sos/species/index.htm>). Enter your species in the “Search by name or USDA Plants code” box and hit “Submit Query”. Go to step 4.
4.
 - a). If your species is assigned to another group, email us at msb@chicagobotanic.org and we can request it from the group’s coordinator. Ex. LBJWC, AK040
 - b). If your species is assigned to another group and has been collected, we can not collect it. Ex. Conservation samples already held by Millennium Seed Bank Kew, OR120 - species collected. 😞
 - c). If your response says “No matches found” when you query your species, email us at msb@chicagobotanic.org and we can request it to be added to our list. 😊