



INTERNATIONAL SEED TESTING ASSOCIATION (ISTA)

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INSTRUCTIONS FOR COMPLETING THE ISTA SEED SAMPLING TEMPLATE (ISST)

GENERAL INSTRUCTIONS

The ISTA Seed Sampling Template (ISST) can only be issued by ISTA Accredited members having sampling in their scope of accreditation.

The ISST can only be issued for species that are listed in the current ISTA Rules and which the laboratory/sampling entity responsible for sampling is accredited for.

The ISST includes mandatory information and optional information. Optional information is identified by an '*'; if not completed with the optional information, the relevant box must not be left empty (if necessary, fill in with NR = Not Reported). Other information which are not provided for in the Template can be added under the "Additional Information".

The dates must be written in the ISO 8601 format (yyyy-mm-dd).

The template must be typed. Templates must not show signs of amendment, alteration or erasure.

When a mistake occurs, the information must be corrected on the Template before it is re-printed.

COMPLETION OF THE ISST

Template N°: a unique number allocated by the sampling entity/laboratory/sampler for each ISST issued must be entered. The format of the Number is not prescribed, but it could be the ISTA code for the Accredited Laboratory, followed by the sampler's (authorization) code, followed by the year the sample was taken and the sequential numbers for the samples taken during that year. Records must be kept of all ISST's issued.

ISTA Accredited Sampling Entity/Laboratory:

Name, ISTA code and address of the Sampling Entity/Laboratory: The Sampling Entity/ Laboratory issuing the ISST must be ISTA accredited, the ISTA Code must be entered here as well.

Sampling site: place and country where the sampling took place

Seed Lot and Seed Sample

Name and address of the applicant requesting sampling: the name of the applicant requesting sampling may not be omitted.

Species: the species sampled is that stated by the applicant; it must be identified by the botanical name as listed in the current ISTA Rules. Cultivar* and category* may be stated (optional information).

Seal of the lot: method of sealing (e.g. stitching, metal seal) and/or the authority (e.g. ISTA sampling entity/Ministry). If the labels/and or seals have numbers, it could be entered here. If there is not enough space, enter it under "Additional Information"

Marks of the lot: seed lot identification number.

Seed treatment: name of the chemical treatment applied.

Type of container:* container material or type (e.g. paper bag, self-sealing container) (optional information).

Number of the containers: total number of the containers in the sampled lot.

Size/weight of the containers:* size (number of seeds) or weight of individual containers (optional information).



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Size/weight of the lot: size (number of seeds)/total weight of the sampled lot.

Seal of the sample: e.g. type of seal, seal number (where applicable).

Sample containers (total number, types): number of containers in which the submitted sample is divided, their types (e.g. number of moisture-proof containers, number of breathable containers).

Tests requested (the section includes optional information)

Name and code of testing laboratory: name and ISTA code of the laboratory the sample will be submitted to for testing.

Select test from dropdown list: click on 'NR' and select the first test to be conducted. Repeat for the next tests. Leave it on 'NR' if you have selected all the tests that have to be done, if it is less than the 5 listed.

Other tests: enter any other type of test required.

Additional information*

Additional information:* if any (optional). E.g. date of sample submission to the testing laboratory.

Seed sampler

Seed sampler's signature and name (typed): The signature may be either a physical or an electronic signature, or e-mail address, the use of which is authorized by the Head of the issuing sampling laboratory/entity.

DECLARATION OF THE SIGNATORY

The signature of the issuing sampling laboratory/entity or the seed sampler of the sampling laboratory/entity confirms that sampling has been done according to the ISTA Rules.

Signature: by the Head of the sampling laboratory/entity or their assignee or by the seed sampler. It may be a physical or an electronic signature, or e-mail address, the use of which is authorized by the Head of the issuing sampling laboratory/entity. The name of the signatory must also be typed on the document.

Position of the person who signs the ISST (e.g. Head of the sampling laboratory/entity, their assignee or seed sampler).

If the document is going to be send by email, first convert it to PDF before attaching it to the email.

ISST Working Group, April 2019