

Applications for Ornamental Crops General instructions on the submission of samples

Unless otherwise agreed the following applies:

1. The sample has to be accompanied by the following information:

- Species
- Name of the applicant
- Provisional designation/breeder's reference
- File n° of the CPVO
- Reference of the examination office
- The statement "On request of the CPVO"

2. The sample has to be submitted where the test will be carried out without any additional cost for the Community Plant Variety Office and the Examination Office (i.e. free of charge, carriage or postage paid, and free of duty). The sender is responsible for all carriage incurred, and for proper delivery of the plant material to the Examination Office, including all the necessary phytosanitary and customs requirements and the inspection fees thereof, and all handling charges. This includes all charges raised at airports and docks *en route*.

3. All plant health documentation required by EU regulations must be provided by the applicant. The examination offices reserve the right to destroy material which is not covered in this way.

4. The sample must be appropriately packaged for the type of plant material and the method of transport chosen in order to prevent damage or mixing-up.

5. Each variety must be clearly labelled; if the sample consists of individual plants, each plant should have a separate label.

6. If more than one variety is being sent in the same consignment, the applicant must ensure that each is clearly labelled. Varieties have to be clearly separated and the applicant has to ensure that varieties cannot become mixed in transit.

7. Material for the technical examination must be submitted in the specified period, not before or after.

8. Samples must be delivered at the indicated address. Plants must not arrive on a week-end or a public holiday. Plants arriving at the testing station on a Friday or on day before a public holiday must arrive before 12 noon. The examination office should be advised of the day of delivery by e-mail or fax.

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9. Samples must be submitted in the requested number. Samples containing less than the requested numbers may be rejected. Plants in excess to the requested number may be destroyed by the testing authority.

10. The sample must be of the size and condition specified in the order, for example:

a. The number of seeds submitted must be according to the requirements and must be sufficient to raise the number of plants required for the technical examination + a seed sample for storing in the reference collection.

b. A request for seedlings refers to a tray of unselected plants, hardened, ready to be potted on.

c. "Young plants of commercial standards" refers to young plants as used for production (commonly plug plants). Unless agreed otherwise, they must not be flowering and must not have flowered before. Unless specifically requested, plants must not have been pinched.

d. Plants, including woody species, must be of sufficient size to show all representative characteristics in the first growing cycle, unless in a species where a second growing cycle is regularly foreseen. The examination office should be informed of the conditions under which the plants have been grown prior to submission.

e. Submission periods for perennials and woody plants have been designed for container-grown material; bare root plants are not acceptable.

f. Unless the specific request states otherwise, woody plants must be grown on their own roots, and not be pruned, cut back, or previously used as stock plants.

g. Plant material that has been reproduced by micro-propagation must be sufficiently established, hardened, and of equivalent size to comparable plug plants. Micro-propagation must not have any influence on the plants' appearance during the technical examination.

h. Bulbs and other plants regularly going through a phase of dormancy and those requiring vernalisation must be ready for growing and flowering after planting.

i. Unless requested/agreed otherwise, all potted plants must contain only one plant per pot.

11. Phytosanitary conditions and pre-treatment: the sample must be free from diseases or pests, including micro-organisms (e.g. viruses). It must be in good condition and suitable for testing. It must not have been exposed to any chemical or other treatment affecting the characteristics of the plants, unless such treatment has clearly been permitted or is required. If it appears at a later stage that the material was not free from viruses or has been exposed to an undesired treatment the application may be rejected. Plant material contaminated with harmful organisms may be destroyed by the testing authority without delay.

12. Plant material being sent for DUS testing from outside the EU may face phytosanitary import restrictions. If such restrictions are not compatible with the CPVO's plant material requirements (e.g. treated seed instead of untreated seed as requested by the CPVO, bare rooted plants instead of potted plants as requested by the CPVO, etc.), the applicant must contact the CPVO immediately, and before the final date for the submission of plant material. The CPVO may then permit alternatives.

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**FAILURE TO COMPLY WITH ALL OF THE ABOVE INSTRUCTIONS
MAY RESULT IN REJECTION OF THE APPLICATION**

Guidance notes:

For vegetatively propagated varieties without a living reference collection at the examination office, the plants will be destroyed at the end of the trial.

Applicants can obtain information about Plant Health regulations from the Plant Health department in their own country and in the country of destination.

Applicants should ensure that where relevant, they have made all the necessary arrangements for a handling agent to clear their sample through customs, plant health inspections and any other necessary procedures, and send it on to the Examination Office without delay. The Examination Office cannot assist with queries from Customs and phytosanitary authorities or from Freight companies.

Applicants must bear in mind that delays in plant shipments may be expected if samples are sent via regional airports that are less familiar with the necessary procedures or have only part time facilities.

In case of any doubt, please contact the Office before shipment of the sample.

