Your job is to ensure that before a seed sample goes on to storage, it is of the highest initial quality with highest viability as possible. Your boss hand over to you today a packet of seeds in a sealed paper envelope with the inscription “Wild Barley seeds from highlands of Tibet, collected in June 2008, 250g” which has been sent to him by a plant collector. This can be a very valuable accession and he does not want to discard it. He asks you to check and prepare a plan for the handling of the seeds in order to include them in the genebank collection.

Please prepare a plan, describing the steps you need to go through to prepare this sample for storage, specifying the decisions you advise and the methods needed in each step.

Guidelines:
- Simply list the steps
- For each step describe what decision you need to take and explain why
- For each step describe very briefly the methods you would use. You do not need to go in great details of the describing the method