

## **Loan Agreement Form for the Master Calibration Samples**

*This form must be signed and e-mailed back to the Administrator prior to the loan of a MCS.*

The master calibration samples (MCS) will be loaned to an approved designee only for five working days upon receipt (not to include the day of arrival). They have to be returned by traceable overnight service (FEDEX, UPS, DHL, USPS Express, etc.) by the borrower to the Program Administrator (Federal Seed Branch – see address below). There is no charge for borrowing the MCSs, but the borrower is responsible for paying return postage and for abiding by the loan guidelines of this form, the attached (and on the AOSA/SCST websites) “**Guidelines for Users of Master Calibration Samples**”, and the “**MCS Borrower Responsibility Guidelines**” posted on the AOSA/SCST website.

If the sample is not back to the Federal Seed Branch (Administrator) within two weeks of having been sent out, the Administrator will forward a copy of this agreement to the AOSA Headquarters. AOSA and SCST will then implement action according to the *MCS Borrower Responsibility Guidelines* posted on the website.

If the borrowing AOSA lab/RST lab ruins a sample (by losing seeds, dropping the bottle and it breaks, etc.) while it is on loan to them, the undersigned agrees to pay for replacement of the MCS by a capable and approved laboratory designated by the AOSA/SCST (stipulated in the *MCS Borrower Responsibility Guidelines*). The Administrator will be weighing and checking samples upon return each and every time. They will make a determination when and if a sample is no longer usable or needs reconstituting due to obvious carelessness of the borrower, or just due to wear and tear, and will notify AOSA. AOSA and SCST Boards will be responsible for approving and initiating replacement or reconstitution of master calibration samples and for follow-up with borrower.

IT BEHOOVES THE BORROWER TO TAKE EXTREME PRECAUTIONS IN HANDLING AND OVERSEEING USE OF THE MC SAMPLE(S).

I, the undersigned, agree to the conditions and items as stated in this form.

---

Signature and title (signee must be either the AOSA or SCST lab manager)

---

Date

Return MCS to:

**MCS Program Administrator**  
**USDA AMS Federal Seed Laboratory**  
**801 Summit Crossing Place, Suite C**  
**Gastonia, North Carolina 28054-2193**  
**Phone 704-810-8870**  
[Anitra.Walker@usda.gov](mailto:Anitra.Walker@usda.gov)

**Note:** *Please repackage MCS samples as you received them or more securely. You should be able to re-use the package they came in. If the shipment is received in a damaged condition at the borrower's lab, the borrower should notify the administrator immediately.*