

Forest Reproductive Material (FRM)

Future administration, Guidance,
Training and Support

October 2021

Introduction

This guide will take you through the process of logging in (existing FRM suppliers) and it will advise you of what you will now be able to do in the new FRM system.

The FRM team will be available to provide support and any guidance that you may need – either on the new system or on the FRM Regulations.

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1. Current arrangements

At present, those wishing to register as FRM suppliers, or those agents and landowners who wish to register Basic Material, must complete forms, and submit them by either post or via email. These forms must then be manually processed by an FRM officer. This is time consuming for applicants and for FRM staff.

The current FRM database is no longer fit for purpose and over the past two years we have been looking to create a more robust and user-friendly system that would allow our customers more control and accessibility.

2. Future arrangements – FRM Supplier

The new system will allow users to:

- Apply online to become an FRM supplier

Once an FRM officer has checked and authorised an application to become an FRM supplier, the user will be able to do the following:

- Notify the Forestry Commission through their on-line FRM Supplier account of their intention to Collect seed or take cuttings.
- Apply to the Forestry Commission through their on-line FRM Supplier account for a Master certificate for a collection.

When you log in, you will be able to view all your seed collection notifications and also the Master certificates that you have applied for.

Applications for **Licences to Market** should still be made directly to an FRM officer at frm@forestrycommission.gov.uk

Also, notification of **Exports** should still be made directly to an FRM officer at frm@forestrycommission.gov.uk

3. Future arrangements – Basic Material Owner/Agent

The new system will allow users to:

- Apply online to become a Basic Material Manager (BMM), previously, when applying using the paper application you would identify yourself as the 'owner' or 'agent' – now, you will apply to be a Basic Material Manager – when you register

you will be asked to enter the name and address details of the owner if you are not the owner.

Once an FRM officer has checked and authorised an application to become a Basic Material Manager, the user will be able to do the following:

- Apply to register seed stands, seed orchards, clonal material or parents of families material.
- Once approved, update and amend details of their Basic Material

As a BMM you will be able to see all the Basic Material that you have registered.

Applications will be checked by an FRM officer, and the process of Inspection for Selected Seed stand applications, Indigenous seed stand applications and seed orchard applications remains the same.

4. FRM Supplier who is also Basic Material Manager

In some instances, you may be an FRM Supplier and a Basic Material Manager.

When going through the on-line registration process you will be able to select both options and this will be explained in the guidance.

5. Getting started

Copy and paste this URL into your web browser

<https://forest-reproductive-materials-forestergis.hub.arcgis.com/>

You will be presented with the following screen – this is the FRM system log in page.



***All existing FRM Suppliers and Basic Material Managers (agents or owners) have already been allocated a username and password for the system so you do not need to go through the same 'signing up' process that those who are new to FRM will have to go through*.**

Contact us at frm@forestrycommission.gov.uk to obtain your username and password.

Once you have been given your username and password you can then click on 'Sign in' at the top right of the screen.

***You should be prompted to change your password*.**

Once you have access, you will see your 'name' where the sign in button was – to the left of that will be a little number in a **red box** – please click on this – you will then be presented with a message asking you to accept membership to the group for the role you have applied for (FRM Supplier/Basic Material Manager etc.). You will not be able to do anything in the system until you do this.

Once you have accepted, **please log out of the system, and then log back in.** You should then see the applicable content for your role.

For those people that want to register to become an FRM Supplier, a Basic Material Manager or who need to register their role as an Inspector, please refer to Annex 1 of this guide which describes how you sign up for an account.

6. FRM Supplier – Notification of a seed or cuttings collection

The same rules apply – you must notify the Forestry Commission at least **14 days** prior to a collection and to obtain a Master certificate you must have a valid seed or cuttings collection record.

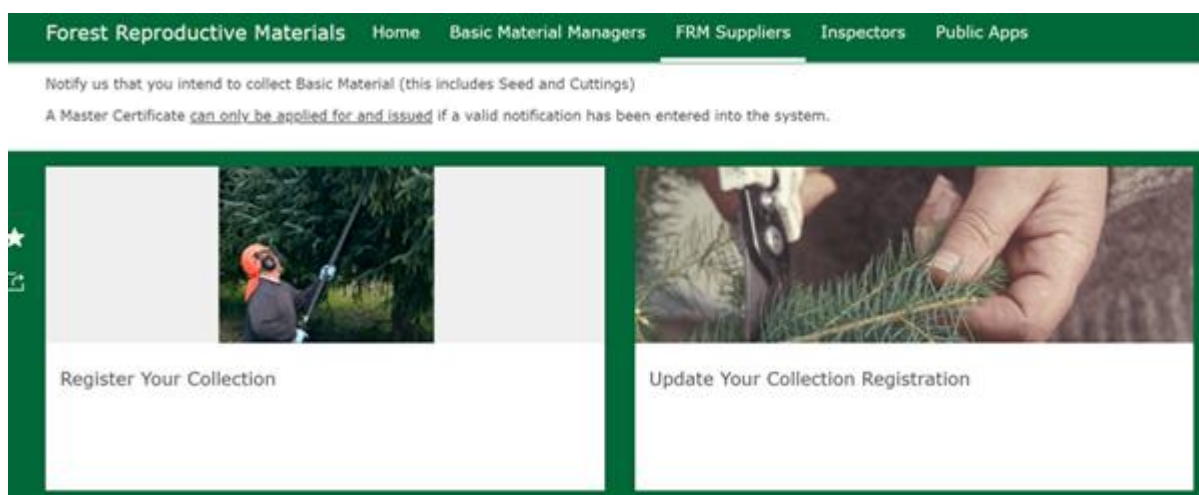
To register a collection:

Click on the 'FRM Suppliers' tab at the top of the screen

You will be presented with different options to choose from:

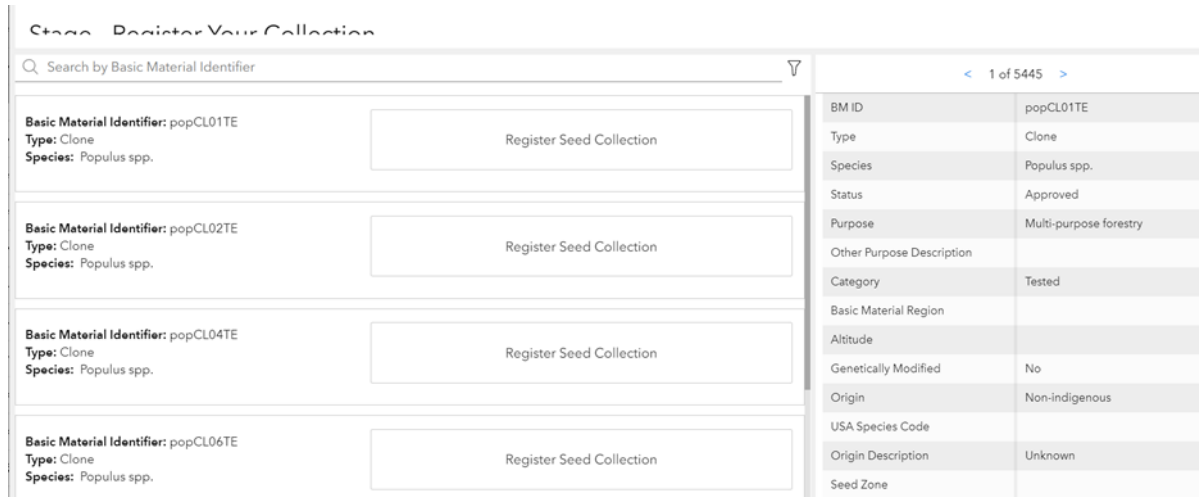
- 'Register your collection'
- 'Update your collection registration'
- 'Request Master Certificate for a collection'
- 'Request OECD Master Certificate'
- 'Request Seed Mix Master Certificate'

Click on 'Register your collection'



You will be presented with this screen.

This is where you will **select the Basic Material that you are collecting from**



The screenshot shows a web interface titled "Stage Register Your Collection". It features a search bar labeled "Search by Basic Material Identifier" with a funnel icon. Below the search bar is a list of four items, each with a "Basic Material Identifier", "Type", and "Species", and a "Register Seed Collection" button. To the right of the list is a details panel for the selected item (popCL01TE), showing various attributes.

Stage Register Your Collection	
Q Search by Basic Material Identifier	< 1 of 5445 >
Basic Material Identifier: popCL01TE Type: Clone Species: Populus spp.	Register Seed Collection
Basic Material Identifier: popCL02TE Type: Clone Species: Populus spp.	Register Seed Collection
Basic Material Identifier: popCL04TE Type: Clone Species: Populus spp.	Register Seed Collection
Basic Material Identifier: popCL06TE Type: Clone Species: Populus spp.	Register Seed Collection
BM ID: popCL01TE Type: Clone Species: Populus spp. Status: Approved Purpose: Multi-purpose forestry Other Purpose Description: Category: Tested Basic Material Region: Altitude: Genetically Modified: No Origin: Non-indigenous USA Species Code: Origin Description: Unknown Seed Zone:	

If you know the Basic Material Ident (BM ID), you can start typing in the 'Search by Basic Material Identifier' field, select the ident from the list and click on 'Register Seed Collection' (this is also used for cuttings)

If you do not know the Basic Material Ident (BM ID), you can click on the funnel and you will be given the option to select a 'Type' from the drop-down list – what type of basic material are you collecting?

- Seed source
- Stand
- Seed Orchard
- Clone
- Clonal Mixture
- Parents of Families

You are also able to select a 'Species' from the drop-down list - this will narrow down the selection that you will be presented with from the Basic Material ID drop down.

Finally, select the Basic Material ID from the list.

Example – A Seed source collection of Corylus avellana from Native Seed Zone 102

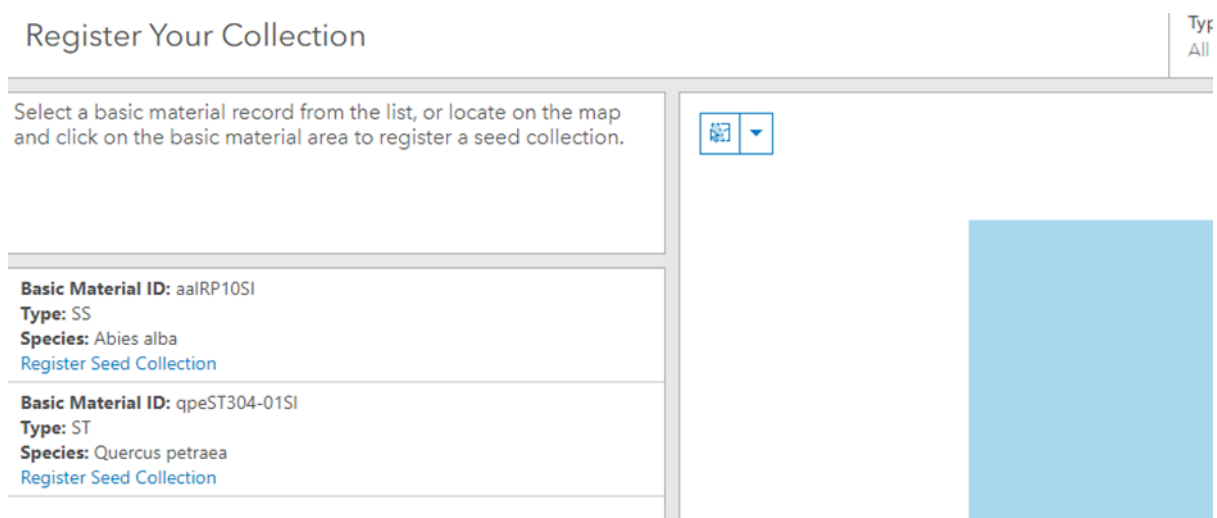
Basic Material ID – cavRP102SI

For altitude band >300m the Basic Material ID would be cavRP102hSI

If you are unsure, please email frm@forestrycommission.gov.uk and someone will advise you

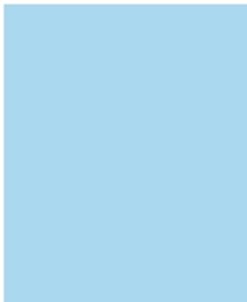
From the list of material that is presented in the left-hand column you will then need to **Click on 'Register Seed collection'** (so under the Basic Material ID that is presented click on the blue link)

This will take you to another screen where you can capture details of your collection including dates, grid reference, collectors name and contact telephone (if you are using a contractor to collect on your behalf – if not enter your own details)



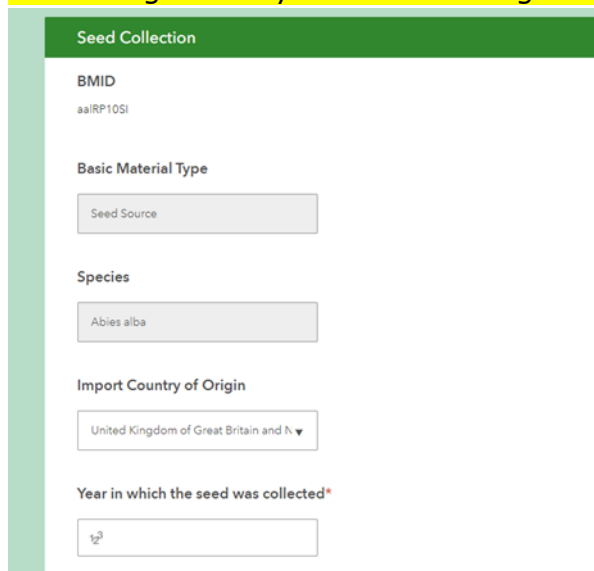
Register Your Collection

Select a basic material record from the list, or locate on the map and click on the basic material area to register a seed collection.

<p>Basic Material ID: aaIRP10SI Type: SS Species: Abies alba Register Seed Collection</p>	
<p>Basic Material ID: qpeST304-01SI Type: ST Species: Quercus petraea Register Seed Collection</p>	

For Seed Source material, once you have selected the Basic Material ident, you can then put a pin in the map to show where (within the ROP or NSZ) you will be making the collection.

You can ignore any of the fields regarding 'Import' of seed. These fields are **not in use**



Seed Collection

BMID
aaIRP10SI

Basic Material Type
Seed Source

Species
Abies alba

Import Country of Origin
United Kingdom of Great Britain and N

Year in which the seed was collected*
1/2

Once you have finished entering the collection information click on the 'Submit' button.

The usual procedures apply, we will arrange for a percentage of collections to be inspected by our Woodland officers to ensure the correct collection processes are being adhered to.

7. FRM Supplier – Applying for a Master certificate

To generate a Master certificate, you must have a valid seed or cuttings collection record already registered in the new FRM system.

The only exceptions are for issue of an OECD certificate and for a seed mixture certificate where previously certified material is being combined.

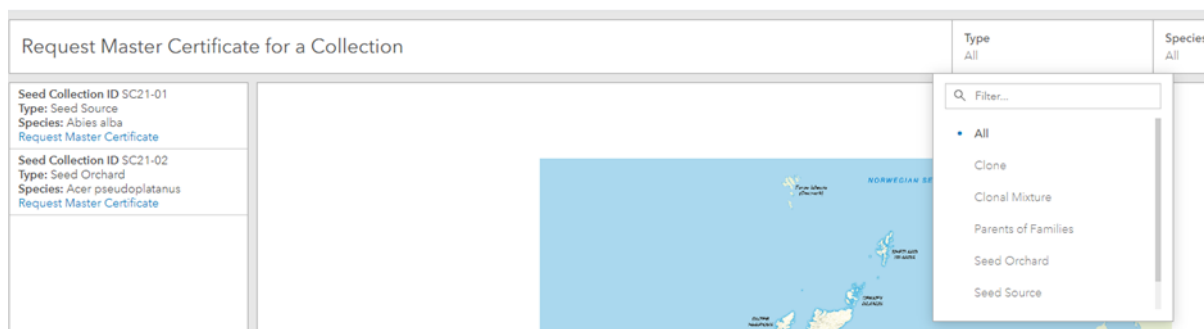
The same rules apply, you have nine months from the date of collection to apply for the certificate

Log in using your username and password
Click on the 'FRM Suppliers' tab at the top of the screen

You will be presented with different options

- 'Register your collection'
- 'Update your collection registration'
- 'Request Master Certificate for a collection'
- 'Request OECD Master Certificate'
- 'Request Seed Mix Master Certificate'

Click on 'Request Master Certificate for a collection'



Request Master Certificate for a Collection		Type	Species
Seed Collection ID SC21-01 Type: Seed Source Species: Abies alba Request Master Certificate		All	All
Seed Collection ID SC21-02 Type: Seed Orchard Species: Acer pseudoplatanus Request Master Certificate		All	All

As you can see, all the collections that you have previously submitted are listed down the left-hand side.

You can filter these using the 'Type' and 'Species' button at the top to make it easier to find your notification.

Once you have found it, click on 'Request Master Certificate'

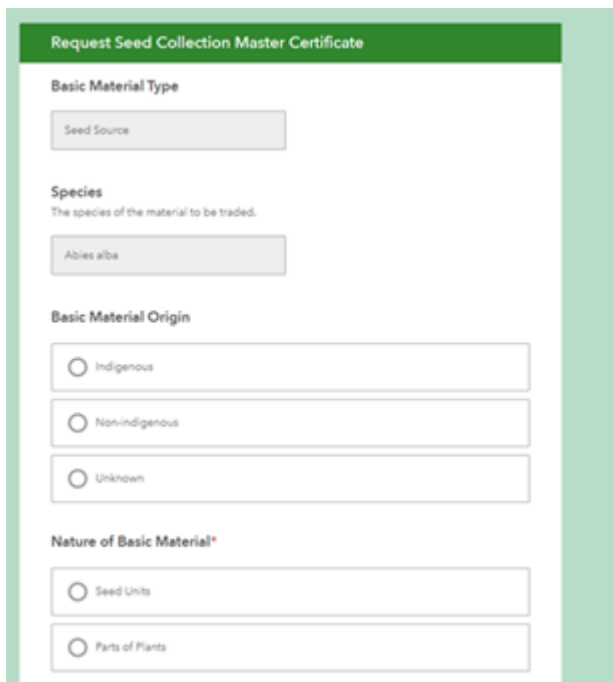
Depending on what type of basic material you are applying for a certificate for, you will be presented with different fields to complete.

Some of these fields will be mandatory (marked with a red asterisk)

Once you have completed the application you can submit it.

An FRM officer will check and authorise the application or come back to you should they have any queries.

Example



The screenshot shows a web form titled "Request Seed Collection Master Certificate". The form is divided into several sections:

- Basic Material Type:** A single text input field containing "Seed Source".
- Species:** A text input field containing "Abies alba". Below the field is a small note: "The species of the material to be traded."
- Basic Material Origin:** Three radio button options: "Indigenous", "Non-indigenous", and "Unknown".
- Nature of Basic Material***: Two radio button options: "Seed Units" and "Parts of Plants".

8. Registering Basic Material – Basic Material Manager

You can apply, through the system, to register:

- Seed stands
- Seed orchards
- Parents of Families
- Clones
- Clonal mixture

All applications that are submitted will be checked by an FRM officer.

Depending on what type of basic material you are applying to register, we may arrange for this material to be inspected.

Further guidance on the registration of basic material can be found [here](#).

Registering a seed stand

Complete the relevant fields on the screen.

Registering a seed orchard

Complete the relevant fields on the screen. You will be able to attach a copy of the seed orchard plan to your application.

We also ask that you complete the form at Annex 2 when applying to register a seed orchard and send it to frm@forestrycommission.gov.uk

Registering Parents of Family(ies)

Complete the relevant fields on the screen.

We also ask that you complete the attached form at Annex 3 when applying to register parent of family(ies) material and send it to frm@forestrycommission.gov.uk

Registering Clones and Clonal Mixtures

Complete the relevant fields on the screen.

We also ask that you complete the attached form at Annex 4 when applying to register clonal material and send it to frm@forestrycommission.gov.uk

Annex 1 – How to apply for a new account in the system (for new applications to register as FRM suppliers/Basic Material Managers/Inspectors)

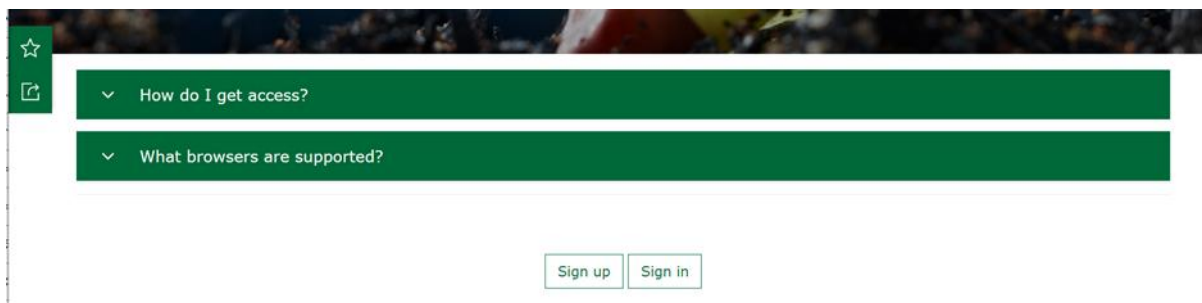
Copy and paste this URL into your web browser

<https://forest-reproductive-materials-forestergis.hub.arcgis.com/>

You will be presented with the following screen – this is the FRM system log in page.

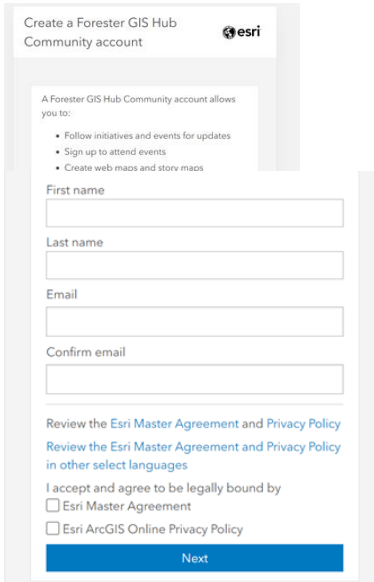


The first thing that you need to do is sign up – to do this you will need to **SCROLL DOWN** and click on the **'SIGN UP'** button



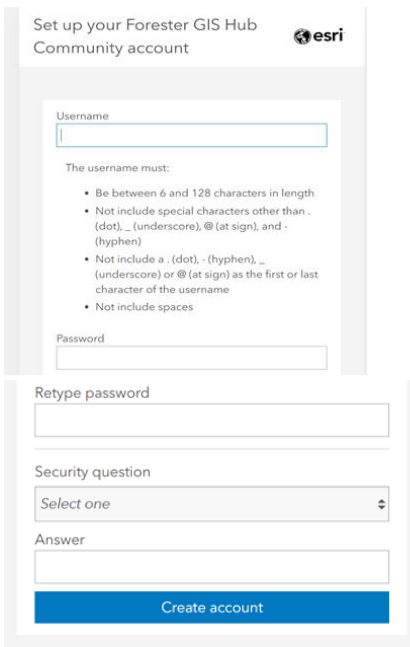
As you will see there are two drop downs to assist you – 'How do I get access' and 'What browsers are supported'.

Once you have clicked on the 'SIGN UP' button you will be presented with the following screen.



Fill in your name and email address and then click to accept the 'Esri Master Agreement' and the 'Esri ArcGIS online privacy policy' – when you click 'Next' you will be emailed an activation link.

When you receive your activation link you have 24 hours to log in and create your username and password.



Create a username
PLEASE NOTE
 FRM Suppliers – if you have more than one supplier number (for example if you provide admin for a group or are the point of contact for more than one nursery) then you will need to create a username for each of the FRM suppliers that you represent.

Click on 'Create account'

You will now need to select the role you would like to apply for – scroll down the page and click on '**See Content**'

A box will display, click on '**FRM Accounts**'

Descriptions of each role type will be given.

Scroll down and select your role

Depending on which role you have chosen, you will be presented with the appropriate fields to complete.

Once submitted, the details will be checked by an FRM officer, and you will be advised of the outcome.

You can then go back to page 6 of this guide and follow the instructions.

Annex 2 – Supplementary information required when applying to register a Seed Orchard

Supplementary information required when applying to register a seed orchard - to be sent to frm@forestrycommission.gov.uk

		Instructions
Seed Orchard Type	Seedling Clonal	highlight the relevant type
Seed Orchard Design	Predetermined randomisation Permutated neighbourhood Randomised blocks	highlight the relevant design
Regions of Prov of Components		(10,20,30,40, or a combination of ROPs)
Number of Components		Number of different clones in the orchard
Description of Components		(example 'grafted plus trees made up of four ramets')
Number of Planting Positions		(Total number of planting positions in the orchard)
Original Spacing		(Example - 5x5)

Applicant name:

Date of application:

Annex 3 – Supplementary information required when applying to register Parents of Family(ies) as a source of basic material

Supplementary information required when applying to register Parents of Family(ies) basic material - to be sent to frm@forestrycommission.gov.uk		
Parents of Family Identity		(we will allocate the ident once accepted)
Species		
Common Name		
Species Type	Controlled Voluntary	highlight the relevant type
Category	Qualified Tested	highlight the relevant design
Purpose	Multifunctional Forestry - This material has NOT been genetically modified.	
Parents of Family(ies) Information		
Forest or Estate Name		(example - 'Forestry Commission Clonal Archives')
Location		(example - 'Experimental sites and orchards in Great Britain')
Status		
Year Registered		the year in which you are registering
Number of Female Parents		
Number of Male Parents		
Region of Provenance		(10,20,30,40 or a combination of ROPs)
Description of parents		(example - 'two parents of one full-sib family possibly made using reciprocal crosses')
Origin	Non-indigenous	
Origin Description	Mixed or Unknown	
Purpose	Multifunctional Forestry	
Notes		(example - 'these parents are held in clonal archives and seed orchards originating from Forest Research')

Applicant name:

Date of application:

Annex 4 – Supplementary information required when applying to register Clone or Clonal mixtures as a source of basic material

Supplementary information required when applying to register Clones or Clonal Mixtures as basic material - to be sent to frm@forestrycommission.gov.uk		
Name of Clone		If known
New Clone	Yes/No	
Clonal Mixture		
Number of Clones in the Mixture		
Range of Component Composition		

Applicant name:

Date of application:

