

## GUIDELINES FOR DEPOSITING STRAINS IN THE CECT

1. **Inquire by email** whether the strain can be accepted by the CECT for deposit, indicating the proposed taxonomic designation and the growth conditions for the strain (including culture medium, aeration conditions and incubation time). Send enquiries to the following e-mail addresses:
  - **Patent** deposits: [patentes@cect.org](mailto:patentes@cect.org)
  - **Public and safe** bacterial and archaeal deposits: [bacterias@cect.org](mailto:bacterias@cect.org)
  - **Public and safe** deposits for filamentous fungi and yeasts: [hongos@cect.org](mailto:hongos@cect.org)
2. Upon receipt of the **acceptance of the deposit** by the CECT, the depositor will fill in the corresponding deposit sheet (public, safe, patent).
3. In the case of **patent and safe** deposits, the depositor must access the [LIMS platform of the CECT](#), select the type of deposit requested and fill in the deposit form.
4. In the case of **public and safe deposits**, the depositor must fill in the online form at <https://deposits.cect.org/deposits.php> More information about the StrainsApp is available [here](#).
5. In all cases, it is essential to wait for final acceptance before sending the strains to the CECT.

Once the deposit is accepted, prepare five (for patent deposits) or two copies (for public and restricted safe deposits) of a pure culture of the strains in Petri dishes or slants (in 10-15 ml tubes). Strains in 1.5-2.0 ml microtubes or poorly growing cultures will not be accepted.

- For **bacteria and archaea**, it is recommended to use the streak plate procedure for seeding the culture in Petri dishes.
- For **arbuscular mycorrhizal fungi**, the material supplied may be an in vitro culture or an 'inoculum' containing spores or propagules (fragments of mycorrhizal roots) from a pure culture (monosporal culture of the mycorrhizal fungus) obtained in vitro or from a trap plant. Minimum quantity required: two inocula of 20 g each, with an approximate concentration of 25 spores/g.

6. Cultures should always be sent by courier and not by post. In this way, it is possible to track the cultures and avoid unnecessary delays.

When sending cultures from outside Spain or from the Canary Islands, Ceuta or Melilla, give the courier the "Custom Invoice" that you can download in the section Documentation>shipment of strains of the website ([www.uv.es/cect](http://www.uv.es/cect)).

**Important:** Use FEDEX, DHL or UPS courier and contract an "Incoterm DDP" service, which includes all costs derived from transport to our facilities (unloading of goods, customs procedures and costs, etc.).

Make sure that the strains cultures are **correctly packed**. The main receptacle containing the strains should be waterproof (e.g. capped tubes or plates sealed with parafilm) and wrapped in absorbent material (e.g. paper). For risk group 2 strains a second impermeable packaging (e.g. a larger tube or a sealed bag) is mandatory. In all cases the outer packaging must be rigid (box or tube) and filled with packing material (e.g. padding material or paper) to prevent movement of the samples inside the package. Detailed information on the transport of biological substances can be found in the "Documentation > Other documents" section of our website.

7. The package must be labelled as "**Bacteria Section**" or "**Fungi and Yeast Section**" as appropriate.
8. If you do not have electronic signature, send the signed deposit form together with the cultures. If you have electronic signature, sign the document and send it by e-mail to [patent@cect.org](mailto:patent@cect.org), [bacteria@cect.org](mailto:bacteria@cect.org) or [fungi@cect.org](mailto:fungi@cect.org), as appropriate.
9. Once the strains have been received at the CECT, in the case of **patent and safe** deposits, the depositor will receive the invoice for this service by e-mail. The depositor has 30 days to make payment (the CECT reserves the right to stop deposits if previous invoices are outstanding).
10. Certificates of deposit:

- **Public deposits:** Once the deposit process is completed, the CECT will send the depositor the Certificate of Deposit confirming the viability, purity and authenticity of

the preserved batch. This certificate is necessary in the case of the description of new species or subspecies and will be required by scientific journals related to taxonomy.

- **Safe deposits:** Once the conservation process is completed, the CECT will send two freeze-dried ampoules to the depositor and a verification form. In this type of deposit, the depositor will verify the authenticity of the strains. The depositor shall bear the costs of handling and shipping. Within a maximum period of three months, the depositor must send the signed form to the CECT confirming that the strains have not undergone any changes during the conservation process. After receipt of the verification form and provided that the corresponding invoice has been paid, the CECT will issue the deposit certificate. Periodically the CECT will invoice the maintenance fees for the safe deposit (see modalities in the "Fees >Service fees" section of our website).
- **Patent deposits:** Once the preservation process is completed and the viability of the preserved strain checked, the CECT will send the original Deposit Receipt (form BP/4) and Viability Certificate (form BP/9) for the strain, showing the final CECT strain number and date of deposit.

The **Budapest Treaty** recommends that the depositor verifies that, after conservation, the strain retains the characteristics that motivated its deposit for patent purposes. For this purpose, the depositor has the option to choose on the deposit form whether he/she wishes to receive the verification vials of the deposited strains. The costs of handling and shipping shall be borne by the depositor. If the strain maintains the original characteristics, the depositor must send the completed, signed and dated verification form to the CECT. When supplying a sample deposited for patent purposes under the Budapest Treaty, the CECT will indicate whether the strain has not been checked by the depositor.

**IMPORTANT:** The deposit process of strains under patent must be completed before filing the patent application with the intellectual property office in order to avoid problems that could result in the invalidation of the patent application.