

GUIDE FOR CECT DEPOSITORS

1. **Request via e-mail whether the CECT can accept the strain to be deposited, providing taxonomic identification and growth conditions (recommended culture media and aeration conditions).** Address these enquiries to:

- Patent deposits: patents@cect.org
- Bacteria and archaea **public and safe** deposits: bacterias@cect.org
- Filamentous fungi and yeast **public and safe** deposits: hongos@cect.org

2. Once the deposit has been accepted, download the corresponding form (patent / public / safe) for deposit of strains (www.cect.org Section Documentation / Forms). Remarks:

- In "Conditions for cultivation" indicate growth temperature, estimated incubation time, aeration or other culture conditions, as well as the recommended culture medium. If it is included in the on-line CECT culture media catalogue just quote the CECT culture media number. Otherwise you should provide a detailed composition including supplements
- The depositor's contact data (name, complete address, telephone and e-mail) and all fields marked with an asterisk are mandatory
- For **public deposits** send the partial sequence of the 16S rRNA gene (bacteria and archaea) or of the ITS rRNA and/or the 28S rRNA (filamentous fungi and yeast) by e-mail to the corresponding department

3. Send the completed form to patents@cect.org, bacteria@cect.org or fungi@cect.org. **Wait for definitive acceptance before shipping the strain**

4. Prepare **5** (patent deposits) or **2 replicates** (public and safe deposits) of an actively growing culture in a Petri dish or slant in 10-15 ml tubes. We do not accept strains grown in 1.5-2 ml microtubes or poorly grown cultures. For bacteria and archaea use the Triple-Z streaking method on a Petri dish.

For **arbuscular mycorrhizal fungi**, the supplied material may be an *in vitro* culture or an "inoculum" containing isolate spores or propagules (mycorrhizal root fragments) of a pure culture (monosporal culture of the mycorrhizal fungus) from an *in vitro* culture or from a trap plant. Minimum amount required: two inocula of 20g each, with an approximate concentration of 5 spores/g.

5. **Always send cultures by courier, not the national post office, in order to monitor them better and avoid unnecessary delays.** When shipping from outside Spain, or from Canary Islands, Ceuta or Melilla, **provide the courier with a Customs Invoice (Annex I)**
6. Be sure that the strains are properly wrapped. The primary receptacle containing the strain shall be leak-proof or sift-proof (e.g. screw cap tubes or plates sealed with parafilm) and wrapped externally with absorbent material (e.g. paper). For risk group 2 strains a secondary packaging leak-proof or sift-proof (e.g. a bigger tube or a sealing bag) is a must. In all cases the outer packaging shall be rigid (box) and filled with packaging material (e.g. fill chips, paper) to avoid movement of the sample inside the parcel. You can find detailed information on transport of biological substances in the "Documentation > Other documents" section, of our website (www.cect.org). Label the parcel externally: "Bacteria Section" or "Yeast and Fungi Section"
7. Upon arrival of the strains, for **patent and safe deposits**, CECT will send the invoice corresponding to the deposit. Depositor has 3 months to make effective the payment. CECT reserves the right to paralyze deposits if the client has previous pending invoices.
8. CECT certification of the deposits:
 - **Public deposits:** Once the deposit process is completed, the CECT will send the Deposit Certificate confirming viability, purity and authenticity of the conserved batch. This certificate is necessary for the description of new species or subspecies and it is required by taxonomy-related scientific journals
 - **Safe deposits:** In this type of deposit, CECT does not check strain authenticity. After the conservation process, the CECT will send 2 ampoules to the depositor and a confirmation form. Within 3 months the depositor is to send back the signed form corroborating that the strain remains unchanged after the conservation process.

After receiving the confirmation form, the CECT will issue the deposit certificate.

Periodically, the CECT will invoice the maintenance fee (see modalities at www.cect.org, Section Fees > Service fees).

- **Patent deposits:** Once the deposit process is completed, the CECT will send the **Receipt for an original deposit** (form BP/4) and the **Viability statement** (form BP/9) of the deposited strains stating the CECT catalogue number and the **final date of deposit**.

The Budapest Treaty recommends the depositor to verify that after preservation the strain maintains the characteristics that motivated its deposit for patent purposes. For this reason, the CECT will send 2 ampoules to the depositor (or contact scientist) and a confirmation form. Due to customs legislation, depositors from some countries will receive confirmation ampoules only on request. If the strain conserves the original characteristics, the depositor should date and sign

this form and send it back to the CECT. On delivery, the CECT will explicitly indicate when the strain has not been confirmed by the depositor.

IMPORTANT: To avoid potential problems, which may result in invalidated patent applications, the deposit of the strains must be completed before the patent application is filed with the Intellectual Property Office

ANNEX I - CUSTOMS INVOICE

Instructions to fill in the pro forma invoice for customs declaration:

1. Use your institutional letterhead
2. Complete the information highlighted in yellow in the template (next pages)
3. The shipment details, contents and price must match exactly the information included in the air waybill (the information given to the courier)
4. Use courier services FEDEX, DHL or UPS. We often have problems with parcels sent by regular post
5. Describe the contents as accurately as possible. Use the template “non-pathogenic” for microorganisms belonging to risk group 1 and the template “pathogenic” for microorganisms belonging to risk group 2
6. If you require more than one page for the declaration please indicate “Page x of y” at the foot of the page
7. Please send the letter duly filled in (word format) to calidad@cect.org. We will present the same declaration to the customs under our name to expedite the process
8. Give the letter filled in, signed and stamped to the courier, do not place it inside the parcel

**PRO FORMA INVOICE / SHIPPER'S DECLARATION
NON-PATHOGENIC MICROORGANISMS**

Name and surname
Professional category
Department or Service
University/Company
City, Country

Day Month Year

To:

Aurora Zuzuarregui Miró
COLECCIÓN ESPAÑOLA DE CULTIVOS TIPO
Parc Científic Universitat de València
C/ Catedrático Agustín Escardino, 9
46980 Paterna (Valencia), España
Tel.: +34 96 354 46 12

Shipment details:

Reference: (FEDEX, DHL or UPS reference number)
Number of parcels: x
Weight: x Kg (if possible, below 1Kg, e.g. 0.7 Kg)

Contents:

*****NON-INFECTIOUS/NON-HAZARDOUS/NOT AN ETIOLOGIC AGENT/NOT FOR HUMAN CONSUMPTION. SHIPMENT CONTAINS MICROORGANISMS. FOR SCIENTIFIC ANALYSIS ONLY*****

TARIC code: 3002 90 50 90

The parcel contains: (e.g.)

1 ampoule of freeze-dried bacteria *Lactobacillus sp.*
1 petri-dish of yeast *Saccharomyces cerevisiae*
...

The material is not explosive, oxidising, radioactive, corrosive or magnetic. Its closed cup flash point is 250°C. It is packaged according to international regulations to prevent public health hazards. Therefore, according to IATA and ICAO (annex 18) regulations it is proven safe for air transportation.

The eventual use of this material is its incorporation in the catalogue of the CECT (Spanish Type Culture Collection) for research purposes, where it will be stored inside appropriate biological containment facilities, preventing its exposure to plants, animals or the public. This package is temperature-sensitive and must be handled in a timely manner.

Price: 1 Eur. No Commercial Value

Signature and Stamp:

PRO FORMA INVOICE / SHIPPER'S DECLARATION
PATHOGENIC MICROORGANISMS

Name and surname
Professional category
Department or Service
University/Company
City, Country

Day Month Year

To:

Aurora Zuzuarregui Miró
COLECCIÓN ESPAÑOLA DE CULTIVOS TIPO
Parc Científic Universitat de València
C/ Catedrático Agustín Escardino, 9
46980 Paterna (Valencia), España
Tel.: +34 96 354 46 12

Shipment details:

Reference: (FEDEX, DHL or UPS reference number)

Number of parcels: x

Weight: x Kg (if possible, below 1Kg, e.g. 0.7 Kg)

Contents:

*****BIOLOGICAL SUBSTANCE CATEGORY B+UN3373*****

Microorganisms (risk group 2) packaged according to international regulations to prevent public health hazards.

NOT FOR HUMAN CONSUMPTION. FOR SCIENTIFIC ANALYSIS ONLY.

TARIC code: 3002 90 50 10

The parcel contains: (e.g.)

1 ampoule of freeze-dried bacteria *Escherichia coli*

1 petri-dish of yeast *Candida albicans*

...

The material is not explosive, oxidising, radioactive, corrosive or magnetic. Its closed cup flash point is 250°C. It is packaged according to international regulations to prevent public health hazards. Therefore, according to IATA and ICAO (annex 18) regulations it is proven safe for air transportation.

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