

## Instructions for sending samples for identification at the Thailand Bioresource Research Center (TBRC)

### 1. Preparation of documents

The service form and proof of customer identity must be submitted to TBRC together with the sample.

- 1.1. For government organizations, state enterprises or other state agencies, the form must be signed by an authorized person and submitted with a certified copy of an official identification card.
- 1.2. For government officers, state enterprise employees or government employees, please attach a certified copy of an official identification card.
- 1.3. For students, including post doctoral associates, the form must be signed by his/her supervisor and submitted with a certified copy of the supervisor's official identification card.
- 1.4. For other individuals, please attach a certified copy of an identification card.
- 1.5. For corporations, the form must be signed by an authorized person and stamped (if a company stamp is available) and submitted together with a certified copy of an authorized person's identification card.

### 2. Preparation of samples

- 2.1. Grow microorganisms on suitable dry-surface agar plates to reduce risk of contamination during shipment.
- 2.2. For bacteria and yeasts, cross streak on agar plates to obtain single colonies (for observation of purity before analysis) and send to TBRC within 3 days after inoculation. Send 1 plate per strain of microorganism.
- 2.3. For sporulating filamentous fungi, inoculate on sporulation media and send to TBRC within 5 days after inoculation. For non-sporulating filamentous fungi, grow on suitable growth media until colony diameter is greater than 3 cm. Send 1 plate per strain of microorganism.
- 2.4. For MALDI-TOF identification, the customer send 1 clean agar plate per strain of microorganism as subculture may be required in order to obtain young and fully active culture for analysis.

### 3. Shipment of samples to TBRC

TBRC performs identification service in batches. Samples should reach TBRC during the 1<sup>st</sup>–7<sup>th</sup> day of the month. Samples received afterwards and those that are not ready to be analyzed after receipt and require further processing that delay the start of the identification service will be processed together with samples received a month later.

#### 3.1. Drop-off at TBRC

Please contact TBRC in advance (Tel: +66 (0)2 117 8001, email: [tbrcservice@biotec.or.th](mailto:tbrcservice@biotec.or.th)). Samples should be brought to the TBRC office located at Innovation Cluster 2 Tower B, 8<sup>th</sup> Floor, Thailand Science Park, Phahonyothin Road, Khlong Nueng, Khlong Luang, Pathum Thani.

3.2. By post

3.2.1. Put agar plates in clean plastic bags (1 sample/bag). Seal plastic bags properly. Wrap samples to prevent breakage and place in a cardboard box for shipment (do not pack in an envelope or a paper bag).

3.2.2. Send sample, service form and proof of customer identity by express mail service (EMS) to the address indicated below. The customer should take shipment times into consideration when preparing and shipping samples, as shipment may take up to 3 days from the Bangkok metropolitan region and 7 days from other areas of Thailand.

To

Thailand Bioresource Research Center (TBRC)  
Attn: Microbial Isolation and Identification Service  
National Center for Genetic Engineering and Biotechnology  
Innovation Cluster 2 (Tower B, 8th Floor)  
143 Thailand Science Park, Phahonyothin Road  
Khlong Nueng, Khlong Luang, Pathum Thani 12120, Thailand