

Instructions for sending microorganisms for deposit

Confidential deposit

1. Deposit form

Submit a signed deposit form together with the microorganism.

2. Microorganisms

2.1. Freeze-dried or liquid-dried cultures

2.1.1. Microorganism code and date of preservation should be legible.

2.1.2. Send 5–10 tubes/strain.

2.1.3. Microorganism tubes must be packed in plastic tubes or plastic bags and properly sealed before placement in a cardboard box for shipment (do not pack in an envelope or a paper bag).
Microorganisms classified in Risk Group 2 must be packed and shipped according to national biosafety and biosecurity regulations or IATA Dangerous Goods Regulations.

2.1.4. Microorganisms must be sent using express mail service or drop off at TBRC.

2.2. Microorganisms prepared in cryotubes ready for preservation by freezing

2.2.1. Microorganism code and date of preservation must be printed on self-adhesive stickers using laser printers. Each label should be further secured by wrapping a layer of sealing film or clear tape.

2.2.2. Send 5–10 tubes/strain.

2.2.3. Microorganism tubes must reach TBRC within the same day of transferring cultures into the tubes.
Microorganisms classified in Risk Group 2 must be packed and shipped according to national biosafety and biosecurity regulations or IATA Dangerous Goods Regulations.

2.3. Fresh cultures

2.3.1. Microorganisms should be incubated:

2.3.1.1. Not over 2 days for bacteria and yeasts;

2.3.1.2. Not over 15 days for nonsporulating (*in vitro*) filamentous fungi;

2.3.1.3. Not over 30 days for sporulating (*in vitro*) filamentous fungi.

Note: For slow growing strains, incubation times may be longer but must not exceed 60 days.

2.3.2. Microorganisms should be grown on agar slants or agar plates.

2.3.3. Microorganisms should be grown on antibiotic-free media.

2.3.4. Microorganism code and date of inoculation should be legible.

2.3.5. Microorganisms should not be overlaid with paraffin oil.

- 2.3.6. Microorganisms should not be stored in refrigerators or cold rooms before sending to TBRC.
- 2.3.7. Send 1–2 tubes or plates per strain.
- 2.3.8. Microorganism tubes or plates must be sealed and packed in plastic tubes or plastic bags and properly sealed before placement in a cardboard box for shipment (do not pack in an envelope or a paper bag). Microorganisms classified in Risk Group 2 must be packed and shipped according to national biosafety and biosecurity regulations or IATA Dangerous Goods Regulations.
- 2.3.9. Microorganisms must be sent using express mail service or drop off at TBRC.