

Service Request for Freeze Drying of Bacteria, Archaea or Fungi

For NCMR Use Only

PRN:

This is a fillable PDF file. You can type information directly into this file.

IMPORTANT: Please read all 'Guidelines' carefully before sending the samples. Please refer to filled sample form available on our website to complete this form; for any assistance feel free to call us on +9120 25329000 (10.00 to 17.00 hrs, IST).

Data Related to the Isolate

 Culture Type: Bacteria Archaea Fungi

Taxonomic Designation: Genus: _____ Species: _____

Strain Designation: _____

 Is this strain pathogenic? Yes No Do Not Know. If Yes, is it to Humans Plants Animals

 Hazard Group: Group 1 Group 2 Do Not Know. See [ABSA](#), [WHO](#) and [LPSN](#) websites for more information.

Growth Parameters and Media

Media Name: _____ Manufacturer & Cat. No. _____

Composition (if custom made): _____

Optimum Growth Parameters: pH: _____ Temperature (°C): _____ Incubation Period: _____

 Oxygen Requirement: Aerobic Anaerobic Microaerophilic

Please attach separate sheet for special growth requirements and/or culture handling guidelines, if any.

Customer Information

Name : _____

Postal Address: _____

PIN Code: _____

Email Address: _____

Contact Number: _____

Date of Dispatch: _____

Payment Details

Demand Draft No.	Date	Amount	Bank Details

Billing Address:

Name and Designation: _____

Address: (Same as postal address) _____

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Date received: _____ Ack. sent on: _____ by: _____

Sub-cultured On: _____ Viable/Non-Viable: _____ Pure/ Mixed: _____

Process Started on: _____ Completed on: _____

CFU Before Freeze Drying: _____ CFU After Freeze Drying: _____

Communicated to Depositor on: _____

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एनसीसीएस भारत सरकार के जैवप्रौद्योगिकी विभाग का स्वायत्त संस्थान है.

NCCS is an Autonomous Institute of Department of Biotechnology, Govt. of India

National Centre for Microbial Resource

A national facility funded by the Department of Biotechnology (DBT), Government of India.

An affiliate member of the World Federation for Culture Collections (WFCC).

Registered with the World Data Centre for Microorganisms (WDCM, registration number 773).

Recognized by the World Intellectual Property Organization (WIPO), Geneva, Switzerland as an International Depository Authority (IDA) since April, 2011.

Ministry of Environment and Forests, Government of India has nominated MCC as a Designated National Repository for microorganisms under the Biological Diversity Act 2002 since July 2013.

National Centre for Microbial Resource

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NCMR

राष्ट्रीय सूक्ष्मजीव संपदा केंद्र

General Guidelines for Sending the Cultures for 'Freeze Drying':

1. Bacterial, Archaeal or Fungal strains must be submitted in 'pure and viable' form on agar plates, slants or media stabs. They must be labelled properly with isolate ID and date of inoculation. **Please note that we do not accept contaminated culture(s).** Please ship the cultures only after their visible growth has appeared.
2. Seal the agar plate/ slant tube/ stab vial with laboratory paraffin film and pack them appropriately to prevent any damage during transportation. It is important for biosafety reasons. **Please note that we do not accept damaged consignment.** You are requested to ensure thorough packaging of cultures. It is important that you use a shipper that provides tracking facility and is known for timely deliveries.
3. We accept cultures which can be handled under BSL-1 and BSL-2 facility only. You are requested to visit ABSA, WHO and LPSN website for more details.
4. Cultures from private addresses will not be accepted. It is requested to send the cultures through proper channel and must be signed by the department head or advisor.
5. If you have submitted same culture(s) for other services offered at MCC, please note that separate communication will be maintained by respective section in-charge under separate Processing Reference Number (PRN).
6. Please enclose a printed filled-in copy of this form (**Page 1 only**) along with your samples.
7. For post-receipt sample status, please contact assigned section in-charge and include the Processing Reference Number (PRN) of the culture(s) as mentioned in the acknowledgment email sent by Service coordinator, NCMR.
8. **Communication related to PRN (status or sending results) will be done only with email provided in the form.**

Please visit NCMR website for more details on other deposit services, such as 'Safe' and 'Patent' (under IDA) and identification services such as DNA Se-quencing, MALDI, FAME, DDH and more!