

## Instructions for sending samples for isolation 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. Packaged products

Send 1 package per sample (no less than 10 g or 10 ml but not exceed 1 kg or 1 L). The product name and manufacture date (or product lot) should be clearly labeled on the package.

#### 2.2. Liquid samples

Provide no less than 10 ml per type of microorganism to be isolated per isolation method. Samples must be properly packed in leak- and breakage-proof containers.

#### 2.3. Dried or viscous samples

Samples should be soluble in water or easily ground/cut into small pieces. Provide no less than 10 g per type of microorganism to be isolated per isolation method. Samples must be properly packed in leak- and breakage-proof containers.

### 3. Shipment of samples to TBRC

#### 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 sample containers in clean plastic bags (1 sample per bag). Containers of liquid samples should be put in at least 2 layers of plastic bags. 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: Isolation 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