

Instructions for sending microorganisms for preservation service 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 microorganisms.

- 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 microorganisms

- 2.1. Grow microorganisms on suitable/sporulation dry-surface agar media to reduce risk of contamination during shipment. Send 1 tube or plate per strain of microorganism.
 - 2.1.1. Fast growing microorganisms (most bacteria and yeasts) should be sent within 24 hours after inoculation.
 - 2.1.2. Sporulating filamentous fungi and actinomycetes should be sent after spores are mature. Non-sporulating fungi (can be preserved using freezing method only) should be sent within 1-2 weeks after inoculation.
 - 2.1.3. The customer can send microorganisms in liquid-dried or freeze-dried form. Service fee will be applied for cultivation of microorganisms from liquid-dried or freeze-dried ampoules. Send 1 tube per strain of microorganism.
 - 2.1.4. The customer may be requested to send culture media with microorganisms.

3. Shipment of microorganisms to TBRC

3.1. Drop-off at TBRC

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

3.2. By post

- 3.2.1. Microorganism tubes/plates must be packed in plastic bags or plastic tubes and properly sealed before putting 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.

3.2.2. Send microorganisms, service form and proof of customer identity by express mail service (EMS) to the address indicated below.

To

Preservation Service

National Center for Genetic Engineering and Biotechnology

BIOTEC Building, 3rd Floor, Room 313

113 Thailand Science Park, Phahonyothin Road

Klong Nueng, Klong Luang, Pathum Thani 12120, Thailand