



Guidelines for Deposit of Microbial Cultures at UNiCC, Institute of Bioscience

1. Fill in form

Fill in the Accession Form (UPM/IBS/UNiCC/Form 1). Then send the form with the culture. For a bulk deposition (e.g. 10 strains), the depositor can use only 1 copy of UPM/IBS/UNiCC/FORM 1 by filling in **section D** and attach a list containing information from section **A - C** of each strain in a table (use Microsoft Word/Excell to create the table). The depositor should send an electronic file on diskette (or via e-mail to musliyana@putra.upm.edu.my) along with the related documents and the strains.

2. Microbial cultures

IBS accepts only microbial cultures that can be preserved by freezing or freeze-drying. IBS staff should be informed before sending cultures known to be sensitive to the two preservation methods.

3. Fresh cultures

2.1 Cultures should be viable. Before sending, cultures should be incubated:

- Not over 48 hours for bacteria and yeasts.
- Not over 14 days for non-sporulating (*in vitro*) fungi.
- Not over 30 days for sporulating fungi.

Note: For slow growing cultures, they can be incubated longer but not over 60 days before sending.

2.2 Cultures should be pure.

2.3 Culture characteristics should be as described on the Accession Form (UPM/IBS/UNiCC/Form 1).

2.4 Cultures should be grown on antibiotic-free agar. Solid media are preferable. Liquid media can be used for cultures hardly or cannot grow on solid media.

2.5 Culture code and date of inoculation should be readable.

2.6 Culture tubes should be in good conditions (not cracked or broken).

2.7 Cultures are not overlaid with paraffin oil.

2.8 Media should be fresh (cultures on dried agar will be rejected).

2.9 Send at least **2 tubes or plates/culture**.

4. Freeze-dried cultures

2.1 Culture code and date of preservation should be readable.

2.2 Culture tubes should be in good conditions (not cracked or broken).

2.3 Send at least **1 tubes/strain**.

Disclaimers: UNiCC does not accept responsibility for cultures that are found to be nonviable after storage at UNiCC, or for deterioration of cultures and data due to circumstances **beyond UNiCC's control**. Charges and fees for cultures and services are subject to change without prior notice. Any forms of payment for service charges at UNiCC are not refundable. payment.