

# ***DEPOSIT INSTRUCTIONS – COLLABORATION ON PLANT PATHOGEN STRAIN IDENTIFICATION (CPPSI)***

\* The provider/donor is responsible for providing NLGRP with copies of appropriate permits showing that they are authorized to send microbes.

\*No CDC Select agents will be accepted. Only Biosafety Risk Group 1 or 2 (RG1 and/or RG2) will be accepted. (We cannot receive Biosafety Risk 3 or 4) Refer to taxa listed with the Federal select agent program.

\*No pathogens, other than plant pathogens will be accepted.

\*Review and approval of incoming taxa will occur before shipment.

## **Key Points:**

- Isolates should be stored in glycerol (unless other formats were agreed upon).
- Isolates must be sent ready to distribute, and a predetermined number of distributable samples should be sent.
- Please see website: [Deposit Microbes : USDA ARS](#). For documents needed for shipment. Which includes:
  - CPPSI Seed Storage Information Form.
  - CPPSI Reference Isolate Storage Information Form.
- Fill out and email [forms](mailto:NLGRP-DataManage-HelpDesk@usda.gov) to [NLGRP-DataManage-HelpDesk@usda.gov](mailto:NLGRP-DataManage-HelpDesk@usda.gov) prior to shipment.
- NLGRP DM Team will assign a NPGS CPPSI identifier and enter identifier on each CPPSI Seed Storage Information Form and copies returned to the depositor.

## **Receiving Differential Plant Host Sets (Seeds)**

The depositor is required to complete and submit the following document prior to shipment:

- CPPSI Seed Storage Information Form. One form should be used for each differential in the set.
- Shipment should be 3000 to 5000 untreated seed per differential in each set.
- NLGRP will forward seed to appropriate NPGS site.

### **\*NOTE:**

- NLGRP Microbe Technician inspects documents to verify they are filled out correctly and completely.
  - If they are not, technician returns paperwork to provider for correction.
- **Shipment cannot occur until proper documentation is received by NLGRP.**

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## **Packaging:**

### **Isolates need to be contained:**

- Tightly sealed 1.5 ml or 2 ml cryovials.
- All cryovials contained within a standard size cryovial storage box.
  - Specifications:
    - (Maximum dimensions 133 mm x 133 mm x 52 mm).
    - Storage box designed for cryostorage (i.e., Nuc Polyethylene-Coated Chipboard Storage Boxes, brown, 81 vials).
  - OR**
  - Simplot T314-2100 (Cryostore 100 vial storage box).
- Labeling cryovials must include Donor Identifier and Genus/Species.
- Each cryovial storage box must have an identifying label on the outside with the Donor Name, affiliation, and box number.
- Inside each cryovial storage box there must be some designation as to inventory order of the vials inside the box. This can be done by:
  - Labeling the rows and columns (some boxes come pre-labeled);
  - Designating the first row and column with permanent marker;
  - Leaving the top left hand well vacant (space designated by row 1, column 1)
  - Marking the top of each vial.

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## Shipping

\*All cultures must be shipped ready-to-store in LN2. **Other storage options must be discussed with NLGRP prior to submission.**

- All shipments need to be sent in a dry shipper, or other secondary containment shipper e.g., dry ice.
  - NLGRP has a LN2 dry shipper that depositors can request to use (holds five storage boxes).
  - NLGRP will pay to ship the container **to** the provider/depositor.
  - The provider/depositor is responsible for properly charging the shipper with LN2 prior to returning the dry shipper **and** the cost of overnight/express shipping back to NLGRP.
  - Addressee on the shipping manifest and accompanying documentation should be Data Management Team, [NLGRP-DataManage-HelpDesk@usda.gov](mailto:NLGRP-DataManage-HelpDesk@usda.gov) as soon as the shipment is made or created, provide the tracking number for the shipment.
  - Shipments will be shipped via **overnight** courier on **Monday, Tuesday or Wednesday**. \*Do not ship on Thursday or Friday\*
- Shipments must include hardcopies of:
  - CPPSI Seed Storage Information Form.
  - CPPSI Reference Isolate Storage Information Form.
  - APHIS Permit.

## Storage

- Once received at NLGRP, vials in each box will be crossed checked against the SIF. At no time will vials be opened.
- The cryovial storage box will be placed in a pre-cooled cryo rack and rapidly placed in the cryo tank.
- In the event that any vials are broken, material will be handled and contained following instructions listed on the APHIS Permit and provider/depositor will be notified.