

DEPOSIT INSTRUCTIONS – MICROBE BLACKBOX STORAGE

*Prior to shipping material to NLGRP, a fully executed MTA (Material Transfer Agreement) needs to be in place.

* 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 during the development of the MTA and subsequent shipments if applicable.

Key Points:

- Black box collections are not monitored.
- Ownership of the collection remains with the provider/depositor.
- NLGRP does not distribute isolates to third parties but does return the collection to donor upon request.
- MTA is in effect for 10 years, after which it is reviewed, and a new MTA established if the donor requires continued back up.
- Multiple shipments can be sent during the duration of the MTA.
- A letter of transmittal needs to be sent with subsequent shipments.
- Please see website: [Deposit Microbes : USDA ARS](#), for documents needed for shipment, which includes:
 - [Appendix 1](#) Microbe Deposit Form Inventory (MDF).
 - [Appendix 2](#) Letter of Transmittal Material Transfer/Intra-agency Agreement; (applicable for 2nd and subsequent shipments sent during duration of MTA).
 - Microbe Storage Information Form (MSIF).
- Fill out and email [Appendix 1](#), [Appendix 2](#) (if applicable for 2nd or subsequent shipments), and MSIF to NLGRP-BlackBox@usda.gov prior to shipment.

*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 Black Box Coordinator, NLGRP-Blackbox@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:
 - [Appendix 1](#) Microbe Deposit Form Inventory.
 - [Appendix 2](#) Letter of Transmittal (not the initial Agreement for shipment).
 - MSIF.
 - APHIS Permit.

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Storage

- Once received at NLGRP, vials in each box will be crossed checked against the MDF. 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.
- Storage location/s and MTA# will be entered on the MDF by Microbe technician and a copy returned to the depositor/provider once stored in LN2.