

European Collection of Authenticated Cell Cultures General Collection

Catalogue Deposit – Cell Line Data Sheet

Use this form for depositing cell lines into the European Collection of Authenticated Cell Cultures (ECACC) General Collection. Please complete as fully as possible then email to culturecollections@ukhsa.gov.uk. Please include this Word document and a signed copy. Please note several different cell lines can be populated on one form as long as there are similarities within the cell lines.

Do not attempt to send cell lines prior to conformation of acceptance within the collection by the Accessioning Scientist. Transportation instructions for receipt of cells can be provided if required by ECACC via our Logistics Team.

Cell line name	
ECACC no. <small>(leave blank for ECACC to complete)</small>	
Keywords for Website entry <small>(this will help customers to find your cell line)</small>	
Cell line description <small>(including disease status if applicable)</small>	
Species <small>(and strain)</small>	
Tissue	
Cell Type	
Morphology	
Growth mode	
Passage number <small>(Please provide as much information here as possible)</small>	
Subculture routine <small>(including cryopreservation procedure)</small>	
Growth conditions	
Culture medium	
Cell yield at subculture	
Cultured in antibiotics? <small>(Yes/No)</small>	
Testing for mycoplasma <small>(Yes/No)</small>	
Results	

(give details)	
Is cell line genetically modified? Yes/No - give details, including the GMM Notification (Genetically Modified Micro-organism)	
Is cell line tumourigenic? Yes/No - give details of host	
Karyotype	
Receptors	
Products or characteristics of interest	
References for establishment of cell line:	
Additional references for cell line characteristics/uses:	
Patent	
Application(s)	

Tissue Procurement (Human cell lines only)	<p><i>Was the tissue used for creation of this cell line part of an ethically-approved study?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, Institutional Review Board (IRB) study number?</i></p> <p><i>If no, does it have a HTA number?</i></p> <p><i>If no, what year was the cell line established in culture?</i></p> <p><i>Was donor consent received for use of tissue in research? Yes <input type="checkbox"/> No <input type="checkbox"/></i></p> <p><i>Documentary evidence should be attached to this form.</i></p>
Import compliance (Animal cell lines only)	<p><i>Is the species to which it is derived from feature under the CITES convention?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>You can check this by using the species checker on the CITES website at the following address: https://checklist.cites.org/#/en</i></p>

<p>Nagoya Protocol on Access and Benefit-sharing</p> <p>(Animal cell lines only)</p> <p>The Nagoya Protocol applies to genetic resources that are covered by the Convention on Biological Diversity, and to the benefits arising from their utilization. The Nagoya Protocol also covers traditional knowledge associated with genetic resources that are covered by the CBD and the benefits arising from its utilization.</p>	<p><i>Newly established animal Cell Lines deposited with ECACC after 12th October 2014 should have an established country of origin.</i></p> <p><i>Initial contact for this determination should be made to the Nagoya Protocol at the Access and Benefit-sharing office for that country. Has this been carried out by the Depositor?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If the answer is No then this process will be handed over to the Business Development team within Culture Collections.</i></p> <p><i>A list of countries signed up to this protocol, along with contact details can be found on the Nagoya website at the following address:</i></p> <p>https://www.cbd.int/information/parties.shtml#tab=2</p>
Depositor	
Depositor address	
Telephone number	
Email	
Depositor originator? <small>(Yes/No – if no, give details)</small>	
Country of origin	
Release conditions? <small>(Please give details)</small>	<p><i>Restrictions for use? Yes <input type="checkbox"/> No <input type="checkbox"/></i></p> <p><i>Research Use only? Yes <input type="checkbox"/> No <input type="checkbox"/></i></p>
<p>On some occasions it may be required to adjust the information given by the Depositor to ensure that the cells deposited with us grow successfully as part of the banking process. This will include changes to, but is not limited to the following:</p> <p>Seeding densities, CO₂ concentration, centrifuging cells/when not to centrifuge cells, freeze medium information and culture medium.</p> <p><i>Please check this box to confirm that this would be acceptable: Yes <input type="checkbox"/> No <input type="checkbox"/></i></p>	

Depositor signature	
Date of signature	

ECACC can accept:

Frozen vials - must be sent in a polystyrene insulated container provided by ECACC. This consists of a polystyrene box labelled with the return address and appropriate dry ice markings containing a document wallet, a 10x10 tray and a tray plan. You will be required to put dry ice into the box and the sample in the middle of the dry ice the amount of dry ice will be advised by Culture Collections a minimum of 6 kg to maximum of 18 kg dependent of the box size.

Growing cultures - should be sent in 25cm² non-vented, plug-seal flasks. Fill the flask to the neck with culture medium then ensure the lid is tightly fastened and wrapped with parafilm. Wrap each flask in sufficient absorbent material to hold the total volume of the culture media should leakage occur and place in a plastic bag. ECACC will provide a polystyrene box, labelled with the return address, containing polystyrene chips and a document wallet, for you to send the cells to ECACC.

1. ECACC will assist with the documentation that should accompany the shipment by supplying templates and instructions on how to complete the documentation and where to affix this to the package. Documentation to be included in the shipment includes a dispatch note, commercial invoice (outside of the European Union (EU)), tray plan (for frozen vials) and Material Safety Data Sheet (MSDS)
2. Please note that deposits which are, or contain, animal pathogens require an import licence into the EU. Please allow 8 weeks for this process, and submit information requested by ECACC for licence applications as quickly as possible
3. For cell cultures classified as biosafety level 3 (ACDP 3) additional requirements must be met for transportation. Contact us for advice.

Upon receipt of the cell culture(s), ECACC will contact you to acknowledge receipt of the cell line and provide a provisional reference number known as an Accession Number.