

## European Collection of Authenticated Cell Cultures (ECACC)

### Catalogue Deposit Form

Use this form for depositing cell lines (excluding Hybridomas) into the European Collection of Authenticated Cell Cultures. Please complete as fully as possible then email to [culturecollections@ukhsa.gov.uk](mailto:culturecollections@ukhsa.gov.uk). Please note several different cell lines can be populated on one form, as long as there are similarities within the cell lines. For Hybridomas please use ECCW85.

**IMPORTANT: 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.**

<b>Cell line name</b>	
<b>Cell line also known as</b>	
<b>ECACC no.</b> <small>(leave blank for ECACC to complete)</small>	
<b>Keywords for Website entry</b> <small>(this will help customers to find your cell line)</small>	
<b>Cell line description</b> <small>(including disease status if applicable)</small>	
<b>Species</b> <small>(and strain)</small>	
<b>Tissue</b>	
<b>Cell Type</b>	
<b>Morphology</b>	
<b>Growth mode</b>	
<b>Passage number of vials to be deposited</b> <small>(if known)</small>	
<b>Subculture routine</b> <small>(including cryopreservation procedure)</small>	
<b>Growth conditions required for day to day growth?</b>	
<b>Culture medium required for general day to day growth?</b>  <small>(Are there any additional steps required to maintain phenotype of the cell?)</small>	

<b>Cell yield at subculture</b>		
<b>Cultured in antimicrobial antibiotics?</b> (Yes/No)	Yes <input type="checkbox"/> No <input type="checkbox"/>	(Additional information)
<b>Are Selection Antibiotics required?</b> Please provide details including dose for general day to day growth		
<b>Has this cell line been tested for mycoplasma?</b> (Yes/No)	Yes <input type="checkbox"/> No <input type="checkbox"/>	(Additional information required – by which method?)
<b>Results of Mycoplasma testing?</b> (give details, including if Mycoplasma has ever been irradiated)		
<b>Is cell line genetically modified</b> (Please ensure this matches with ECCW86)? Yes/No - give details, including the GMM Notification (Genetically Modified Micro-organism).	Yes <input type="checkbox"/> No <input type="checkbox"/>	(Give details)
<b>Is cell line tumourigenic?</b> Yes/No - give details of host	Yes <input type="checkbox"/> No <input type="checkbox"/>	(Give details)
<b>Karyotype (if known)</b> <b>How was this determined?</b>		
<b>Has the cell line been characterised for the expression of key markers or receptors</b>	(please list and advise detected by which methods)	
<b>Expected application of the cell line</b>		
<b>References for establishment of cell line:</b>		
<b>Additional references for cell line characteristics/uses:</b>		
<b>Is there a pending or active Patent associated with this cell line?</b>		

<b>Country of origin</b>	
<b>Tissue Procurement (Human cell lines only)</b>  <i>The Human Tissue Act (2004) came into effect in the UK on 1 September 2006, having become law in 2004. This Act provides a legal framework for activities related to human tissue, including the definition of "relevant material" (which includes most human tissue and cells) and the requirement for consent for its removal, storage, and use. The Human Tissue Authority (HTA) is the body responsible for implementing and enforcing the Human Tissue Act.</i>	<p>Was the tissue used for creation of this cell line part of an ethically approved study?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, Institutional Review Board (IRB) study number?</p> <p>If yes, does it have a HTA number?</p> <p>If no, what year was the cell line established (generated) in culture?</p> <p>Was donor consent received for use of tissue in research? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Documentary evidence of this consent should be attached to this form. However, please do not send out any patient data or personal donor details.</i></p>
<b>Import compliance (Animal cell lines only)</b>  <i>CITES entered in force on 1 July 1975.</i>	<p>Is the species to which it is derived from feature under the CITES convention?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>You can check this by using the species checker on the CITES website at the following address: <a href="https://checklist.cites.org/#/en">https://checklist.cites.org/#/en</a></p>
<b>Nagoya Protocol on Access and Benefit- sharing (Animal cell lines only)</b>  <i>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.</i>	<p>Newly established animal Cell Lines deposited with ECACC after <b>12<sup>th</sup> October 2014</b> should have an established country of origin.</p> <p>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?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If the answer is "No" then this process will be handed over to the Business Development team within Culture Collections.</p> <p>A list of countries signed up to this protocol, along with contact details can be found on the Nagoya website at the following address:</p> <p><a href="https://www.cbd.int/information/parties.shtml#tab=2">https://www.cbd.int/information/parties.shtml#tab=2</a></p>

<b>Depositor Name</b>		
<b>Depositor address</b>		
<b>Email address</b>		
<b>Depositor originator?</b> (Yes/No – if no, give details)	Yes <input type="checkbox"/> No <input type="checkbox"/>	(Did you establish the line, or did you get it from elsewhere? Please give as much detail as possible)

<p><b>Release conditions?</b></p> <p>Culture Collections will add the sample(s) deposited to the online catalogue which can be found here: <a href="http://www.culturecollections.org.uk">www.culturecollections.org.uk</a>.</p> <p>Samples will be available to researchers globally and purchased under the <a href="#">Terms and conditions of supply   Culture Collections</a> for research purposes only.</p> <p>Culture Collections may also provide customers with a Material Licence Agreement for the commercial use of products derived from the original sample deposited. Commercial use must align with the UK Health Security Agency's remit to reduce the burden of disease and protect public health.</p>	<p><i>Do you provide consent to add the sample(s) detailed above to the online catalogue for distribution under the standard Terms and Conditions of Supply?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Do you provide consent for Culture Collections to issue a customer with a Material Licence Agreement for commercial use of a product derived from the original sample deposited in the ECACC collection?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If you have answered 'No' to either of the above questions, please provide contact details so a member of the ECACC team can contact you to discuss other potential options which may be available.</i></p> <p><i>Email:</i> .....</p> <p><b>NOTE:</b> An email for a technology transfer office is the preferred email address required above.</p>
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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: Seeding densities, CO2 concentration, centrifuging cells/when not to centrifuge cells, freeze medium information and culture medium.

Please check this box to confirm that this would be acceptable: Yes ☐ No ☐

**Depositor signature**

**Date of signature**

**Please check this box** ☐ to confirm that you have read and understood the Culture Collections Privacy Policy found here: <https://www.culturecollections.org.uk/training-and-support/policies/privacy-policy/>

**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 25cm<sup>2</sup> 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 (including the European Union (EU) and Rest of the World), 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 and UK. Please allow 8 weeks for this process, and submit information requested by ECACC for licence applications as quickly as possible.
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.