



## Free Microbial Identification Service for CABI Member Countries

### Identification Request Form

A copy of this form must be enclosed in the package with your samples. Please refer to Acceptance Criteria and advisory notes on Page 4 of this form. If you have any queries about completing this form, please contact Microbial Services Tel: +44 (0) 1491 829080 or email: [microbiologicalservices@cabi.org](mailto:microbiologicalservices@cabi.org).

Please enter your reference, or code for correspondence (if not applicable, leave blank)

**Your details** (Please enter in BLOCK CAPITALS):

Title:

Surname:

Forename(s):

Address:

Tel:

Fax:

Email:

**The section below must be completed:**

The free service provides for identification of plant pathogenic fungi and bacteria that are causing disease to agricultural crops, including those detected in quarantine. Please state reasons why you are submitting these samples and details of specific plant disease problems:

**INTERNAL USE ONLY**

Parcel Number

Number of idents

Accepted by

Date received

Number of cultures

Bag number

H & S check date

Number of specimens

Enquiry number

Mite check

Number found broken

IMI numbers

Notes:



### Category of submission

Please indicate the nature of your enquiry by ticking the relevant boxes in the list below:

Agriculture/Horticulture  Quarantine

Other (please state): .....

### Requirements under the Convention on Biological Diversity:

The UK is a signatory to the **Convention on Biological Diversity (CBD)** and party to the **Nagoya Protocol on Access and Benefit Sharing (ABS)**. CABI operates in accordance with European legislation to implement these requirements. Those submitting samples to CABI for identification **from countries that are signatory to the CBD**, are required to sign a declaration stating that **Prior Informed Consent (PIC)** was received to collect the material and that permission was granted to send material outside the country of origin. Prior Informed Consent should have been obtained from the **land owner and/or relevant national authority, stakeholders or rights holders**, according to national law of the originating country. **Permission to send the material outside the country of origin** should be obtained from the **relevant national authority**. Where utilization of genetic resources is involved **Mutually Agreed Terms (MAT)** are required between the collector and relevant parties covering **Access and Benefit Sharing (ABS)** relating to the genetic resources. Under the terms of the CBD, CABI is unable to accept samples for identification unless these requirements are met.

Details of the CBD and the relevant national authority are available at:  
<http://www.cbd.int/convention/text/default.shtml> (See article 15.5 relating to PIC).

For details of countries that are signatories to the CBD and relevant policies see:  
<http://www.cbd.int/information/parties.shtml>

For a list of countries that are party to the Nagoya Protocol see:  
<http://www.cbd.int/abs/nagoya-protocol/signatories/default.shtml>

**Please sign the Declaration below.**

**For applicants from Universities, the Declaration must be signed by the relevant person in Authority.**

### Declaration:

**I understand the requirements and my responsibilities relating to the Convention on Biological Diversity and the Nagoya Protocol. I confirm that the samples in this consignment have been submitted to CABI in compliance with requirements.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

### Reports

To ensure the identification report reaches you immediately upon completion, this can be emailed as a pdf document provided you supply your email address on the front of this form. Please state your requirements for reporting by ticking the relevant box:

I am willing for the report to be emailed as a pdf document   
I require a hard copy of the report sent by post

### Sample details

Please read notes overleaf before completing.

Sender's number	Provisional Identification	Host organism	Substrate or organism part from which the sample was obtained (eg soil, air, settle plate, leaf, stem etc)
Date collected/isolated			
Collector/isolator	Where collection was made		Other information or special requirements
Recommended media			

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**1. Acceptance criteria :** Please note the following:

1. Samples must be submitted with adequate documentation.
2. Samples must not be known or suspected to be pathogenic to man or animals.
3. Samples must be free of mites.
4. Cultures must be pure (not mixed), containing only one organism.

**2. Samples are not returned** so please keep some material for your own reference. Samples that contain mites will be discarded and no identification attempted. Suitable packaging is vital to ensure the safe transmission of samples. Please refer to our website for recommendations.

**3. Sample details:** Required information is as follows:

*Sender's number:* Give your own number or code for each sample. This must be unique for each sample and each packet or culture relating to the material should be labelled with the number or code.

*Provisional identification:* If you have some idea of the genus or species of your sample, enter the name.

*Host organism:* Enter the latin name (genus and species if known) of the plant / insect etc. on which the sample was collected or from which it was isolated.

*Substrate or organism part from which the sample was obtained:* Enter the substrate: soil, air, contact plate etc. or describe the organism part e.g. 'leaf, fallen'; 'leaf, leafspot' or stem, root, etc.

*Where collection was made:* Enter in the following order: the country, state or county, nearest town, and name of site where the sample was collected or isolated. Omit the site if this is a laboratory address.

*Date collected/isolated:* Delete whichever does not apply and enter the date eg collected/isolated 5 Jan 2012 or collected/isolated 9 Mar 2012.

*Collector / isolator:* Enter the name of the person or persons who made the collection or isolation.

*Recommended media:* Enter the growth media used e.g. MA. Also state any special conditions for growth.

*Other information:* Enter any additional information e.g. ecological details; symptoms; pathogenicity; toxins or metabolites produced; whether the material was intercepted during quarantine checks; special requirements for the sample etc.

**4. Genetically modified samples**

Please state if any of your samples have been genetically modified and give full details in a covering letter.

**5. Convention on Biological Diversity**

The UK is a signatory to the **Convention on Biological Diversity (CBD)** and a party to the **Nagoya Protocol on Access and Benefit Sharing (ABS)**. CABI operates in accordance with European legislation to implement these requirements. Those submitting samples to CABI for identification or deposit **from countries that are signatory to the CBD**, are required to sign a declaration stating that the requirements of the country of origin, relating to **Access and Benefit Sharing**, have been followed. If **Prior Informed Consent (PIC)** is required to collect the material and send outside the country of origin, this should have been obtained from the **land owner and/or relevant national authority, stakeholders or rights holders**, according to national law of the originating country. **Permission to send the material outside the country of origin** should be obtained from the **relevant national authority**. Where utilization of genetic resources is involved **Mutually Agreed Terms (MAT)** are required between the collector and relevant parties covering **Access and Benefit Sharing (ABS)** relating to the genetic resources. A **Material Transfer Agreement** is required for samples to be deposited at CABI. Under the terms of the CBD, CABI is unable to accept samples for identification or deposit unless these requirements are met. Details of the CBD and the relevant national authority are available at: <http://www.cbd.int/convention/text/default.shtml> (See article 15.5 relating to PIC). For details of countries that are signatories to the CBD and relevant policies see: <http://www.cbd.int/information/parties.shtml> For a list of countries that are party to the Nagoya Protocol see: <http://www.cbd.int/abs/nagoya-protocol/signatories/default.shtml>

**6. Intellectual Property Rights**

CABI will own all IPR generated by its own activities except where CABI has agreed otherwise. This includes sequence data generated from samples submitted for identification. Molecular sequence data will be supplied to the client on request, but clients are requested to seek prior agreement with CABI to publish such data or to place such data on a public database.

**Letter of Authority:** When sending samples from overseas, **please enclose a copy of our Letter of Authority and if possible, attach this to the outside of your package.** This can be downloaded from our website under 'Microbial Identification-Preparing and sending samples' at <http://www.cabi.org/services/microbial-services/microbial-identification/>. Please complete Box 1 only of the form. **Refer to the DEFRA plant health licence number on the Letter of Authority (section 11) and write this number on the outside of your package** **Please follow biological sample postage and packaging regulations which are available on our website.**

**The address to send samples is:**

Microbial Identification Service, CABI, Bakeham Lane, Egham, Surrey, TW20 9TY, England, UK.  
Tel.:+44 (0)1491 829080 Fax.:+44 (0)1491 829100 Email: [microbiologicalservices@cabi.org](mailto:microbiologicalservices@cabi.org).