

## BE – BELGIUM

### BELGIAN COORDINATED COLLECTIONS OF MICROORGANISMS (BCCM™)

BCCM™ is a consortium of complementary service collections. The headquarters and the component collections that accept deposits under the Budapest Treaty are listed hereunder. All applications and/or deposits are to be addressed directly to the appropriate BCCM™ collection.

The Quality Management System of the BCCM™ consortium has been certified according to the ISO 9001 standard for, among others, the following activities:

“Accession, control, preservation, storage and supply of biological material and related information in the frame of public deposits, safe deposits and patent deposits under the Budapest Treaty”.

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Internet: <http://bccm.belspo.be/index.php>

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#### Collections

BCCM/IHEM Fungi collection: Human & Animal Health  
Sciensano  
Service Mycology and Aerobiology  
Rue J. Wytsmanstraat, 14  
1050 Brussels

Telephone: (32-2) 642 55 18  
E-mail: [bccm.ihem@sciensano.be](mailto:bccm.ihem@sciensano.be)

BCCM/GeneCorner Plasmid Collection  
Department of Biomedical Molecular Biology  
Ghent University  
Technologiepark, 71  
9052 Zwijnaarde

Telephone: (32-9) 331 38 43  
E-mail: [bccm.genecorner@UGent.be](mailto:bccm.genecorner@UGent.be)

BCCM/LMG Bacteria collection  
Universiteit Gent  
Laboratorium voor Microbiologie  
K.L. Ledeganckstraat, 35  
9000 Gent

Telephone: (32-9) 264 51 08  
E-mail: bccm.lmg@UGent.be

BCCM/MUCL Agro-food and Environmental Fungal Collection  
Université catholique de Louvain  
Mycothèque de l'Université catholique de Louvain  
Croix du Sud, 2 – box L7.05.06  
1348 Louvain-La-Neuve

Telephone: (32-10) 47 37 42  
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## 1. Requirements for Deposit

### (a) Kinds of Microorganisms that May Be Deposited

BCCM/IHEM: filamentous fungi and yeasts, including pathogenic fungi and yeasts that cause mycosis in man and animals, and actinomycetes.

BCCM/LMBP: genetic material, recombinant or not, cloned in a host or as isolated material (e.g. plasmids); natural or genetically modified human and animal cell lines, including hybridomas. Deposits of genetically modified microorganisms should not exceed containment level 2 as defined by the EU directive 2009/41/EC and its updates concerning the contained use of genetically modified organisms.

BCCM/LMG: bacteria, including actinomycetes, but excepting pathogens belonging to a hazard group higher than Risk group 2 according to the EU directive 2000/54/EC and its updates.

BCCM/MUCL: filamentous fungi, yeasts and arbuscular mycorrhizal fungi, including plant pathogens, but excluding pathogenic fungi causing mycosis in man and animals belonging to a hazard group higher than Risk group 2 according to the EU directive 2000/54/EC and its updates.

As a general rule, the BCCM<sup>TM</sup> collections accept only samples that can be cultured and preserved under conditions technically feasible for the collection concerned and that can be conserved, other than in continuous vegetative activity, without inducing significant changes in their characteristics.

Exceptionally, the various BCCM<sup>TM</sup> collections may accept deposits of microorganisms that cannot be conserved other than by active culture. Acceptance as well as the costs of such a deposit will be negotiated case by case with the potential depositor. Exceptionally and following the same case-by-case negotiation procedure, they may also accept deposits of mixtures of microorganisms.

The BCCM<sup>TM</sup> collections also reserve their right to refuse a deposit of biological material whose manipulation or conservation involves hazards deemed to be excessive, or if they receive the material in a bad condition.

All deposits should be addressed directly to the appropriate BCCM™ collection.

(b) Technical Requirements and Procedures

(i) Form and Quantity

- Bacteria, filamentous fungi, yeasts, actinomycetes:

The depositor must supply 23 ampoules with freeze-dried cells of the same batch.

The freeze-dried cells of one or more of these ampoules will be subjected to a viability test and subsequently serve for the preparation of a stock of 20 cryopreserved samples.

In case the depositor is not able to provide the required 23 ampoules, he must supply at least 3 ampoules of freeze-dried cells of the same batch.

In case the depositor is not able to provide the microorganism under freeze-dried form, he must supply 3 “vials” of frozen cultures, or 3 active cultures, each of the same batch.

The freeze-dried cells of one or more ampoules or the frozen cells of one or more vials, or one or more of the active cultures will be subjected to a viability test and subsequently serve for the preparation of a stock of 20 samples of cryopreserved cells. BCCM™ will prepare a batch of 20 samples of freeze-dried cells for an additional fee.

- Arbuscular mycorrhizal fungi:

Optimally, the depositor must supply 2 *in vitro* (monoxenic) cultures of the same batch.

Otherwise, he must supply an “*inoculum*” containing propagules (i.e. spores and/or mycorrhizal root fragments) from an *in vitro* culture or from a trap plant, or a trap plant culture containing spores<sup>1</sup>. It is mandatory that the “*inoculum*” is derived from a single monosporal culture. However, a mixture of propagules from more than one culture may also be accepted if the material is derived from the same mother monosporal culture.

Upon request of the depositor, BCCM/MUCL could attempt to grow the arbuscular mycorrhizal fungus under *in vitro* (monoxenic) culture for an additional fee.

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<sup>1</sup> Note that in trap plant culture, purity can only be assessed within the Glomeromycota phylum since the trap plant culture are generally not produced in aseptic conditions

- Plasmids in a bacterial host:

The depositor must supply three active, freeze-dried or frozen cultures of the same batch, of which one or more will be subjected to a viability test and subsequently serve for the preparation of a stock of cryopreserved cells.

- Plasmids as isolated material:

Samples must be supplied in freeze-dried or frozen form or precipitated in alcohol. A minimum of 2 x 20 micrograms must be furnished.

The plasmid DNA must have a sufficient degree of purity to ensure successful transformation. The recommended bacterial host strain must be stated and - if not available at the depository - also be furnished without the plasmid concerned. In the latter case, the storage of the appropriate host strain for the period of at least 30 years will be charged separately.

- Human and animal cells, hybridomas:

The animal and human cell cultures or hybridomas must be checked for contaminants before submitting the mass frozen cultures (containing at least  $4 \times 10^6$  viable cells/vial). BCCM/LMBP may refuse the deposit when cultures are thawed upon arrival. At least 12 samples of the same batch in well-sealed and clearly and durably marked 1-2 ml cryotubes of  $\pm 12$  mm diameter must be supplied, of which one or more will be subjected to a viability test.

- Other genetic material: contact BCCM/LMBP.

(ii) Time required for Viability Testing

The minimum periods required by BCCM<sup>TM</sup> to test the viability of various types of microorganisms are as follows (however, depositors should be aware that the viability test may take longer for certain types of microorganisms):

Bacteria	3 days
Filamentous fungi	3 days
Yeasts	2 days
Arbuscular mycorrhizal fungi	30 days
Plasmids <sup>2</sup>	$\pm 1$ week
Human and animal cell cultures, hybridomas <sup>3</sup>	$\pm 3$ weeks
Other genetic material	Contact BCCM/LMBP

(iii) Depositor Checks and Renewal of Stocks

At the time of deposit, BCCM<sup>TM</sup> prepare their own cryopreserved batch and, depending on the form and quantity in which the microorganisms have been supplied, their own freeze-dried batch. From this cryopreserved or freeze-dried batch, the depositor is

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<sup>2</sup> The “viability test” includes the preparation of plasmid DNA and restriction enzyme analysis by gel electrophoresis. For genetic material deposited as isolated material, the “viability test” obviously implies the transformation of the suitable host first. If the theoretically expected fragments can be experimentally confirmed, the “viability test” is deemed positive.

<sup>3</sup> The “viability test” includes testing for mycoplasma contamination.

provided with 1 sample with the request to check the authenticity of this sample of his microorganism prepared by BCCM<sup>TM</sup> and to inform them of the result of his checking.

Also, to renew depleted stocks, BCCM<sup>TM</sup> will prepare, as needed, new batches starting from one sample of the previous batch.

Only for the renewed freeze-dried batches, and for the cultures maintained by regular sub-cultivation (i.e. the Glomeromycota), the depositor is again asked to check the authenticity.

In general, BCCM<sup>TM</sup> do not prepare their own batches of animal and human cell lines or hybridomas. Consequently, when stocks of material are depleted following furnishing of samples, they request the depositor to make a new deposit.

(c) Administrative Requirements and Procedures

(i) General

*Language.* The official language of BCCM<sup>TM</sup> is English. Communications are also accepted in German, French and Dutch.

*Contract.* The application form BCCM<sup>TM</sup>/acron/DBT1,<sup>4</sup> which must be completed by the depositor, constitutes a contract under which the depositor is required:

- to communicate all information requested by BCCM<sup>TM</sup>;
- to pay all required fees;
- not to withdraw his deposit during the required conservation period;
- to authorize BCCM<sup>TM</sup> to furnish samples in accordance with the requirements applicable to patents;
- to make a new deposit in the event of BCCM<sup>TM</sup> not being in a position to supply samples;
- not to make BCCM<sup>TM</sup> liable for any deterioration of samples during conservation if all the precautions he has described for that conservation have been taken by BCCM<sup>TM</sup>;
- to compensate BCCM<sup>TM</sup> for any prejudice they may incur as a result of the handling of the microorganism for which they are responsible if all the precautions he has described with respect to such handling have been taken by BCCM<sup>TM</sup>;
- to compensate BCCM<sup>TM</sup> for any court action that may be taken against them following the supply of samples, unless such action is based on negligence on the part of BCCM<sup>TM</sup>.

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<sup>4</sup> All the forms used by BCCM<sup>TM</sup> bear a reference number of the type BCCM/acron/num; “acron” is replaced by the acronym (IHEM, LMBP, LMG, MUCL) of the Collection concerned; “num” is replaced by the individual number of the form. Numbering of the type “BP/..” indicates that it is a compulsory international form or another standard form.

Once the deposit and acceptance procedure has been completed, the depositor receives a form BCCM/acron/DBT2 to remind him that he is bound by the contract thus concluded. Belgian law applies to any dispute.

*Import and/or Quarantine Regulations.* Certain types of microorganisms accepted by BCCM<sup>TM</sup> are subject to import or quarantine regulations. Where that is the case, the depositor must communicate the name of the species of the microorganism to BCCM<sup>TM</sup> to enable the necessary measures to be taken.

(ii) Making the Original Deposit

*Requirements to Be Met by the Depositor.* The depositor is required to complete, in addition to the application form BCCM/acron/DBT1 (see (i) above), a form BCCM/acron/BP/1, which is the deposit form required by the Budapest Treaty.

Preferentially, these two forms are to be sent to the appropriate BCCM<sup>TM</sup> collection before sending the biological material. The BCCM<sup>TM</sup> collections reserve the right to refuse a deposit of biological material if these two forms are not filled out correctly.

In the event of a subsequent communication or modification of the scientific description or the proposed taxonomic designation and also for any request for attestation that BCCM<sup>TM</sup> have received such information, the depositor should preferably complete the form BCCM/acron/BP/7.

*Official Notifications to the Depositor.* The attestation of receipt and the viability statement are issued on the compulsory “international forms” BCCM/acron/BP/4 and BCCM/acron/BP/9, respectively.

The attestation of receipt of communication or subsequent amendment of the scientific description and/or the proposed taxonomic designation is issued on the form BCCM/acron/BP/8.

The notification on the furnishing of samples to third parties is issued on form BCCM/acron/BP/14.

*Unofficial Notifications to the Depositor.* Although BCCM<sup>TM</sup> confirm receipt of the microorganisms sent to them, this does not mean that they have accepted them for deposit. If the viability test gives a positive result, BCCM<sup>TM</sup> communicate the result, on request, unofficially, together with the deposit number of the microorganism before issuing the official attestations on receipt and viability.

*Supply of Information to a Patent Agent.* BCCM<sup>TM</sup> request the depositor to communicate to them, in the interest of all concerned, the name and address of his patent agent. On request, they will provide to the patent agent a copy of the attestation of receipt and of the viability statement.

(iii) Converting a Previous Deposit

Deposits that were not made under the Budapest Treaty may be converted by the original depositor into deposits under that Treaty, whether or not the microorganisms were

originally deposited for the purposes of patent procedure. Any earlier deposit-even if made free of charge-is subject, at the time of conversion, to the storage fee normally charged for deposits made under the Budapest Treaty. The administrative requirements for conversion are the same as those that must be met for an original deposit made under the Budapest Treaty. Both the date of deposit and the date of receipt of the request for conversion are stated on the "international form" BCCM/acron/BP/4.

(iv) Making a New Deposit

When making a new deposit, the depositor must complete form BCCM/acron/BP/2 and furnish copies of the documents referred to in Rule 6.2. The attestation of receipt and the viability statements with respect to a new deposit are issued on the compulsory "international forms" BCCM/acron/BP/5 and BCCM/acron/BP/9, respectively.

## 2. Furnishing of Samples

(a) Requests for Samples

BCCM<sup>TM</sup> will inform third parties of the procedure to be followed in order to make a proper request. For those requests requiring proof of the right to receive samples, BCCM<sup>TM</sup> will supply the requesting parties copies of the standard request form BCCM/acron/BP/12 or of the request forms used by a given industrial property office (insofar as such office has transmitted the relevant forms to BCCM<sup>TM</sup>).

Notwithstanding any entitlement by a third party to receive samples under patent regulations, BCCM<sup>TM</sup> will conserve the samples of potentially hazardous microorganisms until the requesting party has proven that it holds an authorization to handle such organisms. Likewise, they will only furnish samples of a microorganism to recognized microbiological laboratories and not to private addresses. In the case of requests from abroad, the requesting party has to satisfy its own country's requirements with regard to importation.

All samples of microorganisms furnished by BCCM<sup>TM</sup> will be taken from the batches they have prepared themselves or from the batches furnished by the depositor.

(b) Notification of the Depositor

When BCCM<sup>TM</sup> furnish a sample of a deposited microorganism to a third party, they will notify the depositor on the standard form BCCM/acron/BP/14, unless the depositor has waived his right to receive such notification.

(c) Cataloguing of Budapest Treaty Deposits

BCCM<sup>TM</sup> will not list, in the catalogs it publishes, the deposits made under the Budapest Treaty.

### 3. Schedule of Fees

	<u>EUR</u>
1. For cultures of bacteria, yeasts, filamentous fungi, including actinomycetes	
(a) Storage	665
(b) Preparation of the first batch of 20 freeze-dried samples for long term storage (only in case these are not provided by the depositor)	300
(c) Issuance of a viability statement:	
- when a viability test is carried out	60
- based on the last viability test	25
(d) Furnishing of a sample	
- Fungi and yeasts	120
- Bacteria	90
(e) Communication of information	25
(f) Issuance of an attestation	25
2. For arbuscular mycorrhizal fungi	
(a) Storage	1,300
(b) Preparation of a batch of cryopreserved samples for long term storage (20 samples)(if applicable, depending on the species of AMF deposited)	600
(c) Issuance of a viability statement:	
- when a viability test is carried out	500
- based on the last viability test	25
(d) Furnishing of a sample	120
(e) Communication of information	25
(f) Issuance of an attestation	25
3. For plasmids	
(a) Storage <sup>5</sup>	665
(b) Issuance of a viability statement:	
- when a viability test is carried out	60
- based on the last viability test	25
(c) Furnishing of a sample	105
(d) Communication of information	25
(e) Issuance of an attestation	25

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<sup>5</sup> In case the recommended host strain is not available at BCCM/LMBP, the depositor is encouraged to deposit a plasmid-carrying culture. If this is not possible and the host has to be furnished by the depositor, a one-off fee of 160.00 euros for this host strain will be charged for quality control tests at the time of deposit (purity, viability), batch preparation, cryopreservation, safekeeping at -80°C for min. 30 years, administration.



4.	For human cells, animal cells and hybridomas	
(a)	Storage	1,300
(b)	Issuance of viability statement:	
	- when a viability test is carried out	90
	- based on the last viability test	25
(c)	Furnishing of a sample	110
(d)	Communication of information	25
(e)	Issuance of an attestation	25
5.	For other genetic material	Price offer on request at BCCM/LMBP

Fees do not include VAT, transport costs or bank fees.

#### 4. Guidance for Depositors

Depositors are reminded that all requests or deposits should be dealt directly with the BCCM<sup>TM</sup> collection concerned. They may also obtain the necessary forms from that collection, or from the BCCM website <http://bccm.belspo.be/services/deposit>.

The staff of the collections is of course available to potential depositors to provide any detailed information. The contact details of each of the collections are mentioned above.