



**ISTITUTO ZOOPROFILATTICO SPERIMENTALE
DELLA LOMBARDIA E DELL'EMILIA- ROMAGNA
(IZSLER)
Biobanking of Veterinary Resources (BVR)**

SAFE DEPOSIT REQUEST FORM

The BVR *Safe Deposit* service is intended either as primary or as a second site repository. In the latter case it can serve as a backup deposit against the possibility of damage to the Depositor's primary stock.

Storage of biological resources can be performed by completing the following forms:

- Safe Deposit request form;
- Biohazard assessment form;
- Material Transfer Agreement for Safe Deposit (MTA)

To be completed by the IZSLER BVR:

DATE RECEIVED:

BVR IDENTIFICATION CODE:

MATERIAL FORM AT ARRIVAL:

To be completed by the Depositor:

TYPE OF BIOLOGICAL MATERIAL

Bacteria: _____

Cell line: _____

Hybridoma: _____

Virus: _____

Others (specify): _____

BIOLOGICAL MATERIAL INFORMATIONS

Description: _____

Code: _____

Vial No: _____

Biosafety level: 1 2

Publication history of the material

STORAGE CONDITION AT BVR

Storage requested: _____

- The Material will be deposit in dedicated premises with constant, automatic temperature monitoring. The temperature maintenance history can be downloaded and analyzed for any specified period.
- Access to the Biobank is restricted only to authorized personnel.
- The temperature will be maintained between defined limits relevant to the type of storage used:
 - Below -135°C for liquid nitrogen vapor phase storage of boxes in an inventory racking system
 - $-80^{\circ}\text{C} \pm 5^{\circ}\text{C}$ for liquid nitrogen vapor phase storage of boxes in an inventory racking system
 - $-24^{\circ}\text{C} \pm 6^{\circ}\text{C}$ for standard freezer storage
 - $+5^{\circ}\text{C} \pm 3^{\circ}\text{C}$ °C for standard refrigerated storage.

BVR will use all reasonable efforts to monitor the storage conditions of its Safe Depository and to maintain these conditions in a form that is conducive to the preservation of the Deposited Material.

The monitoring data will be reported annually to each Depositor, with a written report that include:

- a full inventory of Deposited Material belonging to the Depositor;
- the monitoring of the conditions of storage temperature
- a statement outlining the storage fees applicable for the forthcoming year.

BVR will advise the Depositor of any event such as a significant temperature fluctuation that may compromise the Deposited Material. Such advice to be communicated within five working days of the event.

QUALITY ASSURANCE SYSTEM

BVR facility is managed according to proper and specific “Standard Operating Procedures – SOPs” of the ISO 9001 Quality Assurance System (certification).

SHIPPING INFORMATIONS

Company:

Person of reference:

Address:

Postal Code: _____ City: _____ Country: _____

Tel: _____

Fax: _____

E-mail: _____

INVOICE INFORMATIONS (if different from the shipping)

Company:

Address:

Postal Code: _____ City: _____

Country: _____

VAT: _____

The depositor accepts the terms and conditions described in this document.

Payment due at the receipt of the invoice by wire transfer.

Date (dd/mm/year) ____/____/____ Depositor Signature _____