

## Service Request for rRNA Gene Sequencing & Phylogenetic Analysis

For NCMR Use Only

PRN:

**This is a fillable PDF file. You can type information directly into this file.**

IMPORTANT: Please read all 'Guidelines' carefully before sending the samples. Please refer to filled sample form available on our website to complete this form; for any assistance feel free to call us on +9120 25329000 (10.00 to 17.00 hrs, IST).

### Details of the Investigator

Name of Investigator:

Postal Address:

Email Address:

Contact Number:

Date of Dispatch:

### Service Request type

 16S/18S rRNA gene/ITS/D1-D2 region sequencing; ~700bp

 16S/18S (SSU) rRNA gene sequencing; >1200 bp

 ITS/ LSU region sequencing + Phylogenetic Analysis

 16S rRNA gene sequencing + Phylogenetic Analysis

 Phylogenetic Analysis; customer provided sequences

### Preferred Phylogenetic Analysis Method:

 Neighbour Joining

 Maximum Parsimony

 Do Not Know

### Sample Details

Sr. Isolate ID Type\*

1.

2.

3.

4.

5.

6.

7.

8.

9.

\*Please mention whether Bacteria, Archaea or Fungi.

### Payment Details

Demand Draft No.

Date

Amount

Bank Details



Seal of the Institute

Date &amp; Signature of Principle Investigator

### For NCMR Use Only

Date Received:

Received By:

Processing Started On:

Processed By:

Sent to Sequencing on:

Sequences received on:

Results sent to Section Head on:

Remarks, if any:

#### National Centre for Microbial Resource

A national facility funded by the Department of Biotechnology (DBT), Government of India.

An affiliate member of the World Federation for Culture Collections (WFCC).

Registered with the World Data Centre for Microorganisms (WDCM, registration number 773).

Recognized by the World Intellectual Property Organization (WIPO), Geneva, Switzerland as an International Depository Authority (IDA) since April, 2011.

Ministry of Environment and Forests, Government of India has nominated MCC as a Designated National Repository for microorganisms under the Biological Diversity Act 2002 since July 2013.

#### National Centre for Microbial Resource

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**NCMR**  
राष्ट्रीय सूक्ष्मजीव संपदा केंद्र

#### General Guidelines for Sending the Cultures for Sequencing and/or Phylogenetic Analysis:

1. Samples must be submitted in 'pure and viable' form on agar plates, slants or media stabs. They must be labelled properly with isolate ID and date of inoculation. **Please note that we do not accept contaminated culture(s).** Please ship the cultures only after their visible growth has appeared.
2. Seal the agar plate/ slant tube/ stab vial with laboratory paraffin film and pack them appropriately to prevent any damage during transportation. It is important for biosafety reasons. **Please note that we do not accept damaged consignment.** You are requested to ensure thorough packaging of cultures. It is important that you use a shipper that provides tracking facility and is known for timely deliveries.
3. We accept cultures of BSL-1 and BSL-2 category only. You are requested to visit CBD ([www.cbd.int](http://www.cbd.int)) website for more details. Cultures from clinical/animal origin should be accompanied with supporting documents for their non-pathogenicity.
4. Cultures from private addresses will not be accepted. It is requested to send the cultures through proper channel and must be signed by the department head or advisor.
5. If you have submitted same culture(s) for other services offered at MCC, please note that separate communication will be maintained by respective section in-charge under separate Processing Reference Number (PRN).
6. Please enclose a printed filled-in copy of this form along with your samples and Demand Draft for appropriate fees including any service tax. See 'Fee Structure' details on NCMR website.
7. For post-receipt sample status, please contact assigned section in-charge and include the Processing Reference Number (PRN) of the culture(s) as mentioned in the acknowledgment email sent by Service coordinator, NCMR. Communication related to PRN (status or sending results) will be done only with email provided in the form.
8. **\*If you have opted for authorising NCMR to accession the culture and deposit it in 'General Deposit'; You may need to fill the separately available 'General Deposit' form. However, Scientist-in-Charge (mentioned in the acknowledgement email) will contact you through email for required information and further guidelines.**

Please visit NCCS-NCMR website for more details on other deposit services, such as 'Safe' and 'Patent' (under IDA) and identification services such as DNA Sequencing, MALDI, FAME, DDH and more!