

## GUIDELINES AND CONDITIONS

### Instructions :

- First consult the list of strains available for shipment and additional information at <http://www.ccap.ac.uk>.
- For further information please directly contact the CCAP office ([ccap@sams.ac.uk](mailto:ccap@sams.ac.uk)).
- Fill out this order form and send it together with the other information requested at <http://www.assemblemarine.org/application-forms/>.
- Send the completed form by e-mail to the CCAP office ([ccap@sams.ac.uk](mailto:ccap@sams.ac.uk)) and also send a signed hard copy by mail or fax to :

Culture Collection of Algae and Protozoa  
Scottish Association for Marine Science  
Oban, Argyll PA 37 1QA, Scotland, UK  
Fax : +44 – 1631 - 559001

- If your project is accepted (see <http://www.assemblemarine.org/calls-and-selection/>), the CCAP will proceed to the shipment. Only the transport costs (usually DHL Express services) will then be charged to you.

### Important remarks :

- For all requests for CCAP strains via ASSEMBLE the normal “call for proposal” procedure with twice yearly deadlines will apply (see <http://www.assemblemarine.org/calls-and-selection/>).
- If the shipment of biological material is needed before the selection procedure can take place, you will be required to agree in principle to pay the normal price according to the tariffs indicated at <http://www.ccap.ac.uk>. Your request will then be evaluated *a posteriori*, and in case of a negative outcome, you will then receive an invoice corresponding to the price of the strains already sent.

### Other conditions :

- In most cases, the CCAP cannot fully guarantee the taxonomic determination of species that are ordered. Also, in most cases there is no guarantee that strains are free of any contamination (viruses, bacteria, protists).
- The CCAP may refuse a shipment in the case of a request for non-standard sampling procedures (e.g. very large culture volumes) or sample preservation (e.g. unusual buffers).
- The CCAP cannot be held responsible for any unforeseen delay during transport.

### Once the order has been signed the applicant agrees :

- to take all necessary measures to effectively treat waste material in order to prevent dispersal in the environment.
- to quote the Culture Collection of Algae and Protozoa (CCAP) and the Scottish Association for Marine Science in any publications involving the biological material supplied, and to communicate bibliographic references of such publications to the CCAP office ([ccap@sams.ac.uk](mailto:ccap@sams.ac.uk)).
- To adhere to the ASSEMBLE reporting rules as set out in <http://www.assemblemarine.org/follow-up/>.