**ORDER FORM**

*Contract*

When completed and signed, please send order form (after being scanned) at : **crb-reims@wanadoo.fr**

**Terms and conditions**

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| **Scope**  These conditions apply to the transfer of strains (various stages) and their derivatives (hereinafter referred to as "the products"). These conditions imply that the user of the products (hereafter referred to as "the applicant") is, or represents, a legal entity authorized to deal with the CRB Toxoplasma. These conditions apply to any individual contract or agreement between CRB Toxoplasma and an applicant, except in the case of a special contract stipulating other conditions expressly accepted by CRB Toxoplasma in written form and signed by both parties. In the latter case, the special conditions set forth shall apply only to the said contract until its expiry, without effect on prior or subsequent services made by CRB Toxoplasma to the applicant. Acceptance of CRB Toxoplasma's offers implies full acceptance of the conditions.  Impartiality, independence and integrity are an integral part of CRB Toxoplasma.  **Terms and conditions**  To obtain a product from the CRB Toxoplasma, the applicant must complete the order form (which acts as a contract), which will be examined by the CRB Toxoplasma's Scientific Advisory Board, responsible for making an impartial decision on the admissibility of the order and informing the applicant accordingly. In order to give their opinion, the members of the Scientific Advisory Board may request additional information from the applicant. The transfer can only be carried out by the CRB Toxoplasma once the Scientific Advisory Board has given its approval, and both parties have signed the agreement.  **Rates and availability of services**  Rates are determined to compensate the cost of maintenance and process of strains and their derivatives, and for consumable expenses, without profit to CRB Toxoplasma. CRB Toxoplasma reserves the right to cancel or modify the availability of products or services without notice. | The price of a strain is 250 Euros including VAT and the price of a DNA aliquot is 150 Euros for a non-academic applicant. If the applicant is an academic, the price, including VAT, of a strain is100 Euros and 50 Euros for an aliquot of DNA.  **Packaging, transport and delivery**  BRC Toxoplasma organizes package and shipping at recipient's expense. Applicants are informed that the delivery in dry ice is restricted to the list of countries served by approved carriers such as Aréatime, Transportéo, FedEx etc. Recipient can choose its own qualified carrier. The applicant must then inform the BRC Toxoplasma of removal’s conditions. BRC Toxoplasma reserves the right to refuse the delivery if transport conditions are not consistent with these terms. The applicant must comply with the national regulation for the import and transit of microorganisms of group 2 and dry ice risk, and is obliged to request any necessary import authorizations. BRC Toxoplasma disclaims all liability for transport organized by the applicant. BRC Toxoplasma cannot be held responsible for product damage due to transport damage or delay. It is the responsibility of the recipient to find out from the local authorities about any importation restrictions which may apply.  **Restrictions on use of products**  The applicant undertakes to use the products supplied by the CRB Toxoplasma only for the scientific project declared in the application. The applicant may not transfer the products to a third party. The applicant undertakes to respect ethical rules (in the case of animal experimentation) and current legislation. Publications or communications resulting from work carried out on CRB Toxoplasma products must mention CRB Toxoplasma according to the terms specified in this contract or, where applicable, in the Material Transfer Agreement (MTA). The applicant undertakes to respect the confidentiality of the data associated with the products, and respect with any particular provision mentioned in the contract or MTA concerning restrictions on the use of the product, the obligation to mention the depositor's name in articles, or any other specific clause. |

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| **Responsibility**  Products supplied by the CRB Toxoplasma are strictly reserved for scientific purposes. Their handling requires a laboratory environment conforming to level 2 containment, by qualified personnel. The CRB Toxoplasma cannot be held responsible for damage or injury caused by inappropriate handling of the products it has supplied, or caused by derivatives of these products resulting from processing by the applicant.  **Case of the Nagoya Protocol**  This regulation applies to strains and derivatives. If the user works in an another country that in which the strain/derivative comes from, he must carry out an Access and Benefit-Sharing (ABS) procedure after consulting the focal point (authorities) in the source country.  The law of August 8, 2016 for the reconquest of biodiversity, nature and landscapes enabled France to ratify the Nagoya Protocol. Consequently even French user must carry out an ABS procedure for a strain/derivative of French origin.  Contact details for focal points can be provided by the CRB Toxoplasma if necessary.  If a transferred strain/derivative is the subject of an ABS declaration, the CRB Toxoplasma is required to forward this declaration to the user.  For further information, please visit: <https://www.ecologie.gouv.fr/acces-et-partage-des-avantages-decoulant-lutilisation-des-ressources-genetiques-et-des-connaissances>.  **Guarantee**  As biological resources are by nature perishable, CRB Toxoplasma cannot guarantee their viability. The applicant must inspect the quality of the products as soon as they are received, and to inform the CRB Toxoplasma immediately of any obvious deterioration. In addition, if the applicant does not obtain the grow of the strains within 6 weeks of receipt, despite following the instructions for use supplied with the strain, he may request a claim to the CRB Toxoplasma. If the claim is accepted, the CRB Toxoplasma will offer an identical or equivalent replacement product free of charge | **Terms of payment**  Payment is due upon receipt of invoice. All products and services are invoiced according to the price list on the date the order is accepted by CRB Toxoplasma. Any customs or other taxes are to be added to the rates announced by CRB Toxoplasma.  **Disputes**  All CRB Toxoplasma contracts and conditions are subject to French laws and regulations. Any dispute involving CRB Toxoplasma that cannot be resolved amicably will be brought on the competent courts. |

*To be completed by the requestor*

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| **Contact information** |
| **Name :**  **Company/University :**  **Full address :**  **E-mail :**  **Fax :**  **Laboratories associated to the project (name and address) :** |

*To be completed by the requestor*

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| **Synopsis of the research project for which the strains will be used** (do not exceed this framework) |
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*To be completed by the requestor*

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| **Strain reference** | **Tachyzoite stage**  **Number of vials** | **Bradyzoite stage**  **Number of vials** | **DNA**  **Number of vials** | **Commentaries** |
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*(List of requested strains to continue on a next sheet, as much as necessary)*

**The instruction about** **handling frozen vials upon receipt can be found in APPENDICE 1.**

*To be completed by the requestor*

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| **Account registration** |
| **Organism :**  University or education authority  Public hospital center  Private health institute  Research organism  Governmental organism  Industry or commercial institution  Other (precise) :  **Finance department contact :** Name :  First name :  **Full name of organism :**  **Billing address :**  **E-mail :**  **Fax :**  **VAT number (European Union only) :** |

*To be completed by the requestor*

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| **Scientific valorisation of strains (please inform us in the event of publication)** |
| Master  Articles  Thesis  Use for industrial or private purpose |
| **Strains ‘outcome** |
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| **Animal ethic rules (in case of animal experiments)** |
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| **How did you find out about the BRC *Toxoplasma*** |
| By a search engine  By a network (precise which one : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  By another client  By a scientific publication  Other (precise :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

*To be completed by the requestor*

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| **Signature** | |
| Date : | Signature : |

*To be completed by the BRC and signed by the requestor after scientific committee opinion*

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| **Scientific committee opinion** |
| Favorable  Rejected request |
| **BRC quotation in publications** |
| Co-authors  Material and Methods  Acknowledgments |
| Pr Isabelle VILLENA  Scientific director of BRC *Toxoplasma*  Date :  Signature : |

**APPENDIX 1: Instruction about handling frozen vials upon receipt**

**Precautions for use**

Strains are sent frozen in dry ice. It is recommended to inoculate strains or to cultivate it very quickly after arrival. If the strains cannot be treated immediately, we recommend storing it in liquid nitrogen (T <130 °C) or for a short period (1 to 5 days) in a freezer between -70 ° C and -80 ° C. Strains are stable in the long term only at temperatures below -130 ° C. Never keep frozen strains at -20 ° C, even for a short time.

**Safety precautions**

It is highly recommended to wear thermoprotective gloves as well as an integral mask for handling cryovials. Indeed, cryovials can leak when immersed in liquid nitrogen. During defrosting, the overpressure due to the evaporation of liquid nitrogen contained in cryovials can cause its explosion, with potentially serious consequences of burns, injury by projection of cutting debris.

**Recommendations for tachyzoites culture on VERO cells**

1. Quickly defrost (≤ 2 minutes) the cryovial in water-bath at 37°C.

2. Homogenize the cryovial by overturning it two times.

3. Decontaminate the cryovial with ethanol 70%.

4. Transfer the biological material in a 25 cm² flask which contains host cells in chosen media (RPMI, IMDM).

5. Incubate the flask at 37°C and 5% CO2.

In case of cysts in brain tissue suspensions: isolate and purify cysts in order to infest host cells with the bradyzoite stage of *Toxoplasma gondii*. However, it is recommended to re-inoculate cysts to optimize the growth.

**Recommendations for inoculation in mice**

1. Quickly defrost (≤ 2 minutes) the cryovial in water-bath at 37°C.
2. Homogenize the cryovial by overturning it two times.
3. Decontaminate the cryovial with ethanol 70%.
4. Transfer the biological material in 6mL of saline solution (NaCl 9‰).
5. Centrifuger 900g for 10 minutes.
6. Inoculate to Swiss mice (usually no more than 3 mice per vial).
7. Monitor the mice daily. The course of the infection may vary depending on the virulence of the strains.

**Recommendations for maintaining the strain in cell culture**

Change the media at 3 to 4 day intervals. A complete media is recommended: RPMI media (for cells in suspension) or IMDM media (for adherent cells) supplemented with 2% of decomplemented and filtrated fetal calf serum and 1% of penicillin (10000U/mL)-Streptomycin (10000µg/mL).

Incubate at 37°C and 5%CO2.