



STANDARD OPERATION PROCEDURE – SEAWEED DISTRIBUTION

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1. SCOPE AND APPLICATION

The purpose of this Standard Operation Procedure (SOP) is to establish a uniform procedure for the distribution of biological materials to other entities. This SOP is meant to be used by all individuals or organizations who are entering into a **biological material transfer agreement** OR **license agreement** with the Kelp Ark Organization.

2. SUMMARY OF METHODS

Following regulations and permit applications for material transfers; as well as terms defined by specific Material Transfer Agreement or License agreement between Kelp Ark and Requesting party. Samples will be shipped inside a foam cooler by commercial courier using an expedited service.

3. DATA AND RECORDS MANAGEMENT

Transfer of biological material (e.g. kelp gametophytes or sporophytes) will be recorded within our database system to ensure transparency of holdings and tracking subsequent whereabouts.

Annual reporting requirements depend on specific agreement details.

4. EQUIPMENT AND SUPPLIES

1. Biological Material Request Form.
2. Material transfer or license agreement.
3. Appropriate Permits for release of biological materials.
4. Primary Container (e.g. Foam Cooler (8" x 6" x 8"))
5. Secondary Container (e.g. Corrugated cardboard box (9" x 7" x 8"))
6. Two 12 oz. ice packs
7. Packing paper
8. 15 mL centrifuge tube or size appropriate to the amount sent.
9. Biological material
10. Parafilm
11. Packing tape
12. Ziplock bag

5. QUALITY CONTROL

1. Disclosure of permitted applications for the strain biological material. (ie. Research purposes, or aquaculture only).
2. Biological Material Distribution should take place at the start of a work week (i.e. Monday or Tuesday) to ensure that the material will be delivered to the recipient in a timely manner.
3. Ice packs must not make direct contact with live biological samples, as they could cause thermal shock.

6. PROCEDURE

1. Biological Material Request Form (See Appendix) is submitted by an interested party.
2. Kelp Ark will review availability and use description submitted by interested party and confirm that the requested strains are suitable for the work.
3. All parties involved must complete the proper Material Transfer Agreement and Order Form.
4. Communicate with the recipient party to plan an agreeable timeframe for both parties.
5. Transfer agreed upon quantity of each strain requested into a properly sized tube.
6. Tightly seal the tube and wrap parafilm around the tube's cap as a safeguard to prevent spillage.
7. Pack an ice pack at the bottom of the primary container followed by packing paper.
8. Place the requested samples to be transferred on top of the packing paper and add additional packing paper on top to prevent movement during transportation.
9. Seal the primary container and place it within the secondary container.
10. Close the secondary container, and seal it with packing tape.
11. Attached appropriate courier transportation forms (I.e. FedEx, DHL, UPS); as well as any required permits for out-of-state transportation.
12. Recipient shall communicate successful receipt of shipment within a month of receipt.

7. APPENDIX – Order Form

Requestor's full name: _____

Date: _____

Tel: _____

E-mail: _____

Requestor's affiliation and address:

I request the following culture strain(s):

Scientific name	strain number

Object of use (in detail):

NOTE: Email this request form to Michael@kelpark.org

Requestor's Signature: _____

Printed name: _____

Date: _____