

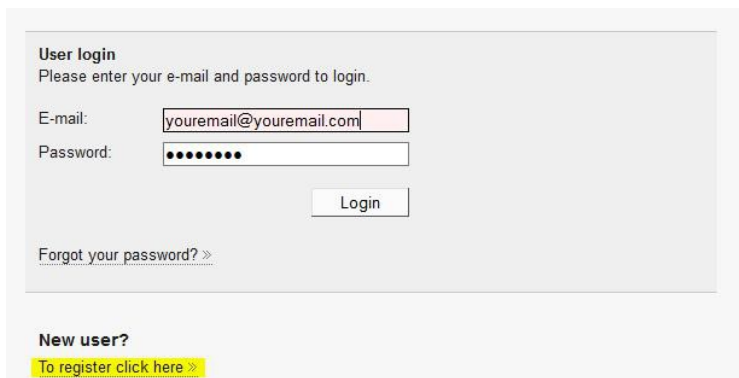
How to use the DSMZ – Microbiology Online Accession Form

Content

1. Registration	2
1.1 Email confirmation	2
2. Login	3
3. Creating a new Accession Form	3
3.1 Mandatory fields	4
3.2 Field help	4
3.3 Changing mandatory fields	4
3.4 Calendar fields	5
3.5 Genetically modified Organisms (GMO)	5
4. Save a form	6
5. Submit an Accession Form	7
6. The list of your forms	8
6.1 Templates	8

1. Registration

If you have not yet registered to use of the online forms please click the link highlighted below to register as a new user:



User login
Please enter your e-mail and password to login.

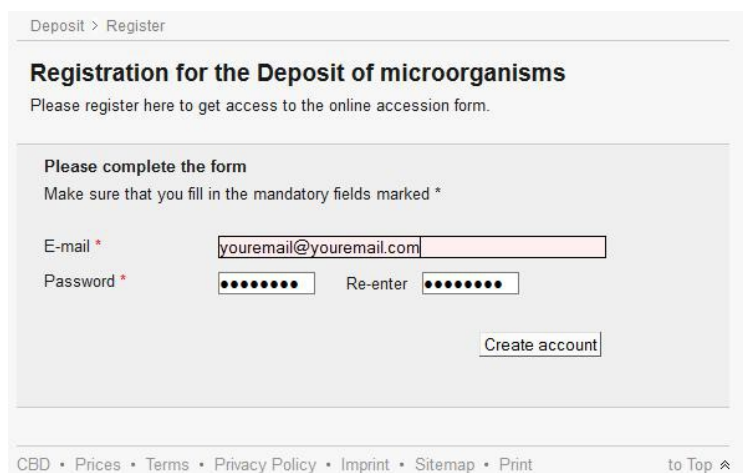
E-mail:

Password:

[Forgot your password? »](#)

New user?
[To register click here »](#)

Please complete the form with your email address and your preferred password to create an account.



Deposit > Register

Registration for the Deposit of microorganisms
Please register here to get access to the online accession form.

Please complete the form
Make sure that you fill in the mandatory fields marked *

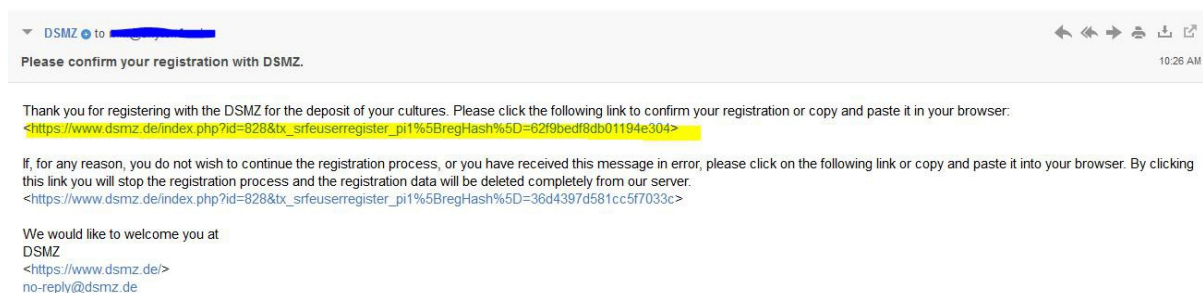
E-mail *

Password * Re-enter

[CBD](#) • [Prices](#) • [Terms](#) • [Privacy Policy](#) • [Imprint](#) • [Sitemap](#) • [Print](#) [to Top](#) ↗

1.1 Email confirmation

An email will be sent to the email address you entered in the form and to complete registration please click the upper link in the email (highlighted below).



DSMZ to [redacted]

Please confirm your registration with DSMZ.

Thank you for registering with the DSMZ for the deposit of your cultures. Please click the following link to confirm your registration or copy and paste it in your browser:
https://www.dsmz.de/index.php?id=828&tx_srfuserregister_pi1%5BregHash%5D=62f9bedf8db01194e304

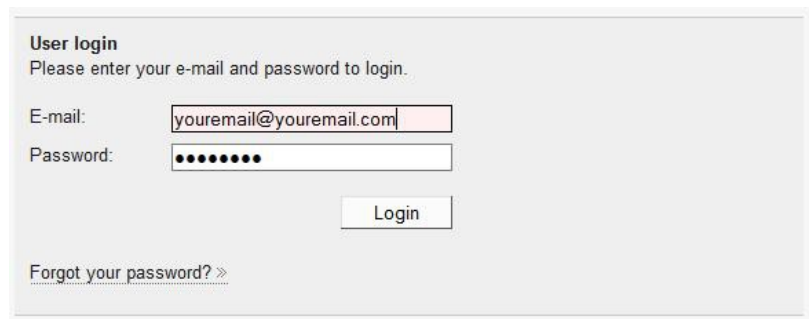
If, for any reason, you do not wish to continue the registration process, or you have received this message in error, please click on the following link or copy and paste it into your browser. By clicking this link you will stop the registration process and the registration data will be deleted completely from our server.
https://www.dsmz.de/index.php?id=828&tx_srfuserregister_pi1%5BregHash%5D=36d4397d581cc5f7033c

We would like to welcome you at
 DSMZ
<https://www.dsmz.de/>
no-reply@dsmz.de

If you do not wish to complete registration, please click the second link in the email and your data will be erased from our database.

2. Login

Registered users of the online forms can login using their email address and password, pressing the “login” button to enter the system.



User login
Please enter your e-mail and password to login.

E-mail:

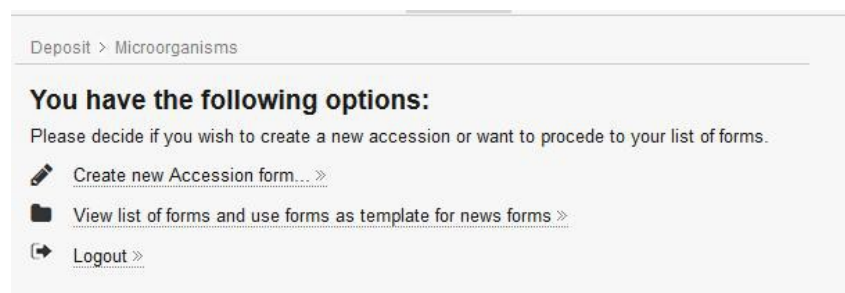
Password:

[Forgot your password? »](#)

This will guide you to the following menu:

You can either:




- 1) create a new accession form
- 2) access accession forms that you entered in the system previously
- 3) logout



Deposit > Microorganisms


You have the following options:

Please decide if you wish to create a new accession or want to procede to your list of forms.

-  [Create new Accession form... »](#)
-  [View list of forms and use forms as template for news forms »](#)
-  [Logout »](#)

3. Creating a new Accession Form

The accession form is divided into 10 different sections, plus a signature section:



Accession Form - Microorganisms

- ▶ 1. General
- ▶ 2. Origin of Strain
- ▶ 3. CBD
- ▶ 4. Strain History
- ▶ 5. Additional Data
- ▶ 6. Risk Assessment

3.1 Mandatory fields

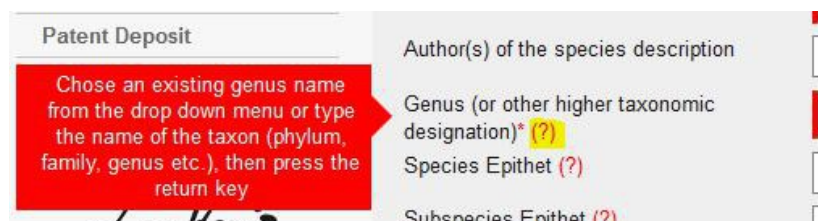
When you start a new form the first section is already open. The mandatory fields are marked by a red bar on the left side of the field:



Please fill out as many fields as possible. You cannot submit a form if a mandatory field is not completed.

3.2 Field help

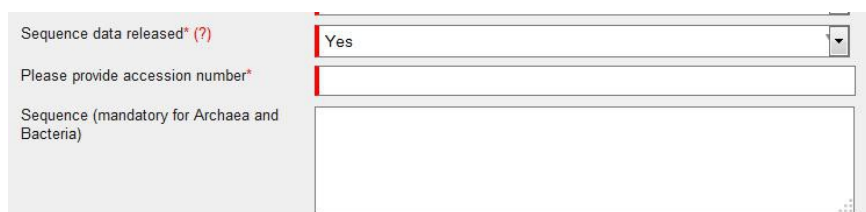
Some of the fields have further explanations. When a question mark is displayed “mouse over” the descriptive text and a little help pop-up will appear:



3.3 Changing mandatory fields

Some of the mandatory fields might change, depending on the values you select.

For example: If you selected *YES*, in the field “Sequence data released”, the field for the GenBank/EMBL/DDJB accession number becomes mandatory:



However, if you selected *NO*, the field where you can enter the sequence data becomes mandatory:



The Nagoya Protocol fields are also mandatory and dynamically programmed. Please see the DSMZ [Nagoya webpages](#) (in particular "Strain Deposit" for more information on the completion of these fields). Also please do not attempt to manually alter these fields. Scientific staff will check the accuracy of the information and any attempt to deceive or alter the auto-filled fields will be assumed to be deliberately deceitful on the part of the depositor and could lead to the rejection of the deposit at the DSMZ.

3.4 Calendar fields

Fields that require dates will display a calendar from which you can select a date:



If the date you wish to enter is more than a few months in the past, this is not very comfortable to use. You can enter the date directly into the field, using the following format:

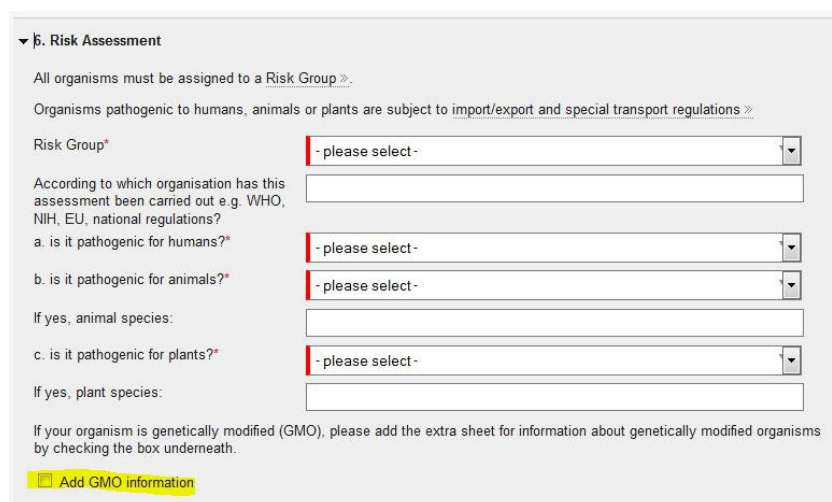
d-m-yyyy or dd-mm-yyyy

1st of February 2014 = **1-2-2014**

31st of December 2014 = **31-12-2014**

3.5 Genetically modified Organisms (GMO)

The form also contains a section which you have to complete if you wish to deposit a genetically modified organism. The section is usually hidden. It is activated, by checking the box at the bottom (highlighted) of section 6:



▼ 6. Risk Assessment

All organisms must be assigned to a Risk Group ».

Organisms pathogenic to humans, animals or plants are subject to import/export and special transport regulations »

Risk Group*

According to which organisation has this assessment been carried out e.g. WHO, NIH, EU, national regulations?

a. is it pathogenic for humans?*

b. is it pathogenic for animals?*

If yes, animal species:

c. is it pathogenic for plants?*

If yes, plant species:

If your organism is genetically modified (GMO), please add the extra sheet for information about genetically modified organisms by checking the box underneath.

☒ Add GMO information

As soon as the checkbox is checked a new section (6.1) will appear:



by checking the box underneath.

☒ Add GMO information

► 6.1 GMO Information

► 7. Plasmid Data

Please note that the section for GMO also contains mandatory fields. If you wish to remove the GMO section, please uncheck the checkbox in section 6 and it will disappear.

4. Save a form

At the bottom of the form there are two buttons *Save Form* and *Submit Form*:



► Finish

CBD • Prices • Terms • Privacy Policy • Imprint • Sitemap • Print to Top ↗

You can save the form at any time and continue to work with it later. When you press the *Save Form* button the form will be saved in your personal list of accession forms from where you can continue your work at any time again. The list functions will be described further down in that document. Your form will be given a number under which it will be saved and shown in the list.

Data saved

Your form was saved. You can edit it and continue with its completion anytime you wish.

Just open it from the list of your forms.

Your form was saved under the identification number: 34

[Continue to the list of your forms >>](#)

5. Submit an Accession Form

When you are finished filling in the form please click the *Submit Form* button to transfer the data to the DSMZ. If not all of the mandatory fields were completed the section where an entry is missing is marked with a red side bar:

▶ 5. Additional Data
▶ 6. Risk Assessment
▶ 7. Plasmid Data
▶ 8. Cultivation
▶ 9. References

Please open that section and fill out the mandatory field(s).

Once the form is submitted a short acknowledgement message will be displayed and you can then download the pdf form to your computer:

Data transferred

Thank you. Your accession data was transferred to the DSMZ now.

Please print the form, sign it and send it together with the culture(s) to the DSMZ.

Your form was saved under the identification number: 36

[Download PDF-Formular](#)

[Continue to the list of your forms >>](#)

Please print the form and sign it.

As soon as a curator has informed you that the deposit is accepted send the printed form together with the culture(s) to the DSMZ.


This will allow us to unambiguously identify all incoming strains, allocate them to the correct laboratories and deal with your deposit efficiently.

6. The list of your forms

The list of your forms shows you the status of your forms and the options you have.

Microorganisms Accession form center

You can either create a new accession sheet or edit and/or submit an existing form. You can also use an existing accession form as a template for a new accession.

 Create new Accession Form

Undemeath please find the list of your already existing accession forms. The accession form has 2 status:

In progress

Forms can be saved and continued at any time

Submitted

Forms were already sent to DSMZ and can now be printed or used as templates for new accessions.

List of Accession forms				
ID	Strain designation	Created	Status	Actions
00035	My next ID	2014-07-21	submitted	download pdf document use as template >>
00034	My own ID	2014-07-21	in progress	continue >>
00036	My 3rd ID	2014-07-21	submitted	download pdf document use as template >>

Please make sure that you print the form once you have submitted it, sign it and send it together with the strain to the DSMZ.

Forms which were saved and have not been submitted can still be edited and the data can be changed. Simply click “*continue>>*” to access your saved form.

6.1 Templates

Forms which were already submitted cannot be changed. You can download the pdf at any time or you can use the form as a template for a new deposit. When you select “*use as a template*” a copy of your form with a new number will be created and all data from the old form will entered in the new form. The exception is the “strain designation” in the section “General”. This field will be empty so you can enter the name of your new strain. Please check that data transferred from old accession forms is also correct for the new strain.