



**Please submit completed form and Material Transfer Agreement to:**

Bio-REV PTE LTD  
 Block 211, #08-78/79, Woodlands Spectrum II  
 Woodlands Avenue 9, Singapore 738 960  
 Fax : (65) 6555 9030  
 Email: sales@bio-rev.com

## Upgrade Existing Shipping Address to BSL 2

**New Accounts are subject to approval. Print or type all information to be legible.**

All information gathered will be used for ATCC purposes only. Your information will not be shared with any outside organization. Please allow 3 to 5 business days after receipt of completed application for account approval.

\* Required Information

Organization Information			
Organization Name*		Unique Entity Number (UEN)*	
Department		Web Site Address	
Check type of organization: * <input type="checkbox"/> University/Education <input type="checkbox"/> Research Foundation <input type="checkbox"/> U.S. Government <input type="checkbox"/> Hospital/Clinic	<input type="checkbox"/> Diagnostic Lab <input type="checkbox"/> Pharmaceutical/Drug Discovery <input type="checkbox"/> Biotechnology/Life Science <input type="checkbox"/> Contract Laboratory	<input type="checkbox"/> Industrial <input type="checkbox"/> Manufacturing <input type="checkbox"/> Food Processing/Agriculture <input type="checkbox"/> Environmental	<input type="checkbox"/> International Government <input type="checkbox"/> 3 <sup>rd</sup> Party Purchasing Agent (billing only)
<input type="checkbox"/> If you work at a private, nonprofit organization, attach a copy of documentation issued by IRAS If your organization is exempt from state and local sales and use tax – please provide ATCC a copy of documentation issued by IRAS.			
Billing Information			
All orders are on C.O.D. terms. For payment on credit terms, kindly apply separately using the form, <b>Application for Credit</b> together with supporting documents for credit term approval. Form can be either downloaded on our Website at <a href="http://www.Bio-REV.com">www.Bio-REV.com</a> or send your enquiry to <a href="mailto:sales@bio-rev.com">sales@bio-rev.com</a> .			
Bio-REV accepts: 1. Singapore Dollars by checks drawn on any local bank or international money order made payable to: Bio-REV PTE LTD Block 211, #08-78/79, Woodlands Spectrum II Woodlands Avenue 9, Singapore 738 960  2. Money wire transfer to our account: Account #: 437 -300-107-4 Bank Name: United Overseas Bank Limited (Code: 7375) Branch: Bukit Merah Branch (Code: 437)			
<b>NOTE: ALL BANK CHARGES &amp; COMMISSION INCLUDING INTERBANK TRANSFER FEE SHALL BE BORE BY PAYER</b>			
Billing Address (Invoices will be sent to this address)			
<b>Please verify this information with the accounts payable department for your organization.</b>			
First Name	Middle Name	Last Name	
Department	Building	Room Number	
Street Address/P.O. Box*		City*	
State/Province*	Zip/Postal Code*	Country*	
Telephone (including Country Code) *	Fax (including Country Code) *	E-mail (of contact name) *	
Shipping Address (Complete street address; PO Boxes are not acceptable)			
Department	Building	Room Number	
Street Address (PO Boxes cannot be accepted) *		City	
State/Province*	Zip/Postal Code*	Country	
Telephone (including Country Code)	Fax (including Country Code)	E-mail	

End User Information (Primary End User)			
First Name*	Middle Name	Last Name	Title
Department		Building	Room Number
Street Address*			City
State/Province		Zip/Postal Code	Country
Telephone (including Country Code)		Fax (including Country Code)	E-mail
Additional End User Information			
First Name*	Middle Name	Last Name*	Title
Department		Building	Room Number
Street Address*			City*
State/Province*		Zip/Postal Code*	Country*
Telephone (including Country code) *		Fax (including Country code) *	E-mail*
Additional End User Information			
First Name	Middle Name	Last Name	Title
Department		Building	Room Number
Street Address			City
State/Province		Zip/Postal Code	Country
Telephone (including Country code)		Fax (including Country code)	E-mail

**Biosafety Level 2** is suitable for work involving agents that pose moderate hazards to personnel and the environment. It differs from BSL-1 in that 1) laboratory personnel have specific training in handling pathogenic agents and are supervised by scientists competent in handling infectious agents and associated procedures; 2) access to the laboratory is restricted when work is being conducted; and 3) all procedures in which infectious aerosols or splashes may be created are conducted in biological safety cabinets (BSCs) or other physical containment equipment.

The following standard practices, special practices, safety equipment, and facility requirements apply to BSL-2. Please check all that apply.

<b>Access Control</b>
<input type="checkbox"/> Access to laboratory is controlled with doors and sealed windows present. <input type="checkbox"/> All persons entering the laboratory are advised of entry/exit requirements through training and signage, with hazards and responsible parties' information posted. <input type="checkbox"/> Policies are in place to prevent consumption of food/beverages. <input type="checkbox"/> Personal protective equipment is provided to employees and visitors. Please list the types of PPE (select all that apply): <ul style="list-style-type: none"> <li><input type="checkbox"/> Laboratory coat/gown</li> <li><input type="checkbox"/> Eye/face protection</li> <li><input type="checkbox"/> Gloves</li> <li><input type="checkbox"/> Respiratory protection</li> <li><input type="checkbox"/> Safety shoes</li> </ul>
<b>Training</b>
<input type="checkbox"/> Are laboratory personnel trained prior to assuming their duties and on an annual basis? Are they trained on a laboratory specific biosafety manual that includes PPE, minimization of splashes, hand washing, sharps and spill training? <input type="checkbox"/> Does your organization have an occupational health and medical surveillance program in place which offers appropriate immunizations for the materials handled? Is training provided to employees on this program?
<b>Equipment and Facilities</b>
<input type="checkbox"/> Are decontamination equipment/procedures in place for the decontamination of surfaces, equipment, and waste? Please list all methods of waste disposal (check all that apply): <ul style="list-style-type: none"> <li><input type="checkbox"/> Chemical Inactivation</li> </ul>

- Autoclave – onsite/contractor
- Incineration – onsite/contractor
- Are the appropriate sharps containers provided for the laboratories?
- Are hand washing facilities provided in the laboratories? Is an eyewash station available?
- Is laboratory furniture provided that is designed for easy cleaning and made of appropriate material to withstand the laboratory work being performed?
- Are facilities kept free from accumulations of rubbish, unwanted materials and objects that present hazards from tripping, fire, explosion and harbourage of pests?

Biosafety cabinets (BSC) are required for the manipulation of BSL 2 or higher infectious materials. Please indicate the BSC type and certification schedule:

Class I

Explain:

Class II

A1

A2

B1

B2

Other

Explain:

Certification Schedule

Biennial

Annual

Other

Explain:

I acknowledge that the information listed in this facility description is current, complete and accurate to the best of my knowledge. I understand the hazards associated with the material we are requesting and we will work with it under the appropriate laboratory containment as determined by our institutional policies and procedures.

**X** \_\_\_\_\_  
Biosafety Officer or Environmental Officer (Print)

**X** \_\_\_\_\_  
Biosafety Officer or Environmental Officer's Signature and Date

**Intended Use**

**NOTE:** Material purchased from ATCC is usually intended for research use only.  
For commercial use please contact [Licensing@atcc.org](mailto:Licensing@atcc.org)

**I will use ATCC Material for (check one): \***

- Research use only
- Commercial use
- Both research AND commercial use

**Product Use**

**Please provide a scope of use for the materials: \***

**Additional Required Information**

- **Material Transfer Agreement (MTA) \***  
The MTA must be completed and signed by an individual at your organization with the ability to execute legally binding documents on behalf of your organization. The MTA can be found on our website at [www.atcc.org/mta](http://www.atcc.org/mta).
- **Curriculum Vitae**  
A Curriculum Vitae may be required.

Orders are subject to the ATCC’s approval and Material Transfer Agreement (MTA). See ATCC Website for more information at [www.atcc.org](http://www.atcc.org).

**\*\* Bio-REV Pte Ltd is the EXCLUSIVE DISTRIBUTOR for ATCC in Singapore\*\***

All ATCC orders made through Bio-REV are subjected to ONE-time freight and local clearance charges and any unannounced charges arising from Special Handling and/or Permit Fee (to be advised by ATCC after our order entry and/or Local MOH/AVS permit fee, etc). Customer is deemed to accept and will bear all such additional charges prior to raising an ATCC order through Bio-REV or after the PO has been issued.

All ATCC orders must reach Bio-REV on every **TUESDAY BY 12 PM NOON TIME**, unless otherwise advised, due to holidays or office shut down. Normal delivery time is 2 - 3 weeks from date of Bio-REV’s order to ATCC subject to stocks availability and local custom clearance. However, delivery time might be longer (4 - 6+ weeks) if permit(s) is/are involved and/or out of stock situations. ATCC/Bio-REV will advise customer accordingly, whenever possible.

See our Website [www.Bio-REV.com](http://www.Bio-REV.com) for more information prior in placing an order with us.

If you have questions regarding the status of your application, contact us by phone at (65) 6555 9001, or by e-mail at [sales@bio-rev.com](mailto:sales@bio-rev.com).

We have read and fully understand the above stated in placing an ATCC order with Bio-REV PTE LTD.

**X** \_\_\_\_\_  
Applicant First and Last Name (Print)

**X** \_\_\_\_\_  
Applicant Signature and Date