*Reference Record[[1]](#footnote-1):* Organism*[[2]](#footnote-2)*

*Fields marked with an asterisk (\*) are mandatory.*

|  |  |
| --- | --- |
| **Organism information** | |
| 1. Scientific name:\*[[3]](#footnote-3) | <Text entry> |
| 1. Taxonomic classification:[[4]](#footnote-4) | Realm: <Text entry>  Subrealm: <Text entry>  Kingdom: <Text entry>  Phylum: <Text entry>  Class: <Text entry>  Order: <Text entry>  Suborder: <Text entry>  Family: <Text entry>  Subfamily <Text entry>  Genus: <Text entry>  Species: <Text entry>  Sub-species: <Text entry> |
| 1. Alternate scientific name(s) (synonym(s)): | <Text entry> |
| 1. Common name(s):[[5]](#footnote-5) | <Text entry> |
| 1. Additional classification: | Cultivar / variety (plants): <Text entry>  Strain / isolate / serotype <Text entry> (microorganisms):  Pathovar (bacteria): <Text entry>  Group (virus): <Text entry> |
| 1. Additional taxonomic classification information: | <URL and website name>  *Please provide a link to a record in a taxonomy database, e.g. GBIF, Catalogue of Life.* |
| 1. Type of organism: | Animals  └ Vertebrates └ Invertebrates  └ Mammals └ Insects  └ Birds └ Arachnids  └ Fish └ Crustaceans  └ Reptiles └ Mollusks  └ Amphibians └ Nematodes  Plants  └ Crops └ Trees └ Mosses  └ Ornamental └ Algae └ Ferns  Fungi  Bacteria  Viruses  Other (specify): <Text entry> |
| 1. Domestication: | Wild  Domesticated |
| **Characteristics related to biosafety** | |
| 1. Centre(s) of origin:  *(max 200 characters)* | <Text entry> |
| 1. Centre(s) of genetic diversity:  *(max 200 characters)* | <Text entry> |
| 1. Habitat range:[[6]](#footnote-6)  *(max 200 characters)* | <Text entry> |
| 1. Geographical distribution:[[7]](#footnote-7)  *(max 200 characters)* | <Text entry> |
| 1. Cross-compatible species:[[8]](#footnote-8) | *<BCH record number>*  *Please enter the BCH record number containing this information or, if there is no record, attach an “Organism” common format[[9]](#footnote-9).* |
| 1. Known pathogenicity and/or allergenicity:   *(max 200 characters)* | <Text entry> |
| 1. Common use(s): | Biocontrol  Biofuel  Bioreactors  Bioremediation  Feed  Fiber/textile  Food  Ornamental  Pharmaceutical  Research  Timber  Vaccine  Other (specify): <Text entry> |
| **Timeframe for confirmation or updating of information** | |
| This category of information does not require confirmation or updating | |
| **Additional information** | |
| 1. Any other relevant information:[[10]](#footnote-10) | <Text entry>  *and/or* <URL and website name>  *and/or* <Attachment> |
| 1. Notes:[[11]](#footnote-11) | <Text entry> |

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| **Record Validation** | |
| Information should be submitted online to the BCH through the Submit page. This offline common format is made available to assist BCH users to gather and organize their records prior to submission to the BCH.  In case of difficulties in submitting this information online, the completed documents should be sent in MS Word format by e-mail to [bch@cbd.int](mailto:bch@cbd.int).  Alternatively, they can be sent by fax to **+1 514 288 6588**.  or postal mail to:  **Secretariat of the Convention on Biological Diversity**  **413 rue Saint-Jacques, suite 800**  **Montreal, Québec, H2Y 1N9**  **Canada**  **Important Notice:** Please note that if this form is going to be sent via fax, postal mail or from an e-mail address that is not registered in the BCH, a copy/scan of this signed page should be attached. A completed “Contact” common format should also be attached if the user is not registered in the BCH. | |
| Date:\* | <YYYY-MM-DD> |
| Name of the person submitting the request:\* | <Text entry> |
| Contact details of the person submitting the request: | *<registered e-mail address>*  *Please enter the e-mail address that is registered in the BCH or, if not registered, attach a “Contact” common format[[12]](#footnote-12).* |
| *I hereby confirm that the above information is correct and request its inclusion in the Biosafety Clearing-House.* | |
| Signature of the person submitting the information:\* |  |

1. Reference records contain information that may be submitted by any registered user. The information will be published in the BCH only after its completeness and accuracy have been validated by the Secretariat. The common formats for reference records can be accessed through the Submit page of the BCH. [↑](#footnote-ref-1)
2. This information refers to unmodified organisms (non-LMOs) that are referred to as recipient or donor organisms in other registries, such as the LMO and Gene/DNA sequence registries. Please note that to complete this form you may also need to download an additional copy of the “Organism” common format. [↑](#footnote-ref-2)
3. The scientific name of an organism is typically composed of the name of the genus followed by its specific denomination. For example: Oryza sativa is the scientific name for rice. [↑](#footnote-ref-3)
4. The taxonomic classification is a formal designation of an organism. Example: genus: *Oryza*;species: *sativa*. [↑](#footnote-ref-4)
5. A common name is used to refer to an organism in everyday language and may include synonyms. Example: maize / corn. [↑](#footnote-ref-5)
6. Describe the type of environments where the organism may persist or proliferate. [↑](#footnote-ref-6)
7. Example: eastern cottonwood (*Populus deltoides*) occurs in North America from Alberta in the west to Quebec in the east and Florida, Texas, Arizona and northern Mexico in the south. [↑](#footnote-ref-7)
8. Provide a list of species using the taxonomic classification (genus and species names) that are known to cross-fertilize with the organism in the record. [↑](#footnote-ref-8)
9. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-9)
10. Please use this field to provide any other relevant information that may not have been addressed elsewhere in the record. [↑](#footnote-ref-10)
11. The “Notes” field is for personal use. It can only be seen when the record is being edited but is not visible when the record is published. This field is not meant to be used for confidential information. [↑](#footnote-ref-11)
12. All BCH common formats can be accessed through the Submit page of the BCH. [↑](#footnote-ref-12)