



المركز الوطني للبحوث الزراعية
National Agricultural Research Center

National Agricultural Research Center Services Guide

2020

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National Agricultural Research Center (NARC)

National Agricultural Research Center (NARC) is the scientific arm of the Ministry of Agriculture and the only governmental agricultural research institution at the national level. It is the national umbrella for applied scientific research and agricultural consultancy. Since its inception, NARC aims at using the results of agricultural research derived locally or quoted from other sources for the purposes of increasing agricultural production, including plant and animal production, raising its efficiency and improving it, preserving and optimizing agricultural natural resources, serving the purposes of agricultural development and maintaining environmental balance. National Agricultural Research Center (NARC) consists of the head office and is located in Ain Al-Basha within Al-Balqa Governorate, followed by the Hussein Agricultural Research Station Department, in addition to (8) centers and (14) research stations covering all ecosystems in the Kingdom according to the climate distribution.

For decades, NARC has been carrying out applied scientific research in many fields, most notably plant production, plant protection, animal production, veterinary medicine, climate change, the use of unconventional water for irrigation, including gray water and other treated wastewater, water harvesting and genetic engineering, biotechnology, biological diversity, selection of species and breeds, and diagnosis of plant and animal pests and diseases. The National Agricultural Research Center (NARC) has many service and research laboratories specialized in various agricultural fields, including soil analysis laboratories, water analysis, plant analysis, plant protection, fertilizers analysis, microbiology, feed, seeds, olives, bees, biotechnologies and vegetables. These laboratories provide laboratory analysis and testing services to researchers, farmers, companies, agricultural associations and partners in the agricultural sector. The main center is also affiliated with Herbarium, the Seed Bank, and the Agricultural Innovation Incubator. NARC is considered the official incubator of the National Seed Center, the National Herbarium, and the National Agricultural Information Library.

National Agricultural Research Center (NARC)

Vision A distinguished agricultural scientific research center to achieve sustainable development

Mission We are working with our partners to strengthen the role of NARC as a national umbrella for agricultural research with the purpose of achieving sustainable and flexible development and optimal use of natural resources.

Core Values



Duties

Article (5) of Law No. (42) of (2018) defined the tasks of NARC as follows:

1	Determine the priorities of national agricultural scientific research in cooperation with the relevant authorities that serve the purposes of agricultural development.
2	Develop and adopt agricultural technology appropriate to local conditions to achieve the optimal utilization of productive resources.
3	Circulate agricultural technologies transferred, adapted or developed to the relevant authorities.
4	Develop the skills of workers in the agricultural sector and hold training courses, conferences and specialized workshops.
5	Cooperate with local, Arab and international institutions to implement agricultural research programs.
6	Provide consultancy and technical services in the agricultural field.
7	Conduct field studies and surveys of plant and animal biodiversity with the purpose of preserving them from extinction and store and oversee plant seeds in the National Seed Bank at NARC.
8	Supervise the National Agricultural Information Library

General Framework of the Charter for Providing Government Services

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"The government also has a vital role in improving the quality of provided public services and consolidating the institution of public work, enriching government policies and ensuring their stability according to a clear vision and a specific action plan that tackles various challenges."

On behalf of His Majesty King Abdullah II
Royal appointment letter, March 09, 2013

**Our
commitments
to provide
you with
distinct
services:**

- ✓ Deal with the service applicant with respect, care, and politeness.
- ✓ Provide a cooperative team with knowledge of the procedures for providing services and be able to answer all inquiries.
- ✓ Provide the requirements of the services and announce the time required to complete them.
- ✓ Respond to the service recipient on time without delay and meet their needs with high professionalism.
- ✓ Streamline procedures to ensure fast and seamless service delivery.
- ✓ Work continuously to provide services through the appropriate channels and at the appropriate times.
- ✓ Provide means of communication to receive complaints and suggestions of service recipients and ensure their participation in the development of services.

**We ask you
to commit
to the
following
in order
that we can
provide
you with
distinct
services:**

- ✓ Deal with the Department's employees with mutual respect.
- ✓ Commit to the service provision instructions and the places where it is provided and not exceed the rights of others.
- ✓ Provide all documentation required to obtain the Services.
- ✓ Answer the inquiries of the Department's employees to ensure that the service is obtained efficiently and on time.
- ✓ Notify as soon as possible in the event of an error or modification in the data or circumstances related to the completion of the service.
- ✓ Commit to the announced means of communication in the event of a grievance, complaint or inquiry.

Agricultural Soil Sample Analysis

Service Beneficiary Group	Farmers Researchers/Companies/Government and Private Institutions/Universities
Service delivery locations	National Center for Agricultural Research/ Directorate of Laboratories/Sample Receiving Office Ground Floor Office No. (G30).
Terms of Service	<ul style="list-style-type: none">- Place a label on the sample showing the place, date and depth of sampling (0-30 cm for vegetables and 600 cm for trees).- The weight of the sample shall not be less than 2 kg.- Bringing the sample by the concerned person.- Note: To obtain an accurate sample, the sample shall be taken in a representative manner by taking random samples of at least 4 samples and mixing them in one sample homogeneously.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none">- The service requester fills out the analysis form.- The service applicant shall hand over the form and the sample to the sample receiving office.- The transaction shall be transferred to the fund to pay the prescribed fees.- The service applicant shall hand over the financial receipt to the sample delivery office.- The laboratory analyzes the required sample.- The laboratory provides the sample delivery office with the result.- The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

	Name of analysis (soil sample)		Analysis Fee (JOD)	
			Farmers	Other sectors
Fee of Service	Soil pH		1.5	5
	Electric conductivity		1.5	5
	Available phosphorus	Available Phosphorus	2.5	10
	Available potassium	Available Potassium	2.5	10
	Calcium Carbonate	Calcium Carbonate	1.5	5
	soil texture	Texture	4	12
	Organic matter	Organic Matter	5	15
	Nitrogen	Nitrogen	5	20
	Moisture (%)	Moisture (%)	3	10
	Rare items per item	Fe, Mn, Zn, Cu....	3	12
	Heavy items per item	Cd, Pb, Ni,)	4	15
	Bulk density	Bulk density	3	10
	Phenols	Phenols	6	25
	Boron	Boron	-	20
	Cations and Anions			
	Calcium	Ca	2	5
	Mg	Mg	2	5
	Sodium	na	3	10
	Potassium.	K	3	10
	Chlorine	Cl	2	5
Carbonate	CO ₃	2	5	
HCO ₃	HCO ₃	2	5	
Time to Complete the Service	3 to 7 business days			

Fertilizer Sample Analysis

Service Beneficiary Group	Farmers Researchers/Companies/Government and Private Institutions/Universities
Service delivery locations	National Center for Agricultural Research/ Directorate of Laboratories/Sample Receiving Office Ground Floor Office No. (G30).
Terms of Service	<ul style="list-style-type: none"> - Receiving the sample on Sundays and Tuesdays only. - The weight of the sample shall not be less than 1 kg for solid samples and 1 liter for liquid samples. - Bringing the sample by the concerned person. - Note: To obtain an accurate sample, the sample shall be taken in a representative manner by taking random samples of at least 4 samples and mixing them in one sample homogeneously.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none"> - The service requester fills out the analysis form. - The service applicant shall hand over the form and the sample to the sample receiving office. - The transaction shall be transferred to the fund to pay the prescribed fees. - The service applicant shall hand over the financial receipt to the sample delivery office. - The laboratory analyzes the required sample. - The laboratory provides the sample delivery office with the result. - The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

Chemical Fertilizer Analysis

	Name of Analysis (Chemical Fertilizer Sample)		Analysis Fee (JOD)
Fee of Service	pH	pH	5
	Electric conductivity	Electric conductivity (EC)	5
	Total nitrogen	Total Nitrogen (N%)	20
	phosphorus	Phosphorus P	12
	Potassium.	Potassium K	12
	Calcium	Calcium Ca	12
	Mg	Magnesium MG	12
	Chlorine	Chloride Cl	8
	Manganese	Manganese Mn	12
	Sodium	Sodium Na	12
	Iron	Iron Fe	12
	Copper	Copper Cu	12
	Zinc (Zn)	Zinc Zn	12
	Molybdenum	Molybdenum Mo	15
	Moisture (%)	Moisture (%)	8
	Heavy items per item	Cd, Pb, Ni, Cr, Co, ...	15
	Sulfur	Sulfur	15
	Humic Acid		40

Analysis of Organic Fertilizers and Bitmos

	Name of analysis (organic fertilizer sample or Bitmos)	Analysis Fee (JOD)	
Fee of Service	pH	pH	5
	Electric conductivity	Electric conductivity (EC)	5
	Total nitrogen	Total Nitrogen (N%)	20
	phosphorus	Phosphorus P	15
	'Potassium.	Potassium K	15
	Calcium	Calcium Ca	15
	Mg	Magnesium MG	15
	Chlorine	Chloride Cl	8
	Manganese	Manganese Mn	12
	Sodium	Sodium Na	12
	Iron	Iron Fe	12
	Copper	Copper Cu	12
	Zinc (Zn)	Zinc Zn	12
	Molybdenum	Molybdenum Mo	15
	Organic matter	Organic Metter (O.M %)	23
	Ash	Ash	15
	Moisture (%)	Moisture (%)	8
	Bulk density	Bulk Density	8
	Heavy items per item	Cd, Pb, Ni, Cr, Co, ...	15
	Time to Complete the Service	3 to 7 business days	

Agricultural water sample analysis

Service Beneficiary Group	Farmers Researchers/ Companies/ Government and Private Institutions/ Universities
Service delivery locations	National Center for Agricultural Research/ Directorate of Laboratories/Sample Receiving Office Ground Floor Office No. (G30).
Terms of Service	<ul style="list-style-type: none">- The sample is in a clean and suitable vial.- Place a label on the sample showing where and when the sample was taken.- The sample size shall not be less than 300 mm.- Bringing the sample by the concerned person.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none">- The service requester fills out the analysis form.- The service applicant shall hand over the form and the sample to the sample receiving office.- The transaction shall be transferred to the fund to pay the prescribed fees.- The service applicant shall hand over the financial receipt to the sample delivery office.- The laboratory analyzes the required sample.- The laboratory provides the sample delivery office with the result.- The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

	Name of analysis (water sample)	Analysis Fee (JOD)		
		Farmers	Other sectors	
Fee of Service	Acidity analysis	pH	1.5	5
	Electric conductivity	Electric conductivity	1.5	5
	phosphorus	Available Phosphorus	3	10
	Nitrogen	Nitrogen	5	20
	Total dissolved solids	TDS	3	10
	Suspended solids	TSS	5	15
	Rare items per item	Fe, Mn, Zn, Cu....	3	10
	Heavy items per item	Cd, Pb, Ni,)	4	15
	Phenols	Phenols	6	25
	Cations and Anions			
	Calcium	Ca	2	5
	Mg	Mg	2	5
	Sodium	na	3	10
	Potassium.	K	3	10
	Chlorine	Cl	2	5
	Carbonate	CO ₃	2	5
HCO ₃	HCO ₃	2	5	
Time to Complete the Service	3 to 7 working days from the date of bringing the sample and according to the required analysis			

Plant sample analysis

Service Beneficiary Group	Farmers Researchers/Companies/Government Institutions/Universities and Private
Service delivery locations	National Center for Agricultural Research/ Directorate of Laboratories/Sample Receiving Office Ground Floor Office No. (G30).
Terms of Service	<ul style="list-style-type: none"> - Place a label on the sample showing the place and date of sampling. - Bring the sample by the concerned person or his representative. - The weight of the green sample shall not be less than 500 g. - Note: To obtain an accurate sample, the sample shall be taken in a representative manner by taking random samples of at least 4 samples and mixing them in one sample homogeneously.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none"> - The service requester fills out the analysis form. - The service applicant shall hand over the form and the sample to the sample receiving office. - The transaction shall be transferred to the fund to pay the prescribed fees. - The service applicant shall hand over the financial receipt to the sample delivery office. - The laboratory analyzes the required sample. - The laboratory provides the sample delivery office with the result. - The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

	Name of analysis (plant sample)		Analysis Fee (JOD)	
			Farmers	Other sectors
Fee of Service	Total nitrogen	Total Nitrogen N	5	20
	phosphorus	Phosphorus	4	15
	Potassium.	Potassium K	4	15
	Calcium	Calcium Ca	4	15
	Mg	Magnesium Mg	4	15
	Chlorine	Chloride Cl	3	8
	Manganese	Manganese Mn	3	12
	Sodium	Sodium Na	3	12
	Iron	Iron Fe	3	12
	Copper	Copper Cu	3	12
	Zinc (Zn)	Zinc Zn	3	12
	Molybdenum	Molybdenum Mo	4	15
	Ash	Ash	3	15
	Moisture (%)	Moisture (%)	2	8
	Heavy items per item	Cd, Pb, Ni, Cr, Co ...	4	15
Time to Complete the Service	3 to 7 business days as per required analysis.			

Feed Sample Analysis

Service Beneficiary Group	Farmers Researchers/Companies/Government Institutions/Universities and Private
Service delivery locations	National Center for Agricultural Research/ Directorate of Laboratories/Sample Receiving Office Ground Floor Office No. (G30).
Terms of Service	<ul style="list-style-type: none"> - Place a label on the sample showing the place and date of sampling. - Bring the sample by the concerned person or his representative. - The weight of the green sample shall not be less than 500 g and grain sample shall not be less than 100 g. - Note: To obtain an accurate sample, the sample shall be taken in a representative manner by taking random samples of at least 4 samples and mixing them in one sample homogeneously.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none"> - The service requester fills out the analysis form. - The service applicant shall hand over the form and the sample to the sample receiving office. - The transaction shall be transferred to the fund to pay the prescribed fees. - The service applicant shall hand over the financial receipt to the sample delivery office. - The laboratory analyzes the required sample. - The laboratory provides the sample delivery office with the result. - The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

	Analysis Name (Feed Sample)	Analysis Fee (JOD)		
		Farmers	Other sectors	
Fee of Service	Total nitrogen	Total Nitrogen N	4	20
	Protein	Protein	4	20
	Fat	Fat	3	15
	ASH	Ash	2	8
	Moisture	Moisture	4	20
	Fiber	Fiber	4	15
	phosphorus	Phosphorus	4	15
	Potassium K	Potassium K	4	15
	Calcium Ca	Cacim Ca	4	15
	Mg	Magnesium Mg	4	15
	Chlorine	Chloride Cl	4	15
	Manganese (Mn)	Manganese Mn	4	15
	Sodium	Sodium Na	4	15
	Iron (Fe)	Iron Fe	3	12
	Copper (Cu)	Copper Cu	3	12
	Zinc (Zn)	Zinc Zn	3	12
	Molybdenum	Molybdenum Mo	4	15
	Heavy items per item		3	15
		ADF Acid detergent fiber	5	20
		NDF Neutral detergent	5	20
	Aflatoxin	Aflatoxin	25	25
	Analyzing the Hanging Sample Using a Device	NIR	2	4
Time to Complete the Service	1 – 4 business days			

Microbiology Tests

Service Beneficiary Group	Farmers Researchers/Companies/Government and Private Institutions/Universities
Service delivery locations	National Center for Agricultural Research/ Directorate of Laboratories/Sample Receiving Office Ground Floor Office No. (G30).
Terms of Service	<ul style="list-style-type: none"> - Receive samples on Sunday, Monday and Tuesday only. - Bring samples in sterile packages. - For bacterial tests, an air vacuum shall be left in the packages, while for BOD and COD tests, the packages are full without an air vacuum. - The volume of liquid sample shall not be less than 250 ml / solid sample shall not be less than 500 grams. - Bring the sample refrigerated to the laboratory immediately after taking it.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none"> - The service requester fills out the analysis form. - The service applicant shall hand over the form and the sample to the sample receiving office. - The transaction shall be transferred to the fund to pay the prescribed fees. - The service applicant shall hand over the financial receipt to the sample delivery office. - The laboratory analyzes the required sample. - The laboratory provides the sample delivery office with the result. - The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

	Name of analysis (microbiology sample)	Analysis Fee (JOD)		
		Farmers	Other sectors	
Fee of Service	Total and Fecal Coliform (water)	10	25	
	Total and Fecal Coliform (water)			
	Total and Fecal Coliform + E Coli (water)	15	35	
	Total and Fecal Coliform + E. Coli (water)			
	Total and Fecal Coliform (plant or soil)	15	40	
	Total and Fecal Coliform (plant or soil)			
	Total and Fecal Coliform + E. Coli (plant or soil)	18	50	
	Total and Fecal Coliform + E. Coli (plant or soil)			
	Total and Fecal Coliform + E. Coli (water) (IDEXX)	15	40	
	Total and fecal Coliform + E. Coli (water) (IDEXX)			
	E. Coli	E. Coli	6	25
	Coli (IDEXX)	E. Coli (IDEXX)	15	40
	Nematode eggs	Nematode eggs	8	30
	Biological Oxygen Demand (BOD)		8	20
	Chemical Oxygen Demand (COD)		8	20
	Bacterial total count	Bacterial total count	8	20
Salmonella.	Salmonella	6	25	
Time to Complete the Service	3 to 5 working days from the date of bringing the sample and according to the required analysis			

Agricultural pest investigations

Service Beneficiary Group	Farmers Researchers/Companies/Government and Private Institutions/Universities
Service delivery locations	National Center for Agricultural Research/ Directorate of Laboratories/Sample Receiving Office Ground Floor Office No. (G30).
Terms of Service	<ul style="list-style-type: none">- Place a label on the sample showing the place and date of sampling.- The soil sample is taken at a depth of 0-30 cm (vegetables and 0-60 cm trees).- The weight of the sample shall not be less than 500g.- Bringing the sample by the concerned person.- Note: To obtain an accurate sample, the sample shall be taken in a representative manner by taking random samples of at least 4 samples and mixing them in one sample homogeneously.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none">- The service requester fills out the analysis form.- The service applicant shall hand over the form and the sample to the sample receiving office.- The transaction shall be transferred to the fund to pay the prescribed fees.- The service applicant shall hand over the financial receipt to the sample delivery office.- The laboratory analyzes the required sample.- The laboratory provides the sample delivery office with the result.- The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

		Analysis Fee (JOD)		
		Farmers	Other sectors	
Fee of Service	Fungi	Fungi	5	20
	Bacteria	Bacteria	8	30
	Plant Viruses	Plant Viruses	5	20 per virus
	Nematodes	Nematodes	4	16
	Insects & Mites	Insects & Mites	NONE	
	Virtual pest detection without analysis		NONE	
	Time to Complete the Service	3 to 5 working days from the date of bringing the sample and according to the required analysis		

Olive oil, fruit and dried oil tests

Service Beneficiary Group	Farmers / Mills owners/ Consumers and Traders/ Researchers
Service delivery locations	National Center for Agricultural Research (NCAR), Horticultural Research Directorate/Olive Research Department Laboratory, 1st.
Terms of Service	<ul style="list-style-type: none">- Place a label on the sample showing the place and date of sampling.- Put the sample in a clean vial.- The size of the oil sample shall not be less than 250 ml, and the fruits or dried olives shall not be less than 1 kg.- Bringing the sample by the concerned person.
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none">- The applicant shall fill out the paper-based analysis form at the laboratory of the Olive Research Department.- The service applicant shall deliver the form and sample to the laboratory of the Olive Research Department.- The transaction shall be transferred to the fund to pay the prescribed fees.- The service applicant shall hand over the financial receipt to the laboratory of the Olive Research Department.- The laboratory analyzes the required sample.- The laboratory provides a laboratory report with the result of the analysis for the service applicant.
Partner Institutions	N/A

	Name of analysis (For a sample of oil, fruit or olive mash)	Analysis fee for all sectors (JOD)
Fee of Service	pH in olive oil	5
	Peroxy number	7
	<u>Straw analysis</u>	4
	Percentage of oil in olives or olive mash	15
	Fatty Acid Composition	15
Time to Complete the Service	1hour to 3 business days as per required analysis.	

Examination of Seeds

Service Beneficiary Group	Agricultural Companies/Farmers/Researchers/National Seed Propagation Project/Charities and Cooperatives/Universities
Service delivery locations	Ministry of Agriculture/ National Agricultural Research Center/ Seed Technology Research Department, 2nd.
Terms of Service	<ul style="list-style-type: none"> - Vegetable seed sample packages shall be sealed and all data shall be clear on the label in terms of the name of the item, the weight of the sample, the number of seeds, the batch number, and the date of production. - Seeds samples shall be received in the Seed Purchase Committee in appropriate closed bags by the Sampling Committee. - The weight of the sample shall not be less than the recommended weight according to the instructions of the <u>ISTA</u>.
Required Documents	<p>Official letter from the Ministry of Agriculture with the samples received by it.</p> <p>Receipts of the required tests from the Ministry of Agriculture received by it</p>
Service Provision Procedures	<p><u>Main Procedures for providing the received service directly to the Seed Technology Research Department</u></p> <ul style="list-style-type: none"> - The applicant fills out a seed sample inspection form. - The service applicant delivers the form and sample to the Seed Sample Receiving Office. - The transaction shall be transferred to the fund to pay the prescribed fees. - The service applicant shall hand over the financial receipt to the seed sample delivery office. - The laboratory performs the required examination. - The laboratory provides the seed sample delivery office with the result. - The sample delivery office delivers a laboratory report of the result of the analysis to the service applicant
Partner Institutions	N/A

Service Provision Procedures	<u>Main Procedures for providing the received service to the Seed Technology Research Department from the Ministry of Agriculture:</u> <ul style="list-style-type: none"> - Receive samples and the official letter attached to the receipt. - Perform the required inspection. - Prepare a seed inspection certificate and an official letter of results and send it to the Ministry 	
Partner Institutions	Ministry of Agriculture for samples received by it.	
Fee of Service	Type of Service (Seed Sample)	Required Fees (JOD) Per Sample
	Germination	31
	Analytical Purity	8
	Moisture	5
Time to Complete the Service	1 week to 21 days depending on the type of sample and the type of examination	

Molecular Biology Sample Analysis

Service Beneficiary Group	Farmers/ Researchers/Companies/Government and Private Institutions/Universities
Service delivery locations	National Agricultural Research Center/ Directorate of Biotechnology Research/ Molecular Biology Research, 2nd
Terms of Service	<ul style="list-style-type: none"> - Place a label on the sample showing the item, place and time of sampling. - Bring the sample by the concerned person or his representative. - The samples should be seeds, fresh leaves, or fresh fruits. - Bring enough for 50 duplicates of the sample for genetic fingerprinting and genetic modification <p>Note: To get an accurate result, the sample shall be representative sample.</p>
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none"> - The service requester fills out the analysis form. - The service applicant delivers the form and sample to the Department of Molecular Biology. - The transaction shall be transferred to the fund to pay the prescribed fees. - The applicant shall hand over the financial receipt to the Department of Molecular Biology. - The laboratory analyzes the required sample. - The laboratory provides a laboratory report with the result of the analysis for the service applicant.
Partner Institutions	N/A

	Name of analysis	Analysis fee for all sectors (JOD)
Fee of Service	Genetic fingerprinting and genetic variation	350 for sample (One sample needs 50 duplicates)
	Detection of genetically modified organisms (GMO)	300 for sample (One sample needs 50 duplicates)
	Molecular detection of microorganisms (bacteria - viruses - fungi and others)	50
	Molecular detection of nematodes and insects	50
Time to Complete the Service	30 to 60 business days as per required analysis.	

Distribution of Queen Bee Colonies

Service Beneficiary Group	Beekeepers
Service delivery locations	National Center for Agricultural Research/Bee Research Directorate/Ground Floor
Terms of Service	<ul style="list-style-type: none"> - To possess bee/bee colonies. - Submit the application during the queen production season from April to June. - Receive royal houses from Maru Agricultural Station/Ramtha.
Required Documents	N/A
Service Provision Procedures	<ul style="list-style-type: none"> - Submit an application for royalty houses and determine the date of receipt. - Cultivate larvae for the production of royal houses. - Hand over the queen houses to the applicant
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	2 weeks during the production season.

Distribution of Hornet Pesticide

Service Beneficiary Group	Hornet-affected/ Beekeeper/ Farmers.
Service delivery locations	National Center for Agricultural Research/Bee Research Directorate/Ground Floor
Terms of Service	N/A
Required Documents	N/A
Service Provision Procedures	<ul style="list-style-type: none">- Present the issue by the service recipient.- Hand over the wasp pesticide and explaining the method of use.- Sign the receipt statement by the service recipient.
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	Half an hour.

Bee Disease Detection

Service Beneficiary Group	Beekeepers.
Service delivery locations	National Center for Agricultural Research/Bee Research Directorate/Ground Floor
Terms of Service	<ul style="list-style-type: none"> - Bring an infected and dead bee sample, if any (sample 50-100 bees) - Bring a sample of healthy bees (50-100 bees). - Bring the sample to the laboratory on the same day it was collected from the beehive.
Required Documents	N/A
Service Provision Procedures	<ul style="list-style-type: none"> - The service applicant delivers the sample to the laboratory of the Bee Disease Research Department. - The laboratory analyzes the required sample. - Deliver the service applicant the result with the technical recommendations.
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	A Week

Provide GIS databases, climate change maps, drought monitoring and plant cover

Service Beneficiary Group	Governmental and official bodies of universities.
Service delivery locations	National Center for Agricultural Research/Directorate of Environment and Climate Change Research/Ground Floor
Terms of Service	The request should be by government agencies, official institutions, university students and researchers
Required Documents	ID card of the government or official entity or university students and researchers
Service Provision Procedures	<ul style="list-style-type: none">- Submit an official letter to the administration to obtain information and maps.- Prepare maps and required information.- Deliver the result to the service applicant.
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	From 1 week to 10 working days depending on the nature of the service and availability of information

Plant Specimen Classification

Service Beneficiary Group	Farmers/official and government institutions/researchers.
Service delivery locations	National Center for Agricultural Research/Directorate of Biodiversity Research
Terms of Service	<ul style="list-style-type: none">- The sample is in good condition and does not show signs of wilting.- It is preferable to have whole plant parts (flowers, leaf seeds and roots).- Place the sample between book sheets or paper.- Clarify the purpose of use and place of sample collection
Required Documents	N/A
Service Provision Procedures	<ul style="list-style-type: none">- Review the vegetable herbivore, bringing the sample.- The applicant submits a request to classify a plant sample.- The laboratory studies and classifies the sample.- The laboratory delivers the sample classification to the service applicant.
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	One Day to week.

Request seeds from the National Seed Bank

Service Beneficiary Group	Official and government institutions/universities/researchers.
Service delivery locations	National Center for Agricultural Research/Directorate of Biodiversity Research
Terms of Service	N/A
Required Documents	N/A
Service Provision Procedures	<ul style="list-style-type: none">- A request submitted by director of the requesting institution to the Director General of National Agricultural Research Center (NARC).- Duly fill out the seed application form.- The applicant undertakes to provide the seed bank with the product of propagation and/or relevant information.- The seed bank provides the required seeds to the service applicant.
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	Hour.

Deposit of seeds in the National Seed Bank

Service Beneficiary Group	Official Institutions/Universities/Researchers/Farmers and Government
Service delivery locations	National Agricultural Research Center /Directorate of Biodiversity Research
Terms of Service	N/A
Required Documents	N/A
Service Provision Procedures	<ul style="list-style-type: none">- Duly Fill out the seed deposit form.- The applicant shall provide the seed bank with seeds.- The seed bank shall duly deposit the seeds.
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	Half an hour.

Join the Agricultural Innovation Incubator

Service Beneficiary Group	Innovative Ideas and Projects Owners
Service delivery locations	National Agricultural Research Center /Directorate of Intellectual Property Protection Unit
Terms of Service	Availability of the innovative idea
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none">- The applicant shall submit an application to join the Agricultural Innovation Incubator.- The innovation team examin the application- The applicant shall make a presentation on the innovative project before the Scientific Committee, in the event that the application is accepted by the innovation team.- The Scientific Committee examines the application and makes a recommendation for acceptance or rejection.- The innovation team leader informs the applicant of the decision.- The Director General of NARC and the service applicant sign the agreement to join the incubator.- The service applicant shall submit a workflow plan.- The innovation team follows up on the workflow
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	Within a month from the date of submission of the application.

Register and Protect Intellectual Property

Service Beneficiary Group	Researchers and National Center Staff/ Entrepreneurs / Innovators
Service delivery locations	National Center for Agricultural Research/Directorate of Intellectual Property Protection Unit
Terms of Service	Availability of IP Asset Terms
Required Documents	Copy of the applicant's ID
Service Provision Procedures	<ul style="list-style-type: none">- The service applicant submits a request to the Intellectual Property Protection Unit.- The Director of the Intellectual Property Protection Unit shall examine the application.- Respond to the submitted application and taking the decision regarding the registration and protection of intellectual property.
Partner Institutions	Ministry of Industry and Trade and the National Library
Fee of Service	There are no fees for consulting service in this regard
Time to Complete the Service	A Month from application submission.

Agricultural Consulting and Training

Service Beneficiary Group	Individuals, local and international bodies, companies and interested parties
Service delivery locations	National Agricultural Research Center/ Consultation and Training Center. ACTC@NARC.GOV.JO
Terms of Service	N/A
Required Documents	Identification papers of the applicant
Service Provision Procedures	<ul style="list-style-type: none"> - Submit an application to the Consultation and Training Center explaining the nature of the required service. - The Director of the Consultation and Training Center shall study the application and make the appropriate recommendation. - The service applicant is then contacted to submit a technical and financial offer to be approved. - When training individuals, it is done directly after the approval of the Director General, free of charge. - Deposit fees in NARC's account for local and international bodies and companies based on what is agreed upon. - Agree on the implementation schedule according to the needs of the service applicant. - Provide the required service and its technical reports.
Partner Institutions	Determined according to the requirements for the proper implementation of the required services
Fee of Service	<ul style="list-style-type: none"> - No allowance fee shall be paid for personnel training service. - The fees for companies and official and international bodies are determined according to the nature of the services required in addition to their purpose
Time to Complete the Service	From one day to a week to agree on the required service.

Library Pioneers Service

Service Beneficiary Group	Farmers/ Researchers/Companies/Government and Private Institutions/Universities
Service delivery locations	National Agricultural Research Center/ National Library, Ground Floor.
Terms of Service	N/A
Required Documents	Copy of the personal ID
Service Provision Procedures	<ul style="list-style-type: none">- Submit the research subject request in direct contact with the library staff by telephone, electronically or face-to-face.- Search for the topic that the researcher needs through a library database, through which the classification number of the topic is obtained.- Search the required material through the library shelves.- It is permitted for non-employee patrons of the library to photocopy up to a maximum of 20 sheets, send the material by e-mail or copy it on a CD, if available electronically.- Distribute leaflets.- Return the material to the NARC staff.
Partner Institutions	N/A
Fee of Service	N/A
Time to Complete the Service	1-2 hours depending on the research topic.

National Agricultural Research Center (NARC)

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