

## International Shipping Instructions (Originating Outside the USA)

**Note: All samples must be placed in the barcoded tubes or plates provided by the JGI. Please consult the document, “Shipping Checklist,” included with the tube/plate shipment from the JGI for additional details.**

If you ship using FedEx: <http://fedex.com/> , we recommend hiring a broker service to assist with customs clearance.

The following are also “full service” couriers. There are many advantages to using a full service courier. They provide services such as in-transit temperature monitoring, comprehensive guidance with country-specific import requirements, refrigerated trucking services and expedited customs brokerage.

- World Courier <http://www.worldcourier.com/>
- Aeronet <http://www.aeronet.com>
- Quick <http://www.quickintl.com/>
- Kintetsu World Express <http://www.kwe.com/>
- TNL International <http://www.tnlintl.co.nz/>

Shipments are primarily delayed because of incomplete or improperly completed paperwork. Review the forms line-by-line with the shipper.

**\*A commercial invoice must be included with the package.** With any shipper, please choose “door-to-door service.”

### **Be aware that there are several obstacles to importing biological materials into the USA:**

- 1) USDA Import Permit Requirements (<http://www.aphis.usda.gov/vs/ncie/imicro.html>)

The USDA inspector may consider DNA as “extracts of microorganisms” or “microbially produced biochemical.” A USDA import permit will not be required for microbially-produced biochemicals if the following is provided in the shipping documents:

- A detailed and accurate description of the material including genetic insert and origin.
- A declaration, if applicable, indicating that the material is produced by microbial fermentation.
- A declaration stating the material does not contain any animal or cell culture derived products or additives such as albumin or serum.
- State that the product is non-hazardous, non-toxic and non-pathogenic, if applicable.
- Describe the end use.
- This information must be supplied as ORIGINAL statements on producer/shipper letterhead in a clear and concise manner, and be available for review by the

USDA

Inspector at the Port of Arrival. We recommend that a separate memo or letter be included with the shipping documents, such as U.S. Customs declaration and invoice.

*Example: “The material contains small pieces of genomic DNA. The DNA is from Glycine max. It’s origin is a soybean. The material was not generated by microbial fermentation. The product does not contain animal or cell derived materials or additives. The material is non-toxic, non-hazardous and nonpathogenic.*

*The end use is for the creation of DNA samples used by the Joint Genome Institute. This package is temperature sensitive and needs to be handled in a timely manner. (list your contact information here)”*

- Do not put documents INSIDE shipping containers. They must be accessible during transport

2) Harmonized Tariff (<http://www.usitc.gov/tata/> and <http://www.usitc.gov/tata/hts/bychapter/index.htm> )

Note the Harmonized Tariff Schedule Number 3002.10.01.90 on the shipping documents. The HTS is a US Customs classification used to calculate a tariff charge. For this material, the tariff is free. This HTS number classifies the material as “*Human blood; animal blood prepared for therapeutic, prophylactic or diagnostic uses; anti-sera and other blood fractions and modified immunological products, whether or not obtained by means of biotechnological processes; vaccines, toxins, cultures of micro-organisms (excluding yeasts) and similar products: Other*”. (Note the “similar products: Other” section of this description.)

3) Toxic Substances Control Act (TSCA) Certification

Investigators must complete the certification form required under the TSCA. This signed form is included in your package provided by the Supply Chain Manager and can also be accessed directly here:

<http://www.fedex.com/downloads/shared/shipdocuments/blankforms/tsca.pdf>

Generally, DNA and RNA shipments are only subject to “Negative Certification, “ meaning that they are exempt from TSCA.

Include the form with your shipper (FedEx) documentation.

4) General Considerations

- Do place statements like:  
**\*\*\*NON-INFECTIOUS/NON-HAZARDOUS/NOT AN ETIOLOGIC AGENT/NOT FOR HUMAN CONSUMPTION. SHIPMENT CONSISTS OF STERILE DNA. FOR SCIENTIFIC ANALYSIS ONLY\*\*\*** in the shipping documentation to facilitate transit through U.S. Customs.
- Make sure the shipping box looks clean. A new outer box without an excess of tape is best. Otherwise, remove or black out preexisting labels on the shipping box. Conflicting signage on the box is strongly discouraged.
- To date, we have had good luck with Overnight FedEx, which usually takes about two days to arrive to California.
- Avoid shipping around a U.S. Federal holiday. Ship on a Monday or Tuesday, overnight delivery. Please note the only locations that have overnight delivery are Canadian cities close to the US border. Most countries in the European

Union will take 2 to 3 working days. Shipments from other countries can take 4 to 5 days for delivery (If it will take 4 or 5 days, please ship only on a Monday or a Friday).  
Please package samples with dry ice.

**Three addresses will need to be visible on the package:**

1. Your full name and contact information as the exporter!  
(\*phone number & email address are required\*)

2. Consignee's Name and Shipping Address:  
Univ. of California/Lawrence Berkeley National Laboratory  
DOE – Joint Genome Institute  
ATTN: Sample Management (NO PO)  
1 Cyclotron Rd, MS91R265  
Berkeley, CA, 94720 US  
(925) 639-5312

3. Intermediate Consignee Address:  
AeroNet Worldwide  
850 Mitten Road  
Burlingame, CA 94010

Tel: 650-259-2155

Note: An intermediate consignee is not required, but is strongly recommended as they will ensure that all customs documentation is processed efficiently and correctly.