Shipping Checklist

Please include this completed checklist in your shipment to the JGI. Shipments containing incorrect or improperly packaged materials or incomplete/inaccurate documentation will not be accepted. Contact your Project Manager prior to shipment if you have any questions.

Preparing your shipment:
It is important to follow these instructions for preparation of your shipment to ensure that all materials arrive in good condition.

All samples must be placed in the barcoded tubes or plates contained in this package.

1. Place barcoded samples in sturdy secondary containment (examples include 15 or 50 ml Falcon tubes, plastic freezer box, etc. for tubes). Plates should also be placed in sturdy secondary containment (cardboard or plastic box). Do not use Parafilm or clear seals to wrap your individual sample tubes or plates.

2. Add sufficient crushed dry ice to the box to cover all samples.

3. Place the pre-printed shipping label (included) on the outside of your package.

Last updated 11/10/2022

DOE Joint Genome Institute
Lawrence Berkeley National Lab
1 Cyclotron Rd, Berkeley, CA 94720
www.jgi.doe.gov
4. Once you have shipped your package, email shipping_to_jgi@lists.jgi-psf.org with tracking information for the shipment.

Your shipment to the JGI must include the following items:

☐ Hard copy of "Approval to Ship" email from the JGI

☐ Completed shipping checklist (this page)

Investigator Name

Date

Enter Total Number of Sample Tubes or Plates in this Shipment:

<table>
<thead>
<tr>
<th>Total Tubes:</th>
</tr>
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<tbody>
<tr>
<td>Total Plates:</td>
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Fill out below ONLY if shipping at room temperature with Stable or GenTegra treated RNA or DNA:

☐ Check this box if you have included GenTegra DNA treated sample/s and list the total amount of tubes.

_____ # of tubes of GenTegra DNA treated samples

☐ Check this box if you have included RNAstable treated sample/s and list the total amount of tubes.

_____ # of tubes of RNAstable treated samples

☐ Check this box if you have included GenTegra RNA treated sample/s and list the total amount of tubes.

_____ # of tubes of GenTegra RNA treated samples

☐ Check this box if you have included DNAstable Plus treated sample/s and list the total amount of tubes.

_____ # of tubes of DNAstable Plus treated samples

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