

## 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.**

We recommend shipping using FedEx (<http://fedex.com/>) or a “full service” courier (some are listed below). 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. **\*A commercial invoice must be included with the package.**

- 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/>

**With any shipper, please choose “door-to-door service.”** Choosing any other option will result in delays in processing.

Please note that all shipping charges are the responsibility of the shipper.

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

**Be aware that there are several requirements to import 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.
- A statement that the contents of the package fall under APHIS Guideline 1116

*Example: "The material contains small pieces of genomic DNA. The DNA is from Glycine max. Its 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.**

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

Note the Harmonized Tariff Schedule Number 2934.99.9001 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 "non-aromatic or non-modified aromatic heterocyclic compounds, and other nucleic acids and their salts". For other material types that you ship, please refer to the web site above to identify the correct HTS number

3) Toxic Substances Control Act (TSCA) Certification

A TSCA form filled out by the JGI will be provided in your sample container shipment. Investigators must include the completed TSCA certification form with their sample shipment. This form is posted on the [JGI website](#).

Generally, DNA and RNA shipments are only subject to "Positive Certification," meaning that they are in compliance with the TSCA.

**Please fill out the highlighted portion** of the form and 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. If this is not possible, please contact your Project Manager for alternative shipping options.

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

1. **Your full name and contact information as the exporter!** (phone number and email address are required)
2. Shipping Address: **(Be sure to enter the address exactly as written below)**

Joint Genome Institute  
ATTN: Sample Management (NO PO)  
1 Cyclotron Road  
Mail Stop: 91R265  
Berkeley, CA 94720  
(510) 495-8400