



A division of MicroGen Diagnostics

# Instructions for Shipping Material from Outside the United States

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## Shipping Address

**RTL Genomics**  
**5901 63<sup>rd</sup> St. Suite B**  
**Lubbock, TX 79424**  
Contact: Rocío Navarro  
Phone: (806) 771-1134

**\*\*\* Please make sure to contact us via email before shipping your samples. \*\*\***

## Shipping Agencies

### Recommended Standard Shippers:

We recommend shipping using the following shipping agency:

- FedEx ([www.fedex.com](http://www.fedex.com))

**Please note:** *In our experience using any company other than FedEx and not following the instructions here precisely may cause your purified DNA samples to be held up in customs.*

### Full service carriers:

Full service carriers provide numerous services such as In-Transit Temperature Monitoring, Comprehensive Guidance with Country Specific Import Requirements, Refrigerated Trucking Services and Expedited Customs Brokerage. If you would prefer to send your samples via a full service carrier then we recommend using one of the following:

- World Courier ([www.worldcourier.com](http://www.worldcourier.com))
- Aeronet ([www.aeronet.com](http://www.aeronet.com))
- Quick ([www.quickintl.com](http://www.quickintl.com))
- Kintetsu World Express ([www.kwe.com](http://www.kwe.com))
- TNL International ([www.tnlintl.co.nz](http://www.tnlintl.co.nz))
- DHL ([www.dhl.com](http://www.dhl.com))
- UPS ([www.ups.com](http://www.ups.com))

**Please note:** *If shipping from Australia or Greece we strongly suggest using a full service agency to ensure the product arrives intact.*

*Shipments are mainly delayed because of poorly filled out paperwork, review the forms line-by-line with the shipper. With any shipper please choose door to door service.*

## Common obstacles

This section details some common obstacles related to importing biological materials into the United States.

### USDA Import Permit Requirements

The USDA inspector may consider DNA as “extracts of microorganisms” or “microbially produced biochemicals”.

Please ensure that you are only shipping purified DNA. Do not ship any other type of sample from international sources without first notifying RTL Genomics and obtaining necessary permits. Failure to do so will result in the immediate destruction of your samples upon receipt at RTL Genomics.

See the USDA website for additional information:

[www.aphis.usda.gov/import\\_export/animals/animal\\_import/downloads/imicro.html](http://www.aphis.usda.gov/import_export/animals/animal_import/downloads/imicro.html)

### Instances where a USDA Import Permit is not required

A USDA import permit will not be required for microbially produced biochemicals if the following is provided in the shipping documents (not inside the box):

1. A detailed and accurate description of the material including genetic insert and origin.
2. A declaration, if applicable, indicating that the material is produced by microbial fermentation.
3. A declaration stating the material does not contain any animal or cell culture derived products or additives such as albumin or serum.
4. **If Applicable:** Please state that the product is non-hazardous, non-toxic and non-pathogenic as described below. If this is not a true statement, contact RTL Genomics ([info@rtlgenomics.com](mailto:info@rtlgenomics.com)) for further instructions.
5. A statement describing the end use of the microbially produced biochemical.

The above 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. Do not put this letter inside the shipping container; instead you should include it along with your shipping documentation.

### Example

Example for DNA samples shipped to RTL Genomics:

**\*\*\*NON-INFECTIOUS/NON-HAZARDOUS/NOT AN ETIOLOGIC AGENT/NOT FOR HUMAN CONSUMPTION. SHIPMENT CONSISTS OF STERILE DNA. FOR SCIENTIFIC ANALYSIS ONLY\*\*\***  
The material contains small pieces of genomic DNA suspended in sterile water. The DNA is from *(state what the starting material was as concisely as possible)*. The material was not generated by microbial fermentation *(if true)*. The product is purified and does not contain animal or cell derived materials or additives. The material is non-toxic, non-hazardous and non-pathogenic. The end use is for research purposes only, namely the generation of sequencing data by the RTL Genomics, 5901 63<sup>rd</sup> St., Suite B, Lubbock, TX US, 79424 (Contact: Rocío Navarro, 806.771.1134) and will be used for laboratory research purposes only. Material will be maintained within appropriate biological containment facilities, preventing exposure of material to plants animals or the public. This package is temperature sensitive and needs to be handled in a timely manner. *(List your contact information here)*

### Harmonized Tariff

Note the Harmonized Tariff Schedule (HTS) 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.

For more information see the US International Trade Commission website at:

- [www.usitc.gov/tata/](http://www.usitc.gov/tata/) or
- [www.usitc.gov/tata/hts/bychapter/index.htm](http://www.usitc.gov/tata/hts/bychapter/index.htm)

### General Considerations

This subsection describes general considerations that should be taken into account when importing biological materials into the United States.

### Statement for Customs

To facilitate transit of your samples through US Customs your shipping documentation should contain statements similar to the following, if true:

**\*\*\*NON-INFECTIOUS/NON-HAZARDOUS/NOT AN ETIOLOGIC AGENT/NOT FOR HUMAN CONSUMPTION. SHIPMENT CONSISTS OF STERILE DNA. FOR SCIENTIFIC ANALYSIS ONLY\*\*\***

### **Shipping Considerations**

When shipping your samples into the United States from abroad, please keep the following recommendations in mind:

1. Make sure the shipping box looks clean.
  - a. A new outer box without any other labels or excess of tape works best.
  - b. If you must re-use a box, then make sure to either remove or black out any other preexisting labels on it. Conflicting signage on the outside of the box can lead to delays.
2. Again, we highly recommend Overnight FedEx services.
  - a. Overnight FedEx usually takes about two to three days to arrive in Texas.
  - b. Keep in mind that failure to correctly and clearly label and provide documentation will delay shipping.
3. Include a packing slip.
  - a. In addition to materials provided with your shipping documents (not inside of the box), you must also include a packing slip listing the number and names of all samples and copies of all the documentation.

### **Packaging Guidelines for Shipment of Non-Infectious Biological Materials and Non-Pathogenic Cultures**

This section explains the packaging guidelines specified for the shipment of non-infectious/non-pathogenic biological materials and cultures.

#### **Fill out all Customs paperwork**

Work with your local FedEx or Full Service Carrier agent to fill out all customs paperwork correctly, as described in previous sections. Failure to ensure all customs paperwork has been filled out completely and accurately may cause delays in your samples arrival within the United States.

Be sure that all of your material being sent to RTL Genomics indicates that it is “non-infectious biological materials comprised of purified DNA suspended in sterile water intended for laboratory research purposes”. If any part of this statement is not true and you still wish to ship material to RTL Genomics to extract the DNA from, then please contact us by email ([info@rtlgenomics.com](mailto:info@rtlgenomics.com)) for further considerations and instructions.

## **Testing Requirements**

There are no testing requirements for containers used to ship non-pathogenic cultures or non-infectious biological materials.

## **Liquid Nitrogen and Dry Ice Guidelines**

Keep in mind that most DNA samples are stable at room temperature for a few days and will not require liquid nitrogen or dry ice. If you do have any concerns please use your best judgment or contact RTL Genomics for further instructions.

If you have decided to use liquid nitrogen or dry ice to ship your samples then please keep the following guidelines in mind:

1. Dry ice should never be placed in a sealed container as this could result in the container exploding under pressure.
2. You must declare the liquid nitrogen/dry ice.
3. Packages must be properly labeled with an ORM Hazard Class 9 label (example label shown below in the section titled "Example Labels").
4. A Shipper's Declaration for Dangerous Goods must be completed. Contact RTL Genomics if you need any assistance in completing this form.

## **Recommended Packaging for Non-Pathogenic Biological Materials**

All packages sent to RTL Genomics must be clearly labeled as to the contents of the package and constructed of clean new materials to protect the specimen and prevent leakage.

Do not ship anything except purified DNA without first contacting a RTL Genomics Scientist ([info@rtlgenomics.com](mailto:info@rtlgenomics.com)) to ensure you obtain all necessary permits.

### **Packaging Guidelines for the Primary Container (Sample Container):**

1. Use a vial, tube or plate made of high grade plastic or other medium suitable for transportation of the material being shipped. Seal each vial, tube or plate securely to prevent leakage and breakage.
2. Clearly identify the contents and avoid abbreviations (*e.g.* write out *E. Coli* K-12 - DH1 rather than just DH1).
3. Affix or write with permanent marker or other marking method a proper label on primary container (*e.g.* vial) containing a sample to identify the contents and relate them to the submission form, described below.

**Packaging Guidelines for the Secondary Container:**

1. Use a watertight/leak-proof container and reinforce the container using adhesive tape as necessary to contain the individual vials contents (*e.g.* zip-lock type bag).
2. Surround each primary container (*e.g.* vial) with sufficient absorbent packing material to completely absorb the contents should the primary container break during transit.
3. Include a Submission Form with a complete list of the contents including the sample name and the volume in  $\mu\text{L}$  for liquids for each vial/tube/plate. Place this form in a separate (zip-lock bag or other watertight package) to prevent it from becoming wet and unreadable. Please email a digital copy of this form to RTL Genomics to [info@rtlgenomics.com](mailto:info@rtlgenomics.com) to ensure safe arrival.

**Packaging Guidelines for the Outer Container:**

1. Use an outer container (shipping box) of sufficient strength to protect the specimen.
2. Include on the packing slip an accurate address label with the name, complete address and phone number for both the shipper and the recipient.
  - a. Note: Only list the primary investigator or scientist so the RTL Genomics scientists and personnel can get you your final analyses without delays. Please avoid using anyone not directly related to your research, such as your secretary, as your contact when possible.
3. Affix the "double up arrows" sticker (example sticker shown below in the section titled "Example Labels") if orientation is important during transit and handling.
4. If you have decided to use liquid nitrogen or dry ice to ship your samples then please read over the section titled "Liquid Nitrogen and Dry Ice Guidelines".



**Example Labels**



Example of a ORM Hazard Class 9 Label



Example of a Double Up Arrows Sticker