

Instructions for Shipping Samples from Outside the United States

These guidelines are offered as suggestions; official USDA and other agency documents should be consulted for the most up-to-date information. All permits and import fees are the responsibility of the shipper, and Cofactor takes no responsibility for securing or maintaining these permits.

Choice of Shipping Agency

While often more costly, Cofactor recommends using a full-service carrier that provides temperature monitoring and guidance with country specific import requirements. Many customers have had success with World Courier (www.worldcourier.com) and DHL (www.dhl.com).

FedEx (www.fedex.com) is another alternative with more flexibility in the level of service and price they offer. Overnight shipping is required when using FedEx.

Shipping Considerations

When shipping your samples to the United States, please keep the following recommendations in mind:

1. Make sure the shipping box looks clean.
 - A new outer box without any other labels or excess of tape works best.
 - If you must re-use a box, then make sure to either remove or black out any other pre-existing labels on the shipping box. Conflicting signage on the outside of the box can lead to delays.
2. Ensure you're using overnight shipping with tracking notifications.
 - Keep in mind that failure to correctly and clearly label and provide documentation will delay shipping.
3. Follow Cofactor's Sample Submission Guidelines.
 - In addition to materials provided with your shipping documents (not inside of the box), you must also include the Requisition Form and signed Project Quotation inside of the box.

United States Shipping Regulations from Overseas

Please ensure that you are only shipping purified DNA or RNA. DNA/RNA samples are regulated by the USDA.

For more information please see http://www.aphis.usda.gov/import_export/animals/animal_import/downloads/imicro.html

The USDA inspector may consider the DNA/RNA as an "extract from microorganisms". To avoid the requirement for a USDA import permit, please include the following information with your package to avoid shipment delays:

(Source: *USDA Guidelines for Importation #1110*)

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International Shipping Information

Instructions for shipping your samples from outside the United States.

Instructions for Shipping Samples from Outside the United States, continued

OUTSIDE the box

Please also include a separate memo or letter with the shipping documents, such as a U.S. Customs declaration and invoice (FedEx has standard ones on their website for use). Put these documents on the OUTSIDE of shipping containers so they are easily accessible to U.S. Customs and/or USDA inspectors.

INSIDE the box

- A detailed and accurate description of the material.
- A declaration, if applicable, indicating that the material is produced by microbial fermentation.
- A declaration stating the preparation does not contain any animal derived additives, such as albumin, OR, if the preparation does contain animal derived additives, a declaration identifying the additives and stating that the product will be used only in vitro.

This information must be supplied as 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.

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/RNA. FOR SCIENTIFIC ANALYSIS ONLY

The material contains small pieces of genomic DNA/RNA. The DNA/RNA is from (state what the starting material was as concisely as possible). The material was not generated by microbial fermentation (if true, otherwise remove). 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 Cofactor Genomics, 4044 Clayton Ave, St Louis, MO 63110 USA 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. Please contact (your name) at (your contact details) for additional information as needed.

If the above information is not supplied, the shipment will be subject to delays. If the material to be imported cannot meet these criteria, then a USDA import permit may be required. Customers are required to secure this permit and Cofactor is not responsible for delays resulting from this process.

Our Shipping Address

Attn: Sample Submission
Cofactor Genomics
4044 Clayton Ave
St Louis, MO 63110
Phone: +1-314-531-4647