PRINT ON UNIVERSITY LETTERHEAD

[Name]

[Address]

[Phone]

[E-mail]

[Date of Shipment]

Re: Shipment of [SAMPLE NAME (i.e tissue samples)]

TO WHOM IT MAY CONCERN:

This shipment of [DETAILED DESCRIPTION OF THE MATERIAL e.g., Human ovarian tissue samples] was prepared by [SENDER NAME AND ADDRESS] for [RECIPIENT NAME, ADDRESS AND PHONE NUMBER].

Both the U.S. Department of Transportation (DOT) and the International Air Transport Association (IATA) consider human patient derived tissue samples that are not known to contain animal or human pathogens to be a non-regulated, exempt human specimen. None of the samples are known to transfer or are capable of transferring an infectious biological agent to a human. Furthermore, no samples were inoculated with or exposed to any livestock or poultry disease agents or antigens. Additionally, the patients have been previously screened for HIV and Hepatitis B prior to collection of tissues.

An import license is not required from the U.S. Center for Disease Control and Prevention or the United States Department of Agriculture prior to shipping these specimens. These specimens can be shipped by carrier with no reasonable expectations of occupational exposure to potentially infectious material. The specimens have been properly packaged and labeled. [DESCRIBE HOW THE MATERIALS WILL BE PACKAGED FOR TRANSPORT]

The specimens will be packaged using a basic triple-packaging system:

* The primary container consists of a leak proof [PROVIDE DESCRIPTION OF PRIMARY CONTAINER WHICH HOLDS SPECIMEN, THE NUMBER OF PRIMARY CONTAINERS AND TOTAL VOLUME IN MILILITERS].
* A leak proof secondary container will enclose the primary container to secure the contents.
* The primary containers and the secondary container are then placed inside of a sturdy outer container.

These levels of containment provide reasonable safety from occupational exposure and maintain optimal specimen integrity. These samples are to be used for scientific research purposes only. These samples have no commercial value and are not for resale.

I certify that all the information provided in this statement is true and correct to the best of my knowledge.

Sincerely,

Researcher NAME and DATE