Export Guidance

* **No material will be exported until the import has been accepted by a responsible individual (e.g., Import Coordinator) for the receiving unit.**
* Please check with your counterpart for local exportation policies and documentation.
* Please confirm who will be paying for the exportation process (Section D).
* Please ensure to have sanctioned any agreements/MTAs involved.

Please fill in a separate form for each frozen line you wish to export and submit to the BVS Import/Export coordinator [bvsimports@ed.ac.uk](mailto:bvsimports@ed.ac.uk) for processing.

Please note that there is a handling fee for all exports.

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| **A. Receiver** |  | **B. Sender** | University of  Edinburgh |
| Department: |  | Department: |  |
| Investigator: |  | Investigator: |  |
| Email Address: |  | Email Address: |  |
| Phone: |  | Phone: |  |
| Lab Contact: |  | Lab Contact: |  |
| Email Address: |  | Email Address: |  |
| Phone: |  | Phone: |  |
| Veterinarian: |  | Veterinarian: | NVS |
| Email Address: |  | Email Address: | [erf@ed.ac.uk](mailto:erf@ed.ac.uk) |
| Phone: |  | Phone: |  |
| Import  Coordinator: |  | Export  Coordinator: | Kerry Lavin-Thomson |
| Email Address: |  | Email Address: | [bvsimports@ed.ac.uk](mailto:bvsimports@ed.ac.uk) |
| Phone: |  | Phone: | +44 (0) 131 242 7788 |
| Shipping Address: |  | Shipping Address: | Bioresearch & Veterinary Services University of Edinburgh  The Roslin Institute Easter Bush Midlothian  EH25 9RG  UK |

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| **C. Animal/sample details** | |
| **Sending unit**  CTC | Central Transgenic Core |
| **Sending PPL**  holder name and number |  |
| **Species** |  |
| **Genetic Background** |  |
| **Line name** |  |
| **CTC cryo number**  found on cryo form – this is either “cryo-\*\*\*” or “CR-\*\*\*-\*\*”) |  |
| **Number of straws to be exported**  this is usually 2, but we can send more if required |  |
| **List all predicted phenotypes**  including adverse effects and observable traits/abnormalities |  |

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| **D. Billing details** | |
| **Who will pay the shipping fees?**  receiving institute or UoE Researcher |  |

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| **E. Documentation (to be completed by the receiving facility)** | |
| **Are there local documents that you require us to complete prior to shipping?** |  |