**Outbound Material Transfer Agreement (MTA) Worksheet**

**for 3rd party material being transferred by Berkeley Lab to an external party (“Participant”)**

*Please note that obtaining permission to transfer non-Berkeley Lab materials can take a week or longer depending on the source of the material*

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| **Berkeley Lab Contact Information** |
| Requester name: |       |
| Requester department: |       |
| Principal Investigator (PI): |       |

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| **Outside Participant**  |
| Company/University/Institution: |       |

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| **Screening questions** |  |
| (1) Description of the material component(s) |       |
| (2) Were the material component(s) received from a non-Berkeley Lab party? | [ ]  Yes [ ]  No*If yes, please fill out (2)(a) through (e) to the best of your knowledge.* |
| (a) From whom did you receive the material? |       |
| (b) What company/institution were they affiliated with? |       |
| (c) Approximately when did the transfer occur? |       |
| (d) Was the material transferred to Berkeley Lab under an MTA? | [ ]  Yes [ ]  No |
| (e) If yes, do you have any information about the MTA (e.g. reference number, a copy of the MTA)? |       |
| (3) Were the material component(s) purchased from a company (e.g., Twist or Thermo Life Technologies)? | [ ]  Yes [ ]  No*If yes, please fill out 3(a) through (c) to the best of your knowledge.* |
| (a) If yes, what company? If purchased from Twist Biosciences, has the “LBNL SEQUENCE INFORMATION CERTIFICATION” form been filled out and submitted to Procurement? |       |
| (b) Approximately when was it purchased? |       |
| (c) What was the invoice number? |       |

Please attach completed form to the outbound MTA Online submission request that you are entering.

For IPO use only:

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| Agreement Reference Number: |  |