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

**for 3rd party material being transferred by Berkeley Lab**

**to an external (non-LBNL) party**

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

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

|  |  |
| --- | --- |
| **Outside (non-LBNL) Party** | |
| Company/University/Institution: |  |

|  |  |
| --- | --- |
| **Screening questions** |  |
| (1) Description of the material component(s), including the host cell if one is being transferred. |  |
| (2) Were the host or 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 host and/or 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 host and/or material component(s) purchased from a vendor (e.g., Twist or Thermo Fisher)? | Yes  No  *If yes, please fill out 3(a) through (c) to the best of your knowledge.* |
| (a) If yes, what vendor? If yes, at the time of purchase from any DNA vendor, did you or the submitter fill out and sign the “LBNL SEQUENCE INFORMATION CERTIFICATION”? |  |
| (b) Approximately when was the host and/or material 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:

|  |  |
| --- | --- |
| Agreement Reference Number: |  |