<Insert herbarium name and acronym>

Insert institution logo

**Biosecurity Guidelines for sending purified plant DNA or RNA**

Purified plant DNA or RNA entering Australia is subject to import requirements determined by the Australian Government *Department of Agriculture, Water and Environment*. All samples sent to the <**Insert herbarium name and acronym**> must be documented, packaged and labeled in accordance with the following instructions.

1. **Postage**

Please send parcels via **normal post, not courier.**

**Inform <Insert acronym> via email <Insert email address> when the parcel(s) have been dispatched.**

1. **Address**

<Insert herbarium name, address and CITES number>

1. **Biosecurity documentation**

Enclose the following in an envelope on the **outside of the parcel**:

* completed Biosecurity Declaration (printed on institutional letterhead);
* itemised species list NOTE: **Insert institutional reference number for consignment at top of page.**

Include a second copy of both documents inside each parcel, together with the acknowledgment paperwork. Please ensure that the samples are wrapped separately from the documents.

1. **Biosecurity parcel labels**

Use the label template supplied by <Insert herbarium acronym> and if possible, print on yellow paper and attach to the biosecurity document envelope on the outside of the parcel (see above):

**ATTENTION BIOSECURITY**

**Purified Plant DNA or RNA for scientific research**

<Insert herbarium name, acronym, telephone number(s)>

Documentation attached.

**DO NOT OPEN PARCEL** without approval from Plant Import Operations (Canberra) and the <Insert name of herbarium>.

Please direct any queries to <Insert email address>

Thank you for your co-operation.