

## Requesting Reagents from New England BioLabs

Start by going to the website below:

<https://www.neb.com/promoting-science-education/course-support-and-reagent-donation>

Complete the contact information requested on the right side of this webpage and submit. That will result in you receiving an email from NE BioLabs that will permit you to initiate the process of requesting free reagents from this company.

You will receive an email response from NE BioLabs like the one below. Click on the “Course Support Order Form” to place your request for free reagents.

### Dear Educator:

Thank you for your recent “NEB Course Support“ inquiry. New England Biolabs is committed to supporting science and science education. We are pleased to be able to provide reagents for education, with a primary emphasis on programs that introduce students to concepts in molecular biology.

In an effort to provide support for the broadest array of educators, we have prepared a standard list of reagents that can be requested from NEB for use in laboratory classes. To initiate your request, please complete the [Course Support Order Form](#). It is imperative that you forward detailed, published protocols (protocols that your students will use during the course). Protocols must contain exact amounts of each requested reagent required per experiment/student. **Requests that do not include this information will not be considered.**

We kindly ask that you please be realistic in the quantities requested so that this program can be broadly used, especially in institutions that would not otherwise be able to provide this instruction. NEB reserves the right to limit which reagents, and in what quantities, will be sent.

We wish you success in your course.

Best regards,

Lori Tonello  
NEB Educational Course Support Coordinator

[tonello@neb.com](mailto:tonello@neb.com)

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**New England Biolabs, Inc.**

Telephone: (978) 927-5054

Toll Free: (U.S. Orders) 1-800-632-5227

Toll Free: (U.S. Tech) 1-800-632-7799

[info@neb.com](mailto:info@neb.com)

Each institution is permitted to request as much as \$1000 in free reagents each year from NE BioLabs. One request is permitted per year, so if there are other faculty who are already receiving free reagents from this company, you must coordinate with them to make this request.

The reagents you want to request for the bean beetle microbiome experiments are the following:

OneTaq Hot Start Quick-Load 2X Master Mix with Standard Buffer  
Quick-Load Purple 100 bp DNA Ladder

Once you receive an email response from NE BioLabs and you click on the “Course Support Order Form” link, the order form “Educational Course Support Program Request” on the next page will open.

The protocol you need to attach is the Student Handout titled “Colony-PCR-student-handout.pdf” that is posted on the bean beetle website at:

<https://www.beanbeetles.org/workshops/curriculum-materials/>

The Summary table you need to attach to the Request is the Word document “NEB Summary table” (attached). This document describes the two reagents you are requesting and how much you will be using. The estimates in the Summary table include extra material so students are able to repeat the PCR and electrophoresis if necessary. Add your information to the top of this document (the highlighted areas) before uploading it to the NEB Request.

The Excel spreadsheet you need to attach is the Excel document “NEB spreadsheet” (attached). This document lists all the currently available reagent that NE BioLabs is willing to donate to colleges and universities for laboratory instruction. One unit of the DNA ladder and two units of the Master Mix will be enough for you to run two semesters of the PCR and electrophoresis of PCR products in your implementation of the bean beetle microbiome project with two classes of 24 students.

**Shipping Address and Contact Information**

Name of School *	Department	Street Address *	Building/Room #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City *	State * Please select... ▾	Zip/Postal Code *	First Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Institution Email *	Phone Number *	Soonest Date to Receive Product * MM/DD/YYYY	Number of Expected Students * <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Number of Total Experiments * <input type="text"/>

Although we try to get products to our customers as quickly as possible, because of the continued growth of this program, please allow up to 2 weeks to receive your Educational Course Support order.

**Protocol Information**

All requests must include detailed, published protocols (protocols that your students will use during the course). Protocols must contain exact amounts of each requested reagent required per experiment/student – please highlight on the protocol exactly where this information can be found.

In addition, all requests must include a "Summary of Product Requirements" table.

Please [download an example of a properly completed request](#) for your reference.

Attach protocol. (If you have more than one protocol, please combine them into one file and submit below) \*

No file chosen

Attach Summary table. (If you have more than one summary, please combine them into one file and submit below) \*

No file chosen

**Product Selection**

Please [download the Excel spreadsheet](#), fill out quantities for the line items that you would like to order and attach below. \*

No file chosen

**After Receiving Items**

If you have received free course support reagents, we have put together some [suggestions](#) on how you can help spread the word.

Note: Under rare instances, requests for items not on the standard list will be considered, but will be delayed due to the need to review the request. Such requests must include a justification for why items on the standard list cannot be adapted to the course content, along with a protocol describing the use of the materials. Requests that do not include the required information will not be considered.

\*\*\*Below are the general terms under which we (NEB) provide our products to you, and they will govern all your free product orders from NEB. Our provision of these products at no cost is expressly conditioned upon your acceptance of these terms, and you will be deemed to have accepted these terms unless you return the products you received to us unopened and unused no later than 10 days after your receipt.

The products we are supplying to you are for teaching purposes and research use only and are not for any commercial use, or for human or animal therapeutic or diagnostic use. You are solely responsible for making sure that the way you use the products complies with applicable laws, regulations and governmental policies, third party intellectual property rights, and for obtaining all necessary approvals and permissions that you may need related to your use. It is solely your responsibility to make sure the products are suitable for your particular use, that they are used according to established safety procedures and it is your responsibility to conduct any research necessary to learn the hazards involved for any of your uses of goods we are supplying to you. You also have the duty to warn your students, employees, and any auxiliary personnel of any risks involved in using or handling the products. You agree to comply with instructions for use of the goods furnished by us, if any, and not to misuse the goods. You acknowledge that we provide Safety Data Sheets (SDSs) for our products, and that they are available electronically on our web site at [www.neb.com](http://www.neb.com), or in paper copy by contacting NEB at 1-800-632-7799, and that you are willing and able to access SDSs by these means. WE MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT, ALL OF WHICH ARE EXPRESSLY DISCLAIMED. New England Biolabs will not be held liable for any damages, claims or suits resulting from the use, storage, handling, contact disposal or transfer of the products.

Once you have completed this form and attached the required documents (protocol, Summary table, and Excel spreadsheet) click submit at the bottom of the form.

The two reagents you are requesting must be held in a freezer at -20°C until use. Make sure you have freezer space ready. Our past experience is that NE BioLabs responds to these requests very quickly, within days in some cases.