

## ACNS Transport of samples (1): Addresses, Covering Letter, Authorisations, Transport Information, Non-dangerous goods, Dangerous Goods

The information provided is general advice. All efforts have been made to obtain accurate information but in all cases you should seek out appropriate information for your situation. The information included here relates mainly to aircraft transport.

After you have registered your samples in your proposal on the ACNS Customer Portal you will need to arrange the transport of the samples to the facility (and from the facility, if you are planning to take them back with you). The ACNS will not arrange transport or provide packaging materials.

### ACNS delivery address for samples

<Local contact name>  
<Local contact phone number>  
The Australian Centre for Neutron Scattering, B82  
ANSTO  
New Illawarra Rd  
Lucas Heights, New South Wales 2234  
Australia

Please ensure samples are appropriately packaged and labelled. If samples require refrigeration or freezing on arrival please indicate this clearly and in large letters on the package.

### Covering letter

A covering letter is a good idea for all shipments of research samples. It should be on the organisational letterhead of the sender and signed by a group/research leader. It should include the following information:

Why the samples are being exported (i.e. for an approved research experiment)  
Where they are going to be used and their end use (for example: returning with you, being sent back, disposal or kept by ACNS or other collaborator)  
Dates of export and import (if returning)  
Who will be in charge of the samples (i.e. the owner)  
Details of chemicals (chemical name, CAS number, formula, quantities, important hazard information)

### Authorisations

Before transporting samples, either by mail or on your person, it is strongly recommended that you contact your carrier and the relevant authorities in the country you are shipping/travelling from regarding regulations for exporting (and importing, if you are returning to that country with the samples).

It is advisable to begin organising sample transport as early as possible to account for any special conditions you may be required to follow. For importing/exporting information for Australia, the contacts are the Australian Border Force and the Department of Defence.

Airline/carrier/operator approval to carry chemicals on aeroplane:

- Contact the operator's safety office with details of the research samples you want to carry on the plane. Provide the SDSs of each compound, the full flight details and ask them for approval to carry the material on the plane. You should get an email or phone call back with approval granted (or more questions) and this should be followed by an approval letter.
- If the carrier/airline, courier, Australia or other country authorities require a statement regarding the intended use of the material from the ACNS, please contact the User Office.

### Transport to the ACNS

Package and label your samples in accordance with your carrier's requirements (including Australia Post where applicable) and the applicable country authority requirements. Check the below information for assistance, especially regarding biological samples, pharmaceuticals, deuterium and deuterium oxide.

Ensure you have included your name, your ACNS proposal number and the sample information and Safety Data Sheets (SDS). A covering letter is recommended.

Send to the address above and inform your local contact that you have sent the samples.

Please ensure that the samples are listed on your ACNS Proposal, their SDSs have been provided and are labelled appropriately (minimum requirement is chemical name and hazard statements).

If your samples require refrigerated, freezer (-18°C), ultralow temperature (-80°C) or liquid nitrogen storage please contact the Laboratory Manager ahead of shipment. Please ensure packages contain enough cooling material to account for shipping delays and are clearly marked urgent and require refrigeration/freezer.

## Transport from the ACNS

All samples that have been in a neutron beam must have a radiation clearance certificate before leaving the building. Instruction on how to obtain a clearance certificate will be given during your laboratory induction training. If a sample cannot be cleared before you are due to leave it can be stored at the ACNS until your next visit.

Package your samples appropriately, a covering letter is recommended. Please note that the ACNS will not arrange transport or provide packaging materials. Ensure that you have complied with all relevant carrier and country requirements. All deuterated materials are a special case, please consult details below.

For courier transport: Organise pick up from ANSTO receiving dock with your carrier and provide your courier number.

## Safety Data Sheets (SDSs) and transport

In all cases you should obtain a Safety Data Sheet (SDS) for all samples and reagents you are transporting. The transport section of the SDS, generally section 14, will detail if the substance is regulated for transport.

If a substance is a non-dangerous good it will generally have a statement to the effect of: Not regulated for the transport of dangerous goods (IATA).

If the substance is a dangerous good, this section will contain information relevant for the transport of the substance as a dangerous good.

SDSs with no transport information are unusable, you will need to obtain one from the manufacturer or supplier that has transport information or the aforementioned statement.

## Non-dangerous goods

### Shipping by mail or courier:

These substances may be transported by air without the conditions and documentation required for dangerous goods. However the following points should be followed:

- Contact - the courier/postal service that you intend to use. Different companies have different requirements for the transport of chemicals, even if they are non-hazardous/dangerous.
- Packaging - pack the sample in a leak-proof or sift-proof container labelled appropriately. Seal in a plastic bag (if the sample is a liquid, wrap container in enough absorbent material to absorb the full volume before sealing). Place in a box with cushioning material.
- Documentation - provide the SDS/s with the package and a statement that the goods are non-hazardous and their intended use

## Dangerous goods

If your sample is regulated for transport as a dangerous good, as listed by the transport section of the SDS, you will need to be a certified shipper of dangerous goods or have someone in your organisation who is one and can pack the items and prepare the documents.

A certified shipper will have completed and passed a 3 day course on the shipment of dangerous goods by air. This certification, as well as the laws regarding air transport of dangerous goods, is international, so you will need a certified shipper no matter what country you are in or what country you are sending to.

Please note: certified shippers are required to pack all shipments they complete the documentation for, do not expect them to send something that you have packaged. It is best to approach them, in advance, with the information about what you want to transport.

The ACNS Laboratory Manager is a certified shipper and is available for packing samples and signing shipper's declarations by prior arrangement. You will need to provide all appropriate packaging materials, labels and documentation.

If you have no access to a certified shipper, there are a number of companies that provide dangerous goods shipping services that can organise all aspects of the transport of dangerous goods.

In general, a dangerous good will need to be packed and transported in accordance with the IATA dangerous goods regulations. Small volumes of some classes of dangerous goods can be transported in excepted quantities or in limited quantities. For these items UN specification packaging materials are not required. In all cases a certified shipper is required.

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