

January 28, 2011

Shipment information

For shipments of biological samples with a courier (such as FedEx), additional documentation about the content of the shipment is required as well as special rules for packaging do apply. This document is a checklist for shipping small animal bone tissues (mouse, rat, rabbit, etc.) that are **non-infectious**:

1. Packaging

The following link leads to a packaging guide for shipping biological samples. Small animal bone tissues that are **non-infectious** are exempted from special labeling. However, we strongly recommend to follow the triple packaging as explained in the packaging guide for "Biological Substance, Category B (UN 3373) Shipments", except that the UN 3373 marking requirements do not apply.

http://images.fedex.com/downloads/howtopack/HowToPack_EMEA_eng_final_Feb23_2010.pdf#page=28

Please contact us in case your samples are **infectious**. In this case special regulations apply.

2. Declaration of content

Beside the declaration of the content on the regular shipment form, a **signed** itemized list of the contents of the package must be enclosed between the secondary packaging and outer packaging. Adding another **signed** list together with 2 copies to the shipment documentation is recommended. Appendix A includes a template for such an itemized list of contents.

3. Commercial invoice

An important document for international shipments is the "Commercial Invoice". In this form the value of the goods is declared. Research samples that are sent to b-cube for microCT measurement and analysis do not have a commercial value, but you still need to fill out the form, otherwise customs will estimate the value and import taxes have to be paid. The declared value needs to be more than 0, we recommend to use a value of 1 (CHF, USD, EUR) per sample. The shipment documentation must include a **signed** commercial invoice form together with 2 copies. A template commercial invoice form can be downloaded here:

<http://images.fedex.com/downloads/lac/commercialinvoice.pdf>



Appendix A

Template for "Itemized List of Contents". Complete the highlighted text areas.

Insert your company's letterhead here

Itemized List of Contents

I declare that this package contains the following items for research purposes only and is being shipped to:

Company: b-cube AG
Contact: Thomas Kohler
Address: Bio-Technopark
Wagistrasse 13
8952 Schlieren
Switzerland

Tel: +41 43 433 85 10

Carrier name:
Courier tracking number:

Package Content:

Number of Items: x
Description: x vials each containing mouse femur in y mL of 70% ethanol

Sincerely,

Signature

Insert your contact information here
