

# A Guide to Shipping Samples

From International Non-EU Countries to Münster, Germany

# Accugenix Recommendations

- **Always use the following descriptions...**
  - FTA cards: “inactivated environmental isolate”
  - DNA extract: “inactivated environmental isolate”
  - Ethanol preparation: “inactivated environmental isolate”
- ***Do not use for description of goods...***
  - Pharmaceuticals, Bacteria, Genetic Material, Baby Formula, DNA, etc. Or sample(s) will be delayed!
- Refer to the Accugenix website for preparation of FTA cards, DNA extracts, liquid and dried Ethanol preparations

# Topics

- Shipping Documents and Labeling
  - Accugenix Identification Request Forms
  - Airway Bill or Consignment Note
  - Pro-Forma Invoice
- Accugenix Recommendations
  - Also refer to exemptions in “[WHO Guidance on regulations for the transport of infectious substances 2011-2012.](#)”  
(available online)

# Shipping Documents and Labeling

Required Shipping Documents	Sample Types			
	FTA Cards	DNA Extract	Liquid Ethanol Preparation	Dried Ethanol Preparation
<b>Accugenix ID Request Form</b> (IRF can be found on Accugenix's website)	<b>Yes Inside</b>	<b>Yes Inside</b>	<b>Yes Inside</b>	<b>Yes Inside</b>
<b>Airway Bill or Consignment Note</b> (i.e. FedEx, UPS, DHL, TNT)	<b>Yes Outside</b>	<b>Yes Outside</b>	<b>Yes Outside</b>	<b>Yes Outside</b>
<b>Pro-Forma Invoice</b> (provided by shipper)	The Pro-Forma Invoice should be completed for delivery of non-commercial goods (not for sale). Print the Pro-Forma Invoice on sender's company letterhead showing legal address. Original Pro-Forma invoice should be submitted and copies retained by sender.			
Product Description	<b>"Inactivated Environmental Isolate"</b>			
Harmonized Code	<b>"TARIC 21022090"</b>			
Declared Value	<b>Should be less than € 22</b>			
<b>Biohazard Label</b> (Order from preferred vendor)	<b>Yes Affix to Multi-barrier Pouch</b>	<b>Not Required</b>	<b>Not Required</b>	<b>Not Required</b>



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