

Dewar/Dry Shipper Delivery Instructions

(Shipped from abroad to the Paul Scherrer Institute/ PX Beamlines)

In order to guarantee a proper Swiss customs clearance and to prevent possible delays of biological/protein samples, packed in dry shippers, delivered from foreign research institutes/laboratories, following instructions must be followed:

1. Importation into Switzerland

A) Sent by freight service

We are very grateful if you are using FEDEX due to their experience in handling of our dry shippers!

In order to arrange delivery to the correct beamline please provide us:

- Copy of Proforma-Invoice (**please check enclosure X!**)
- Contact person at PSI (indication if MIX or local contact of your shifts)
- Tracking number
- Your Fedex-Account number for returning the equipment after research
- If you prefer to ship cargo by any other freight service than FedEx please let us know

Please address this information to our Mrs Sonia Reber

Email: sonia.reber@psi.ch

Phone: +41/56 310 37 59

Fax: +41/56 310 31 31

Information is required at least 3 days prior to importation!

The scientific research company automatically authorizes the Paul Scherrer Institute to take all steps necessary for the completion of your delivery according to the import regulation of Switzerland.

Please note that we don't take responsibility for delays and import charges such as duties, VAT and any other additional costs for deliveries from abroad - samples must be **delivered freight, duty and VAT paid (DDP)**. In addition, we don't take any responsibility in case of any loss or damage of shipment.

Recommended labelling of the equipment: according to enclosure A.

B) Carry-on by train/car or airfreight

Due to new baggage-restrictions carry-on **by AIRFREIGHT is no longer accepted** by the authorities - dry shipper must be sent by freight service.

Carry-on by train or personal car: For the Swiss customs an authorization (**see enclosure Y**) is needed. Please check with your local customs office if the same authorization will be accepted in your country or if any special requirements are requested.

2. Reexportation from Switzerland back to the country of origin

For reexportation of your dry shipper back to the country of origin the Paul Scherrer Institute will take care of the export clearance AND for transportation (if not taken back as carry-on by your staff – in this case PSI refuses to establish any export papers or to take any responsibility).

If we have no clear shipping instructions at the moment of importation, we'll return the dry shipper collected (**ex works Villigen**, all freight charges to be paid by the recipient of shipment) by a freight forwarder of our choice.

Please note that the research company is responsible to obtain the Bill of Entry for the country in question.

Furthermore, we don't take any responsibility in case of loss or damage of shipment and for the import customs clearance in the country of destination.

3. Insurance

All equipment not belonging to PSI is **NOT INSURED** while being at PSI.

It is up to the research groups to obtain insurance against damage of their goods as PSI is not allowed to effect insurance, also for transportation from and to Switzerland.

You can count on our experience in handling shipments for scientific researches and in a proper clearance of your delivery!

If you have any questions please contact our Import/Export Manager or Mrs Sonia Reber directly!

Best regards,

Import Export Manager PSI

Claudia Feusi

ENCLOSURE X) Dewar Shipping Recommendations for Freight Services

In order to avoid possible delays of the Dewar/Dry Shipper during transportation from your office upon arrival at the beamlines and to avoid unnecessary charges such as duties and taxes, we recommend you to establish all papers according to following documentation. Please note that, because this information is just a recommendation showed by our experience in dry shipper handling, PSI can't guarantee that no delay or no additional costs will be caused during transportation/customs clearance!

X1) PROFORMA INVOICE

For every delivery of protein crystals and other samples for scientific research to the PSI a Proforma-Invoice is needed. Following information/description of goods ought to be on this document:

PROFORMA-INVOICE

This IATA-approved dry shipper (cooling container) TypXXXX, SerialnumberXXX, DIMENSIONS AND GROSS WEIGHT, contains solid samples of very **fragile** protein crystals. Net weight of samples: XXXmg

Including External Hard Disk Unit for research use only

The dry shipper has been pre-charged with liquid nitrogen. But there's **no** liquid nitrogen in the container and they are not pressurised (After preparation for shipping, the liquid nitrogen has been removed from the container)!!

The containers therefore must not be opened in transit, as this would cause destruction of contents by thawing. We therefore much appreciate if you can let us know if you have any difficulties with this shipment immediately by calling our laboratory (number given above) or if you wish to obtain more information (also to let you know how to open/close the lid!).

The material does not contain animal or cell culture derived additives such as albumin or serum.

The material is **not dangerous, non-hazardous, non-infectious, non pathogenic, non flammable or explosive**, and for laboratory testing purposes only.

(for shipment from the U.S: These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to United States law is prohibited)

The combined value of these samples is less than **50 USD, value for Customs purposes only**, not for sale

Terms of delivery: DDP Villigen PSI – Country of Origin XXXX -

I declare all information in this proforma-invoice is true and correct.

Date, Job Title, Company (incl. address details), Phone number, Email, Signature

X2) SHIPMENT LABELS/other recommendations:

- Some institutes always add a **schematical drawing** of the used dewar/dry shipper to the proforma
- Label "**keep upright**" or "**do not turn upside down**" is recommended
- **Cable ties** on both (around dry shipper and outer packaging) are recommended

ENCLOSURE Y) Carry-on by Train or Car (AIRFREIGHT NOT ALLOWED)

For every personal transportation/carry-on of protein crystals and other samples for scientific research at the PSI an Authorization is needed. The following information/description of goods better be remarked on this document:

SHIPMENT AUTHORIZATION

We hereby certify that

Mr/Ms XXXXXXX

from the **NAME OF YOUR COMPANY**

is authorized to use following material **temporary** at Paul Scherrer Institute, Switzerland, **for scientific research** at the SLS Beamline:

-1 DEWAR/DRY SHIPPER (cooling container) TypXXXX, SerialnumberXXX containing

solid samples of very **fragile** protein crystals - Net weight of samples: XXXmg

*The dry shipper has been pre-charged with liquid nitrogen. But there's **no** liquid nitrogen in the container and they are not pressurised*

The material does not contain animal or cell culture derived additives such as albumin or serum.

The material is not dangerous, non-hazardous, non-infectious, non pathogenic, non flammable or explosive, and for laboratory testing purposes only.

-& 1 external harddisc for research use only

Value for customs purposes only: CHF 110.00, no invoicing.

I declare all information in this document is true and correct

Date, Job Title, Company (incl. address details), Phone number, Signature

Please note that this example is just a recommendation showed by our experience in dewar/dry shipper handling, PSI can't guarantee that no delay or no additional costs will be caused during transportation/customs clearance!