

# INTERNATIONAL CHECKLIST

## CHECKLIST FOR INTERNATIONAL SHIPMENT OF SAMPLES TO THE MX BEAMLINES

- Submit your EA  
(<https://portal.synchrotron.org.au/index.php/experimentalAuthorisation/create>)
- Fill in and submit the online dewar shipping form\*  
(<https://aswebmx.synchrotron.org.au/menu/>)
- Print and attach the resulting shipping form to the outside of your dewar
- Print two copies of the Australian Synchrotron AQIS permit  
(The User Office would have provide you with this document. Contact [user.office@synchrotron.org.au](mailto:user.office@synchrotron.org.au) )
- Complete and then print two copies of on your letterhead of the sample safety statement and sample information  
(Template here: <http://www.synchrotron.org.au/images/beamlines/ProteinCrystallography/Sample%20information%20sheet-1.doc> , remember to change to your letter head)
- Place one copy of each of the permit, sample safety and sample information sheets in two clear plastic envelopes. Mark them clearly for the attention of the Customs. Put one inside the dewar box and tape the other to the outside of the dewar
- Check the current import requirements for our own country. Ensure that all paperwork rquired for return of the dewar are provided in an envelope inside your dewar box \*\*
- Ship the dewar and check the couriers online tracking facilities for issues with shipping
- Check the email address you gave on the shipping form for notification that tht dewar has arrived at the beamlines.

\* *Please give accurate information on the shipping form.* Failure to give accurate information for the return address, name of preffered courier company and your account number with that courier will lead to delays in returning your dewar after your beamtime. When your dewar is return customs will contact you (the importer) using the contact details you have given on the form. They will not attempt to contact the synchrotron.

\*\* Failure to provide necessary paperwork for return of the dewar will result in delays at customs.