

INSTRUCTIONS FOR TRANSMISSION OF SAMPLES



PACKING INSTRUCTIONS

Samples should be placed in one or more sturdy plastic bags and shipped in a strong container such as a steel drum. Please do not use a marker pen on the outside of plastic bags as these marks rub off during transport. Place inside each larger bag a small plastic bag containing the sample label (metal, card or paper); the information on this label will be checked against the Packing List and used in reporting results to you. For International consignments, do not use any natural packing materials, e.g. timber or Hessian bagging (this represents a quarantine problem). Any pallets used must be treated and Internationally Certified.

DOCUMENTS REQUIRED FOR OVERSEAS CONSIGNMENTS

Commercial Invoice

A Commercial Invoice must accompany the consignment. This Commercial Invoice must be on Company Letterhead, be signed by a Company Officer, reference the Master Airway Bill and contain one of the following statements;

“Pure or refined mined products originating from more than 2 metres underground”.

Or

“Mined products potentially containing soil or surface material”.

DOCUMENTS REQUIRED FOR ALL CONSIGNMENTS

Sample Packing List

These details are important to identify and check arriving samples. The information you provide should correlate with the sample labels.

Sample Hazard Advice Form

Please fill out the Hazard Advice Form for all submissions. If the sample does not require any special precautions, tick the box to confirm and sign, adding your name and position. Please indicate the chemical composition of the samples, this information is required in order to properly dispose of samples.

**SAMPLES WITHOUT A COMPLETED SAMPLE HAZARD ADVICE FORM
CANNOT BE PROCESSED.**

**DO NOT DESPATCH MATERIAL CONTAINING ASBESTOS TYPE MINERALS AS
THESE CANNOT BE PROCESSED AT JKTECH**

Address Label

Standard address label. The nearest customs and quarantine port for shipping is Brisbane, Australia.

- **The Sample Packing List, Sample Hazard Advice Form, Address Label (and for International Consignments, the Commercial Invoice) should all be placed in a clear plastic sleeve and attached firmly to the exterior of the consignment. The Address Label should be outermost and clearly visible.**
- **Copies of these documents should also be placed in a clear plastic sleeve inside the container.**
- **Copies of these documents should also be faxed to +61 7 3365 5900 or emailed to lab@jktech.com.au .**

For samples originating outside Australia, the Australian Quarantine Inspection Services (AQIS) have serious concern about importation of soil samples. Material judged by AQIS as potentially containing biological material will require importation under “AQIS Permit Conditions”.

Samples taken from a depth of greater than 2 m and “refined” process samples, as long as they do not contain soil or biological material, are not normally subject to quarantine restrictions and do not require import under “AQIS Permit Conditions”.

Samples containing soils or biological material must be declared. These materials will require importation under “AQIS Permit Conditions”.

All materials deemed by AQIS as necessitating import under “AQIS Permit Conditions” may be subject to the additional costs of Gamma Ray treatment. These costs will be charged back to the client plus 7.5%.