



# SHIPPING GUIDELINE

This guideline provides essential information for the entire shipping process and must be communicated to all relevant personnel involved. Compliance with the following instructions is required to ensure reliable and timely delivery of shipments.

## TABLE OF CONTENTS

1. SAMPLE PREPARATION .....	2
2. DOCUMENTS.....	2
3. PACKAGING .....	3
4. SHIPPING .....	4
5. CHECKLIST.....	5
6. CONTACT.....	5
7. DISCLAIMER.....	5



## 1. SAMPLE PREPARATION

- All samples must be clearly labeled with a **unique identification number** (Sample ID) that remains permanently legible. Labels must be resistant to common laboratory solvents and to temperatures below 0 °C.
- Sample containers must be compatible with a **storage box** of dimensions 133 × 133 × 50 mm (L × W × H). The **shipment manifest** must specify the exact position of each sample within the box. A corresponding template is available upon request via email.

## 2. DOCUMENTS

- For shipments of **animal-derived samples** originating from outside the European Union, prior consultation with our office is mandatory. An official **import permit** issued by the Federal Ministry of Social Affairs, Health, Care and Consumer Protection is required.
- **Three (3) copies** of the valid import permit must be enclosed with the shipment documentation to prevent delays during customs clearance. Please ensure that the permit submitted is the most recent version, as its validity is limited to one year.
- A **pro forma invoice** must be included with all shipments originating from outside the European Union. The invoice must contain the following information:
  - Type of sample (e.g., tissue, plasma)
  - Total number of samples
  - Biological origin (species)
  - Applicable Incoterm
  - Harmonized Tariff System (HTS) code

Furthermore, an accurate description of the shipped goods on the invoice is mandatory.

- Research samples have no commercial **value**, therefore the total value for customs purposes should be declared accordingly and should be stated between 1 and 10 EUR/ USD (approximately 0.01 EUR/USD per sample).

# Shipping Guideline



<b>HTS CODE</b>	Human blood sera	3002.12.00.20
	Human blood plasma	3002.12.00.10
	Animal blood plasma or sera	3002.12.00.90
	Animal tissue	3001.90.01.90

- A detailed **shipment manifest** for all samples must be provided, both enclosed within the package and submitted in advance via email. The manifest must ensure full traceability of all samples and include the respective sample type (e.g., heparin plasma, PI plasma, serum, tissue). A template is available upon request via email.
- If an online account with a **courier service** is maintained, please ensure to upload all shipping documentation in advance where possible. This measure facilitates and expedites the overall shipping process.

	<b>Import Permit</b>	<b>Proforma Invoice</b>	<b>Shipment Manifest</b>
<b>Shipments within EU</b>			X
<b>Shipments from Switzerland</b>		X	X
<b>Shipments from outside EU</b>		X	X
<b>Shipments with animal samples from outside EU</b>	X	X	X

### 3. PACKAGING

- Shipments must be packed in a well-insulated **Styrofoam** container with wall thickness of at least 4–5 cm.
- Sufficient quantities of **dry ice** must be included to ensure that samples remain frozen throughout transportation. The required minimum quantities are as follows:

# Shipping Guideline



Shipments originating within the European Union:

at least 8 kg (18 lbs); 10 kg (22 lbs) is recommended.

Shipments originating outside the European Union:

at least 10 kg (22 lbs); 15 kg (33 lbs) is recommended.

- Dry ice is classified as **dangerous goods**; therefore, all packages must be labeled in accordance with applicable regulations.
- The **outer packaging** must be clearly marked with “Exempt Human Specimen” and/or “Exempt Animal Specimen” to appropriately identify the contents as clinical samples.
- All samples must be secured within an **inner container** or sealed plastic bag to prevent movement or separation during transport. Any void space between the inner and outer packaging must be filled with suitable absorbent material (e.g., shredded cardboard) to ensure stability and containment.
- These provisions are in accordance with the regulations of the **International Air Transport Association (IATA)** and the **International Civil Aviation Organization (ICAO)** and may be consulted therein.

## 4. SHIPPING

- For shipments originating from outside the European Union, **package pick-up** should be scheduled for Monday to help ensure delivery prior to the weekend.
- For sensitive materials, the use of courier services offering **temperature-monitored shipping** and **dry ice replenishment** is strongly recommended. For shipments with an expected transit time exceeding 24 hours, the use of temperature data loggers is advised.
- The **shipment tracking number** must be provided promptly after package collection to enable monitoring and to support the safe and timely delivery of the samples.



## 5. CHECKLIST

Prepare and label samples clearly on vial	
Request and prepare mandatory import/ export documents in time	
Pack items correctly and include shipping documents in shipping box	
Send a copy of all shipping documents to contact of Attoquant Diagnostics GmbH	
Add sufficient dry ice in well isolated Styrofoam box with dry ice label	
Pick-up preferably scheduled for Monday	
Send tracking number to Attoquant Diagnostics GmbH	

## 6. CONTACT

Attoquant Diagnostics GmbH  
Brehmstraße 14a  
1110 Vienna  
Austria  
[shipping@attoquant.com](mailto:shipping@attoquant.com)

## 7. DISCLAIMER

This information provided in this guideline does not constitute legal advice. Instead, all information, content and materials available on this site are for general informational purposes only. Information in this guideline may not constitute the most up-to-date legal or other information.