## Sample Shipping

The Australian Synchrotron is able to assist Australian and New Zealand based synchrotron users to send samples in dry shippers (dewars) for remote access experiments at the AS. Funding for shipping sample dewars is included in all CAP funding provided at the beginning of each round and will be provided where a proposal has been scheduled for beamtime and the research group is located outside the Melbourne metropolitan area.

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| **As of round 2016/3, CAPs will no longer need to send in Sample Shipping forms to the User Office for processing - you can go directly through Pakair** |

### Process

From this round 2016/3, each CAP will book with and pay Pakair directly, with reimbursement for shipping to be combined with any claims they have for travel via the current **travel reimbursement process**. CAP funding will include funding for sample shipping, and each individual CAP will need to manage the amount they have used on shipping along with any other travel. At the end of each round, each CAP will need to submit an invoice to the Australian Synchrotron that**includes the amount spent on sample shipping**

Once notified of scheduled beamtime, please follow the new steps below to send your shipper:

1. Login or create an account with Pakair; [https://www.pakair.com.au](https://www.pakair.com.au/register)
2. On the main page, select “Book Online”
3. Complete all the details required on the page. In the “Cargo Specifics” section, please put your full proposal number as the Reference Number. For example: **AS162/MXCAP9824/10968f**
4. Consult the **MX team**for login details for the [Dewar website](https://aswebmx.synchrotron.org.au/menu/) and submit an MX Dewar form
5. Print out the resulting shipping label and checklist. You can find a copy of the checklist for [international shipping here](http://www.synchrotron.org.au/images/UserInformation/CAPManagement/international_shipping.pdf) and for [domestic shipping here](http://www.synchrotron.org.au/images/UserInformation/CAPManagement/domestic_shipping.pdf)
6. Ship your samples to the Australian Synchrotron at least 4 working days before the start of your experiment
7. After your experiment, your shipper will be processed through the AS for pickup by Pakair.

If you have any queries regarding the Pakair process, please contact [Rodney Oldham](mailto:rod@pakair.com.au) from Pakair.

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### Please Note

**All dewar shipping funded by the Australian Synchrotron will be provided via a preferred service provider,**[**PAKAIR**](https://web.pakair.com.au/Home.php)**. The cost of shipping dewars via other providers will not be reimbursed.**

Once funding is approved, the applicant will make all necessary arrangements for transporting their sample dewar to the Australian Synchrotron directly with PAKAIR via their online booking system. Provisions for the costs of dewar shipping are incorporated into the travel support budget allocated to your CAP.

### Pakair Funding Table - Effective 1 September 2016

All costs listed for one dewar weighing 17kg with return shipping. All Australian shipping **includes GST**, while international **excludes GST.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location / Shipper Origin** | **Includes GST** |  | **Location / Shipper Origin** | **Excludes GST**  **(International)** |
| Cairns | $759.00 | Auckland | $1794.00 |
| Townsville | $759.00 | Christchurch | $1794.00 |
| Maroochydore | $759.00 | Wellington | $1794.00 |
| Brisbane | $452.76 | Palmerston North | $2506.00 |
| Gold Coast | $506.66 | Hamilton | $2694.00 |
| Newcastle | $540.76 | Dunedin | $2506.00 |
| Port Macquarie | $540.76 |  |  |
| Sydney | $385.00 |  |  |
| Wagga Wagga | $540.76 |  |  |
| Wollongong | $748.00 |  |  |
| ACT | $385.00 |  |  |
| Adelaide | $385.00 |  |  |
| Hobart | $462.22 |  |  |
| Perth | $631.84 |  |  |

(Prices effective for travel from 1 September 2016)

### **Sample Transport and Safety**

Before sending or bringing potentially hazardous samples/materials to the Australian Synchrotron, the User has the overall responsibility to ensure that:

* The samples/materials to be used on the beamline and/or in the preparation laboratories are explicitly listed on the online EA, together with details as to how the hazardous materials will be handled, stored and if necessary, disposed of.
* You contact beamline staff if you are planning to use materials in the schedule 7 poisons category. Schedule 7 poisons require a permit in Victoria.
* The samples/materials are appropriately contained, packaged and labelled.
* For MX Users an online sample information sheet MUST be completed prior to despatch and the resulting shipping label must accompany the dewar to the Australian Synchrotron.
* The samples/materials conform to all relevant federal and state legislation covering ground, sea and air transport. For more details on this see:www.infrastructure.gov.au/transport/australia/dangerous/index.aspx
* The samples/materials can be safely stored at the Australian Synchrotron prior to their use in the scheduled experiment. The User must identify the storing conditions and any special precautions to be undertaken.
* The samples/materials will be taken away by the User after the experiment, or if this is not possible, it is the User responsibility to safely dispose of the materials on site in accordance with relevant State and AS guidance. The AS will assist wherever possible.

Note that the online EA must be submitted at least **five business days before the experiment** is scheduled to commence.

No modifications to the EA (i.e. adding an additional hazardous material) will be accepted less than three working days before the experiment is scheduled.