

Procedure for Sending Samples via Air Mail, air Cargo or with a Courier Provider

This document is to inform Hill Laboratories' clients of the correct procedure when sending samples from outside of New Zealand. It will assist New Zealand Customs and MPI Quarantine Officers to clear the consignment and allow prompt delivery to Hill Labs.

Before you dispatch your consignment email MPI@hill-labs.co.nz the following information

1. **Sample Description and Numbers**
2. **Date of Dispatch**
3. **Airway Bill Number or Consignment Number**
4. **Commercial Invoice (even if ZERO value, the commercial invoice should have a nominal value e.g \$1.00 and the wording "For Customs Purpose Only") – If Applicable**

Include the following with your consignment

1. **The samples that require analysis. Ensure the samples are securely packaged and the item is clearly addressed**
2. **A detailed description of the samples. [Hill Labs Test Request form]**
3. **A copy of Hill Labs' current Import Permit applicable to the sample matrix you are sending**
4. **A Customs Declaration Notice. (This can be obtained from the courier provider or from Hill Labs)**
5. **Attach the **MIPIPS label** to the outside of the package. This enables a prioritised Biosecurity clearance**

Items **2, 3, 4** should be enclosed in a self-adhesive clear document sleeve **on the OUTSIDE of the Parcel**.

Samples will be delivered to Hill Labs by the original provider once clearance has been obtained.

Note: Samples will be reviewed against permit documentation, therefore the correct permit must be displayed to ensure no delays with sample analysis.

Address samples to:

Hill Labs – Sample Reception
221A Ellis Street
Frankton
Hamilton 3204
New Zealand

Contact details:

Facility Operator: Mariette Komene
Phone Number: +64 27 478 6016
Email: MPI@hill-labs.co.nz

Refer to our Website for more detailed information: www.hill-labs.co.nz > Import Permits