



Guide to sending wool samples from overseas

Sending international wool samples to NZWTA Wool Testing involves three steps – packaging, documentation and courier notification. The notes below provide details on each step to ensure a smooth service. Conformance with the below procedures will minimise the risk of delivery delays to NZWTA Wool Testing, and consequently the risk of delay in testing or inspection.

Step 01: Packaging

1. Pack the sample(s) into one or more boxes.

To minimise freight costs, extract/expel any excess air from the sample bags (international air freight will likely be charged on volume rather than weight so pack as tightly as possible). Some countries use a vacuum pack to remove the air from samples and therefore reduce the volume required for the entire parcel.

2. Clearly label each and every box using the 'Address Label' tool.

Note: *The "MPIPS 0007" section on the address label is our code with the national quarantine facility (the Ministry for Primary Industries) to ensure samples can be sent directly to us without the need for irradiation. NZWTA Wool Testing is an approved transitional facility for importing wool and other animal products. We have systems set up in the lab to ensure all imported samples are registered and separated from local samples within the laboratory*

Where there are multiple boxes, the samples will be treated as one consignment. However it is useful to label each box as a series in case they get separated (e.g. "Box 1 of 3", "Box 2 of 3", "Box 3 of 3",...etc).

Step 02: Documentation

1. Attach the following two documents/forms to the outside of each and every box (slip them into a plastic sleeve and tape them to the box):

- (a) The "Declaration for Samples Exported to NZ" form; and
- (b) The "Permit to Import Restricted Biological Products of Animal Origin".

Note: *You will need to complete each declaration form. The declaration includes your company name, country of origin, wool type, country of scouring (if applicable) and signature. You do not need to sign or write anything on the Import Permit.*

Step 03: Courier Service

1. Contact your local courier service provider to collect the consignment. We recommend using FedEx or DHL as they have offices in New Zealand. As UPS do not have a dedicated facility in New Zealand, we suggest avoiding this courier provider.

2. Advise NZWTA Wool Testing (via email) of the impending delivery using the tracking code or airway bill number. This will allow us to follow the samples through New Zealand quarantine and ensure they reach the laboratory in the shortest possible timeframe.
