



— Sending wood samples to Australia



IMPORTANT: Your shipment may be destroyed without notice by Australian authorities if you fail to comply with these guidelines and provide the correct documentation

Basic protocols for sending wood samples to Australia

1. Ensure the moisture content of samples is below 16% before you dispatch them.
2. Maintain correct barcode identifiers for each sample when repackaging for dispatch.
3. Pack each sample with at least 10 times the volume of silica gel relative to the sample.
4. The barrier between the sample and the silica gel must be highly porous to meet import standards, use a tea bag fabric or muslin.
5. Use fresh, see-through containers and bags for all samples.
6. Attach a clear document wallet to the outside of the box containing:
 - *Supplier's Declaration*
 - *List of specimens*
 - *Proforma Invoice*
7. If your sample species are CITES-listed, ensure you have the necessary permits.
8. Duplicate all documents and place them inside the box.
9. Attach a yellow Biosecurity label to the outside of the box.
10. Ensure samples are free from pathogens, insects, soil, or other contaminants.
11. Notify Adelaide University and customs if shipping more than 20 samples.

Tool & materials for dispatch

1. Empty tea bags or muslin bags for samples
2. Clear sealable bags for each sample
3. Large zipolock bags for all samples form one tree
4. Moisture indicator strips.
5. Non-indicating silica beads.
6. Clear plastic container box for all samples
7. Large new cardboard box for all samples
8. Bubble wrap or similar
9. Clear self adhesive document wallet
10. Access to a computer & printer for documents
11. Packing tape



Packing samples [ii]

1. Ensure all samples have been dried to a moisture content of below 16% before beginning dispatch process

2. Transfer each sample into a highly porous packet such as an empty teabag or muslin drawstring bag



Packing samples

3. Pack each sample in a sealable clear bag, with at least 10 times the volume of silica gel relative to the sample.
4. Make sure that the correct unique barcode identifier is applied to the outside of the packet
5. Use a small amount of cobalt free indicating silica gel as an indicator or add an indicator strip



**SILICA GEL VOLUME MUST BE
10X THE SAMPLE VOLUME**

Packing samples [iii]

3. Place all of the samples from a single tree into one ziplock bag complete with a proforma and the correct barcode for the sample set



4. Pack all of the completed ziplock bags into clear plastic sealable container to protect the samples



5. Pack this in a cardboard box with some padding and attach a clear document wallet on the outside for the required documentation



- _____



All of these documents, including any required CITES permits, are essential for Australian biosecurity and customs clearance. Ensure all information is accurate and consistent across documents to avoid delays or potential destruction of samples by biosecurity authorities.

 Adelaide University		 WORLD ID
Proforma Invoice		
Date: [Select Date]		
Airway Bill Number: [Select AWB Number]		
Shipping details:		
Consignee: [Select to Airline]		
Tracking Number: [Select Tracking Number]		
Package Orientation: [Select orientation]		
Package Weight: [Select weight]		
Sender's Information:		
Name: [Select to Air Name]		
Telephone: [Select Mobile Number]		
Address: [Select Address]		
Email: [Select to Email Address]		
Phone: [Select to Phone Number]		
Recipient Information		
Name: Dr. Araf Malik		
Institution: Adelaide University		
Address: Room 212, 213, Budget Building, North Terrace, Adelaide, SA 5005, Australia		
Email: malik@adelaide.edu.au		
Phone: +61 8 8213 4622		
Descriptions of goods		
Item Description: Wood core samples and isotropic verification samples (beams), only for scientific research, not commercial value		
HS Code: 9205.00		
Declared Value: 22.00 (nominal value for customs purposes)		
Declaration – These goods are for scientific research only and have no commercial value. The consents are implicate scientific specimens intended for incorporation into the World Forest C/ Geoscientific Sample Catalogue. Specimens are fully documented in airway bill and free of fire, insect, pathogens, and excess dust.		
I certify the information above is correct to the best of my knowledge.		
Sender's Name: [Select Sender's Name]		
Date: [Select Date]		
Signature: _____		

[illegible]



**WORLD
FOREST
ID**

Supplier's Declaration

Designated Subcontractor:

To: **Maif**
 Via: **Mr. James (23) General Building**
 Via Code: **12 of Indonesia Forest**
 Address: **Maif**
 A/CODE: **1203**
 SOUTHERN ALTA 1005
 AUSTRALIA

Supplier's Subcontractor:

Name: **Supplier's Full Name**
 Institution: **Supplier's Institution Name**
 Address: **Supplier's Address**
 Email: **Supplier's Email Address**
 Phone: **Supplier's Phone Number**
 Date: **Supplier's Date**

Product Name wood samples (These are wood chips fully desiccated in silica gel packs 12 packs when 1 year plant material for chemical analysis under ISO 6500 & ISO 6505)

Shipment Reference Number: **Product Trading Number**

Address: Department of Agriculture, Fisheries and Forestry, Resource Australia

Dear Sir / Madam,

In accordance with the Department of Agriculture, Fisheries and Forestry (DOFF) Code, "Plant material for research purposes", I, Department of Agriculture, Fisheries and Forestry export agent, is not required for the specimens listed below:

Representative and quantity of plant material – **Product Name** of wood samples of miscellaneous families have collected but have been packed in clear plastic Ziploc bags. Each bag contains one specimen (Chips, leaflets and/or some stems in a multifaceted sample such as a leaf).

Source and origin – Samples sourced from natural forest populations in various countries (have collected but not in a chemical analysis). The outcome is to establish the collection address, situation in the natural populations of the species to use as the source of chemical analysis for species identification. All work will be undertaken within Australia University's research laboratories and the samples will remain there in archive storage at the conclusion of the project.

Representative biomass or otherwise? – **No** – Specimens are in good condition and particular use was taken during collection to avoid damage.

In specimens to lose of insects, mites, nematodes, and other contamination of quarantine concern? – **No** – Specimens are free from all known contaminants.

Type of preservative used – These samples have been fully desiccated in silica gel packs 12 packs when 1 year plant material and are intended for chemical analysis only.

Sample Size – A pre-arranged document of a list of **Product Name** of miscellaneous families from **Product Name**. All samples are packed in clear plastic bags and fully desiccated in

**MUST BE IN A DOCUMENT WALLET OUTSIDE,
WITH A COPY INSIDE THE BOX**

 Adelaide University  WORLD FOREST ID	
Attention biosecurity Scientific specimens / Do not open or destroy parcel	
Description Used core samples for scientific analyses HS CODE: 9703 00 Container/Over parcel contains Biosecurity documentation & list of samples. Contains impregnated scientific/harvestage specimens. High scientific value and no commercial value. No Import Permit required	Recipient Information: Faculty of Sciences, Engineering and Technology, Adelaide University Contact: Matt Bahr Telephone: +61 8 8213 4025 Email: matt.bahr@adelaide.edu.au
Sender's Details: Name: [Sender's Full Name] Institution: [Sender's Institution Name] Address: [Sender's Address] Email: [Sender's Email Address] Phone: [Sender's Phone Number]	

Arif Malik
c/o Room LG 23 Dadger Building
Via Gate 12 off Kintore Avenue
Adelaide University
ADELAIDE
SOUTH AUSTRALIA 5005
AUSTRALIA

MUST BE ON THE OUTSIDE OF THE BOX

Biosecurity Alert Label

Alerts customs officers that the package contains scientific specimens, ensuring careful handling and immediate referral to biosecurity officials for inspection. Must be printed with a yellow background or on yellow paper and attached to the outside of the box

 		
Attention biosecurity Scientific specimens / Do not open or destroy parcel		
Description Wood core samples for scientific analyses. HS-CODE: 9705.00 Envelope/Clear pocket contains Biosecurity documentation & list of samples. Contains irreplaceable scientific/heritage specimens. High scientific value and no commercial value. No Import Permit required	Recipient Information: Faculty of Sciences, Engineering and Technology, Adelaide University Contact: Arif Malik Telephone: +61 8 8313 4825 Email: arif.malik@adelaide.edu.au	Sender's Details: Name: [Sender's Full Name] Institution: [Sender's Institution Name] Address: [Sender's Address] Email: [Sender's Email Address] Phone: [Sender's Phone Number]

[Link to word doc](#)



Sample list

Allows biosecurity officers to cross-reference with the supplier's declaration to verify compliance with import requirements.
Must include every sample and be present in a document wallet outside, with a copy inside the box

[illegible]

Download link to word doc

Proforma Invoice

Provides customs authorities with shipment details, declared value, and confirmation that the goods are for scientific research and hold no commercial value. Must be present in a document wallet outside, with a copy inside the box

 	
Proforma Invoice	
Date: [Insert Date] Airway Bill Number: [Insert AWB Number]	
Shipping details: Courier: [DHL is preferred] Tracking Number: [Insert Tracking Number] Package Dimensions: [Insert dimensions] Package Weight: [Insert weight]	Sender's Information: Name: [Sender's Full Name] Institution: [Sender's Institution Name] Address: [Sender's Address] Email: [Sender's Email Address] Phone: [Sender's Phone Number]
Recipient Information: Name: Dr. Arif Malik Institution: Adelaide University Address: Room LG 23, Badger Building, North Terrace, Adelaide, SA 5005, Australia Email: arif.malik@adelaide.edu.au Phone: +61 8 8313 4825	Description of goods Item Description: Wood core samples and taxonomic verification samples (leaves, etc.) for scientific research, no commercial value HS Code: 9705.00 Declared Value: £5.00 (nominal value for customs purposes)
Declaration — These goods are for scientific research only and hold no commercial value. The contents are irreplaceable scientific specimens intended for incorporation into the World Forest ID Georeferenced Sample Collection. Samples are fully desiccated in silica gel and free of live insects, pathogens, and excess soil.	
I certify the information above is correct to the best of my knowledge.	
Sender's Name: [Insert Sender's Name] Date: [Insert Date] Signature: _____	

[Download link to word doc](#)

Supplier's Declaration

Certifies that the samples are fully desiccated, free from pathogens, and meet Australian biosecurity standards. Must be present in a document wallet outside, with a copy inside the box

silica gel.																					
Supplier's Declaration <table border="1"> <tr> <td>Shipment Reference No:</td> <td>[INSERT TRACKING NUMBER]</td> </tr> <tr> <td>Shipment Contents:</td> <td>Container 1 — [Insert Number of] wo families from various countries (see list) (a ratio of at least 10 parts silica to 1 g plastic bags</td> </tr> <tr> <td>Biological Hazard:</td> <td>Nil - Plant samples (Other than whole infected with a pathogen or suspected Fully desiccated in silica gel (a ratio of material) in sealed zip lock plastic bag</td> </tr> <tr> <td>Chemical hazard:</td> <td>Nil</td> </tr> <tr> <td>Commercial value:</td> <td>Nil</td> </tr> <tr> <td>Destination:</td> <td>Adelaide University, Attn: Arif Malik c/o Room LG 23 Badger Building Adelaide University, 5005 Australia</td> </tr> <tr> <td>Destination Contact:</td> <td>Dr Arif Malik arif.malik@adelaide.edu.au</td> </tr> <tr> <td>Shipper:</td> <td>[Add name and position]</td> </tr> <tr> <td>Shipper Contact:</td> <td>[Add email and address details]</td> </tr> <tr> <td>Date:</td> <td>[Add date]</td> </tr> </table> Yours sincerely [Add Signature] [Add name] [Add organization]		Shipment Reference No:	[INSERT TRACKING NUMBER]	Shipment Contents:	Container 1 — [Insert Number of] wo families from various countries (see list) (a ratio of at least 10 parts silica to 1 g plastic bags	Biological Hazard:	Nil - Plant samples (Other than whole infected with a pathogen or suspected Fully desiccated in silica gel (a ratio of material) in sealed zip lock plastic bag	Chemical hazard:	Nil	Commercial value:	Nil	Destination:	Adelaide University, Attn: Arif Malik c/o Room LG 23 Badger Building Adelaide University, 5005 Australia	Destination Contact:	Dr Arif Malik arif.malik@adelaide.edu.au	Shipper:	[Add name and position]	Shipper Contact:	[Add email and address details]	Date:	[Add date]
Shipment Reference No:	[INSERT TRACKING NUMBER]																				
Shipment Contents:	Container 1 — [Insert Number of] wo families from various countries (see list) (a ratio of at least 10 parts silica to 1 g plastic bags																				
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Chemical hazard:	Nil																				
Commercial value:	Nil																				
Destination:	Adelaide University, Attn: Arif Malik c/o Room LG 23 Badger Building Adelaide University, 5005 Australia																				
Destination Contact:	Dr Arif Malik arif.malik@adelaide.edu.au																				
Shipper:	[Add name and position]																				
Shipper Contact:	[Add email and address details]																				
Date:	[Add date]																				



Supplier's Declaration

Recipient Information:
To: Arif Malik
c/o Room LG 23 Badger Building
Via Gate 12 off Hindon Avenue
Adelaide University
ADELAIDE
SOUTH AUSTRALIA 5005
AUSTRALIA

Sender's Information:
Name: **[Sender's Full Name]**
Institution: **[Sender's Institution Name]**
Address: **[Sender's Address]**
Email: **[Sender's Email Address]**
Phone: **[Sender's Phone Number]**
Date: **[Insert date]**

[Insert Number] wood samples (Please see attached list) fully desiccated in silica gel (ratio 10 parts silica to 1 part plant material) (For chemical analysis using SRA & ICP-MS)
Shipment Reference Number: **[Insert Tracking Number]**
Attention: Department of Agriculture, Fisheries and Forestry, Biosecurity Australia

Dear Sir / Madam,

In accordance with the Department of Agriculture, Fisheries and Forestry (DAFF) Code, "Plant material for research purposes", a Department of Agriculture, Fisheries and Forestry import permit is not required for the specimens listed below:

Species/Type and quantity of plant material — **[Insert Number of]** wood samples of miscellaneous families (see attached list) that have been packed in clear plastic Ziploc bags. Each bag contains wood samples (1cm x 15cm), sandblasted and in some cases a verification sample such as a leaf.

Source and end use — [Samples sourced from natural forest] populations in various countries (see attached list) for use in chemical analyses. The purpose is to establish the population genetic structure in the natural populations of the species to aid the use of chemical markers in timber identification. All work will be undertaken within Adelaide University's research laboratories and the samples will remain there in archive storage at the conclusion of the project.

Specimens knowingly infected or diseased? — No - specimens are in good condition and particular care was taken during collection to avoid diseased tissue.

Is specimen free of live insects, excess soil, and other contamination of quarantine concerns? — Yes - specimens are free from all known contaminants.

Type of preservative used — These samples have been fully desiccated in silica gel (ratio 10 parts silica to 1 part plant material) and are intended for chemical diagnostic use only.

Sample List — See attached document for a full list of **[Insert Number of samples]** of miscellaneous families from **[Insert countries]**. All samples are packed in clear plastic bags and fully desiccated in

[Download link to word doc of CITES Version](#)

[Download link to word doc of NON-CITES Version](#)

Shipping label

Ensures the package reaches the correct department at Adelaide University and emphasizes that the contents are for scientific research.

 Adelaide University  WORLD FOREST ID _____
Arif Malik c/o Room LG 23 Badger Building Via Gate 12 off Kintore Avenue Adelaide University ADELAIDE SOUTH AUSTRALIA 5005 AUSTRALIA
THIS PACKAGE CONTAINS PLANT SAMPLES FOR SCIENTIFIC RESEARCH ONLY.

[Download link to word doc](#)

Pre-shipment

1. Confirm all documents are accurate and consistent with copies in a wallet outside the box and duplicates inside.
2. Email copies of all documents (Supplier's Declaration, Proforma Invoice, Sample List, CITES permits if applicable) to:
 - *Arif Malik*: arif.malik@adelaide.edu.au
 - *World Forest ID*: collections@worldforestid.org
3. Ensure each sample bag is sealed with silica gel & labeled.
4. Ensure the Biosecurity Label, "Attention: Biosecurity," is present
5. Double-check the box is securely sealed and ready for shipment.



worldforestid.org info@worldforestid.org

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