



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 the University of Adelaide and customs if shipping more than 20 samples.

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 a 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 as an indicator



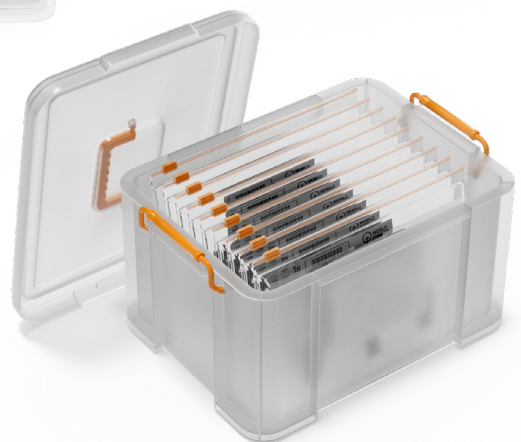
**SILICA GEL VOLUME MUST BE
10X THE SAMPLE VOLUME**

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



1. Verify the species' CITES status using the CITES Database.
2. Obtain the necessary export permit from your national CITES authority, and coordinate with the University of Adelaide for an Australian import permit if required.
3. Package CITES-listed species separately, label clearly, and indicate CITES status on the Sample List and Supplier's Declaration.
4. Attach the original export and import permits in a clear sleeve on the box exterior, with copies inside.

A brown cardboard box is shown from a three-quarter perspective. It has two labels. The top label is white with black text that reads "CITES-Listed Samples". The front label is white with a red header that reads "DOCUMENTS INSIDE" in white capital letters. Below the header, there is a large, light gray watermark that reads "SAMPLE" diagonally across the label. The box is sealed with brown tape along the top and side edges.

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, University of Adelaide Contact: Arif Malik Telephone: +61 415 262 616 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]

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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

	
<h2>Proforma Invoice</h2>	
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: University of Adelaide Address: Room LG 23, Badger Building, North Terrace, Adelaide, SA 5005, Australia Email: arif.malik@adelaide.edu.au Phone: +61 415 262 616	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)
<p>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 database. Samples are fully desiccated in silica gel and free of live insects, pathogens, and excess soil.</p> <p>I certify the information above is correct to the best of my knowledge.</p>	
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

Sample List — [Insert Number of] wood core sub-samples countries (see list below) All subsamples have been packed

Container Number	Sample ID as per zip lock bag	Species Name
1	#1 to # [Insert Number]	(see list)

Supplier's Declaration

Shipment Reference No:	[INSERT TRACKING NUMBER]
Shipment Contents:	Container 1 — [Insert Number of] wood from various countries (see list below). F least 10 parts silica to 1 part plant material
Biological Hazard:	Nil - Plant samples (Other than whole se with a pathogen or suspected to be infec silica gel (a ratio of at least 10 parts silica lock plastic bags.
Chemical hazard:	Nil
Commercial value:	Nil
Destination:	The University of Adelaide, Attn: Arif Malik c/o Room LG 23 Badger Building The University of Adelaide, 5005 Australi
Destination Contact:	Dr Arif Malik arif.malik@adelaide.edu.au Phone: +61 415 262 616
Shipper:	[Add name and position]
Shipper Contact:	[Add email and address details]
Date:	[Add date]

Yours sincerely
[Add Signature]

[Add name]
[Add organization]



Supplier's Declaration

Recipient Information:
To: Arif Malik
c/o Room LG 23 Badger Building
Via Gate 12 off Kintore Avenue
The University of Adelaide
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 SIRA & 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 BICON Case, "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 Ziplock bags. Each bag contains a single small core sample of 1 cm in diameter and 5 cm-20 cm length.

Source and end use. — Samples sourced from natural forest populations in various countries (please 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 the University of Adelaide's research laboratories and the samples will remain there in archive storage at the conclusion of the project.

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

Is specimen is free of live insects, excess soil, and other contamination of quarantine concern? — 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.

[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 the University of Adelaide and emphasizes that the contents are for scientific research.

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

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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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