

Shipping Samples to Econotech from International Locales

Please send your shipments to:

**Econotech Services Ltd.
852 Derwent Way
Delta, BC, Canada
V3M 5R1**

Important for ALL samples:

You must complete in full a commercial invoice showing value, country of origin of the goods and a complete description for Canada Customs. Duty and taxes are based on the value indicated, which should be nominal (i.e. \$10.00) for small shipments. A copy must be attached to the outside of the carton **clearly** marked “**INVOICE FOR CUSTOMS**”.

Shipping non-dangerous goods:

- **Note:** Pulp and paper samples are not dangerous goods. You do not need to include a Declaration for Dangerous Goods form. **You are still required to fill out a commercial invoice.**
- If the pulp or paper sample is small enough to fit in an envelope, you can bypass customs and mail directly to our Canadian address.

Shipping dangerous goods:

- Emergency response information must be attached to the shipping documents. To meet this requirement you can attach a **Material Safety Data Sheet (MSDS)**, with the required information.
- Dangerous goods must be packaged in appropriate packaging, which meets the UN Performance Packaging requirements. You can purchase certified packaging from **Hazmatpac - Fiberboard Containers 713-923-2222 or 1-800-923-9123.**
- A **Declaration of Dangerous Goods** form must be included with the sample (see enclosed example).

More Information on Shipping Dangerous Goods:

- Do not use the term “liquor” on shipment documents, as it confuses customs staff. We recommend you use the proper shipping name - **Caustic Alkali Liquid N.O.S. (Sodium Hydroxide & Sodium Sulfide Solution)**. You can use this phrase for black, white and green liquors.
- If you are shipping effluent samples, adjust the pH level to above 3; they are then not considered dangerous goods. Also, when sending bleaching effluents, do not use the term “bleach” in the documentation. Use the terms “**effluent samples**” or “**water samples**”.

Thank you for your interest in Econotech's services. If you have any questions or concerns about shipments to us, please contact our shipping and receiving department at 1-604-526-4221.

When Packing Dangerous Goods Follow This Checklist:

- **MSDS** sheet to be sealed into a specially marked plastic pouch and attached to the outside of the shipping box. The MSDS form for sodium hydroxide may be suitable for your liquor.
- One (1) approved sticker reading “**DANGER**” **Do not load in passenger aircraft**, to be placed on top of box.
- Two (2) approved “**Arrow**” stickers to be placed on two opposite sides of the box indicating this end to be up.
- Two (2) approved “**Corrosive**” stickers to be placed on two opposite sides of the box (Class 8 stickers).
- Four (4) copies of the “**Commercial Invoice**” (see attached example) form in a plastic pouch on the top of the shipping box; pouch must not be sealed.
- Two copies of approved “**Shipper's Declaration For Dangerous Goods**” form in the plastic pouch with the interim report; shipper to retain a third copy.
- Approved shipping containers, **Fiberboard Boxes** coded **4G** Air Approved are often suitable; larger shipment sizes may require wood or other types of shipping containers. The Fiberboard box may not be re-used once it has contained dangerous goods. If we have supplied a box with empty sample bottles, ensure that all shipping marks and documentation are removed or obliterated and that the box is in good condition.
- Ensure that the shipper and consignee **addresses** are clearly written on one side of the box as well as the correct shipping term plus your **emergency phone number**. You may wish to have a label made that contains all of this.
- Inner packaging containers meeting the pressure testing requirements, plastic bottles (**IP2**) with screw on caps further secured with tape are most suitable for most smaller sized samples.
- Waybill for the courier service company.

Dangerous goods must be placed in appropriate packaging that meets the UN Performance Packaging requirements. You can purchase certified packaging and labels from Hazmatpac-Fiberboard Containers

Phone: 713-923-2222 or 800-923-9123

Fax: 713-923-1111

www.hazmatpac.ca



econotech

When Filling Out The Shipping Document / Commercial Invoice Follow This Checklist:

The commercial invoice must show (see examples):

- ✓ Carrier's name
- ✓ Document number (you can use the carrier's waybill no.)
- ✓ your company's name and address
- ✓ Country of shipment
- ✓ Country of origin
- ✓ Date
- ✓ Contact name at Econotech or P.O.#
- ✓ Econotech's name and address
- ✓ Purpose of shipment - (use the term "for testing purposes")
- ✓ The value of the shipment (use the amount of \$10.00 US)
- ✓ Shipper's name and title
- ✓ Shipper's signature

If the samples are dangerous goods you must include:

- ✓ The proper shipping name - for liquor samples use "**Caustic Alkali Liquid N.O.S. (Sodium Hydroxide & Sodium Sulfide Solution)**"
- ✓ Primary classification, followed by subsidiary classification, if any (in brackets)
- ✓ Product identification number (PIN); 4 digits preceded by "UN"
- ✓ Packing group I, II or III - (I-great danger, II-moderate danger, III-minor danger)
- ✓ Quantity of dangerous goods (and number of packages, if applicable)
- ✓ Shipper's 24-hour emergency telephone number



Shipping Document / Commercial Invoice

Shipped via:		Waybill #:		
Consignor:		Date of Shipment:		
		Other reference:		
		Country of origin:		
Consignee:		Purpose of shipment:		
		Country of destination:		
		Value of shipment:		
# of pkgs	Dangerous goods	Description of goods shipped	Type of pkging	Wt

Shipped by:	Signature:
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Dangerous goods can be listed together with non-dangerous goods on the same shipping document, provided the information about the dangerous goods is:

- written or highlighted in a contrasting color
- indicated by an "X" in a column headed "Dangerous goods"

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper	Air Waybill No.
	Page of Pages
	Shipper's Reference Number <i>(optional):</i>

Consignee	
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<p><i>Two completed and signed copies of this Declaration must be handed to the operator.</i></p> <table border="1"> <tr> <th colspan="2">TRANSPORT DETAILS</th> </tr> <tr> <td> This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i> </td> <td>Airport of Departure</td> </tr> <tr> <td> <table border="1"> <tr> <td style="width: 50px; height: 30px;"></td> <td style="width: 50px; height: 30px;"></td> </tr> </table> </td> <td></td> </tr> <tr> <td colspan="2">Airport of Destination:</td> </tr> </table>	TRANSPORT DETAILS		This shipment is within the limitations prescribed for: <i>(delete non-applicable)</i>	Airport of Departure	<table border="1"> <tr> <td style="width: 50px; height: 30px;"></td> <td style="width: 50px; height: 30px;"></td> </tr> </table>				Airport of Destination:		<p>WARNING</p> <p>Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.</p> <hr/> <p>Shipment type: <i>(delete non-applicable)</i></p> <table border="1"> <tr> <td style="width: 100px; height: 20px;"></td> <td style="width: 100px; height: 20px;"></td> </tr> </table>		
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NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification					Quantity and type of packing	Packing Inst.	Authorization
Proper Shipping Name	Class or Division	UN or ID No.	Pack-ing group	Subsi-diary Risk			

Additional Handling Information	
24 hr. Emergency Contact Tel. No.:	shipment is made under the provisions of ICAO

<p>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labelled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.</p>	Name/Title of Signatory
	Place and Date
	Signature <i>(see warning above)</i>