

USER NOTE

Transporting Goods

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Revisions

Version	Date	Description
1.1	10 August	Amendments related to delivery times, return documents, and the advance shipping notification
1.0	25 July 2017	First release

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Transport policy

From a draft of “Terms and Conditions for the non-proprietary user access to the European XFEL Facility” (currently in preparation):

Equipment, instrumentation, samples and substances used in the experiments shall remain property of the organizations of Principal Investigators/Proposers and/or Participants. The organizations of Principal Investigators/Proposers and Participants bear responsibility and costs for the transport of their Materials. European XFEL GmbH shall have no responsibility for their property (...) other than loss or damage cause by willful misconduct or gross negligence of European XFEL GmbH or its employees.

The organizations of Principal Investigators, Proposers and Participants are responsible for all import(s) into and/or export(s) from Germany relevant to the above. The same applies to re-import and re-export of Materials. The Principal Investigators, Proposers and Participants must ensure that all import and export regulations of all countries concerned are complied with, for example customs law, tax law, foreign trade law (especially compliance with regulations on transfer of dual use items and embargos).

1 Advance Shipping Notification form

For each shipment made in the framework of a proposal, the **Advance Shipping Notification form** must be filled out and returned to the European XFEL User Office electronically (useroffice@xfel.eu). There can be more than one shipment per experiment. Each may consist of more than one parcel.

The form consists of two parts:

- [User Office Form 1A, “Advance Shipping Notification”](#)
- [User Office Form 1B, “Advance Shipping Notification Annex”](#)

Use the **Advance Shipping Notification Annex** in case you have more than three parcels in your shipment (e.g. if your shipment consists of more than three separate boxes). You can fill in as many copies of the Annex as necessary and send it together with the main form to useroffice@xfel.eu.

If the description space in the form is not sufficient, shorten the description and provide the full description in a separate document. **If possible, attach the Advance Shipping Notification to the outside of the packaging.** Feel free to attach any documentation that would help us identify the shipment upon arrival and store it accordingly (e.g. material safety data sheets, shipping documents).

2 Shipping to European XFEL



We will accept **only** shipments of samples and substances specifically listed in the A-form, i.e. listed in the approved proposal. **Only** equipment listed in the approved proposal, if no exclusion is made on behalf of the facility, shall be shipped to European XFEL.

For samples/substances, especially if perishable and in dry ice or dewars, and any other urgent deliveries, we recommend using established express delivery companies.



All transportation costs, taxes, and custom duties are to be covered by your home institution. In general, please consult with your home institution for instructions and regulations on shipping and procedures and INCOTERMS applying to your case. **Be aware that a pro forma invoice or customs invoice is always to be issued in the name of the user and only care of (c/o) European XFEL.**

Especially for equipment/goods dispatched from outside the EU, the shipping should include a time buffer depending on the specific case. Please make sure that **your samples and equipment are shipped to European XFEL in time for the intended use.**

We strongly recommend that deliveries to European XFEL by any type of transport service are made from **Monday to Friday (09:00 to 16:00)**. This core time ensures that the staff involved in user support can take care of the correct and prompt storage of samples and other materials for the experiments. Deliveries outside this time frame may be subject to more risks. The User Office is ready to help and give advice in case the recommended time frame cannot be met.



ALWAYS name the Main Proposer at the top of the address, underneath add “c/o” (care of) and the name of your local contact. If the delivery address does not contain the name of your local contact, the **package will not be accepted**. Also add your proposal number and name of the scientific instrument to the address.

The full address should look as follows:

MAIN PROPOSER’S NAME and SURNAME

c/o European XFEL GmbH

User Office

LOCAL CONTACT NAME and SURNAME

PROPOSAL NUMBER, SCIENTIFIC INSTRUMENT

Holzoppel 4

22869 Schenefeld, Germany

If the name of your local contact is not known to you, please send an email to the User Office (useroffice@xfel.eu) and we will send you the information as soon as possible.

3 Carry on of goods

If you are carrying samples on a **plane**, in a **car**, or by **train**, inform yourself about the specific regulations applying to your case and adhere to them. If you are transporting goods from **neighbouring institutions to European XFEL**, respect the transportation and handling safety regulations applying to your case.

If you need assistance with the goods after you arrive (e.g. cold storage), please inform your local contact in advance via email. If you do not have any local contact details, please contact the User Office (useroffice@xfel.eu).

4 Hazardous items

For any hazardous items you are sending to European XFEL, it is **obligatory** to declare the following:

- GHS statement
- UN number



If any pictogram shown below is applicable to the items you are going to send or bring, it has to be clearly labelled on the outside of the packaging and on each individually packed item.

GHS01		Explosive	GHS06		Toxic
GHS02		Flammable	GHS07		Harmful
GHS03		Oxidizing	GHS08		Health Hazard
GHS04		Compressed Gas	GHS09		Environmental Hazard
GHS05		Corrosive			

5 Return of goods to home institutions

If you plan to ship back goods you shipped or brought to European XFEL, you must **take care of organizing the return shipment before the goods are sent to European XFEL**. In this case, please check with the experts in your home institution about the applicable procedures and regulations. If you plan to arrange **any** return shipments, inform the User Office (useroffice@xfel.eu) in advance by filling out and submitting User Office Form 2, "Return Shipping Notification".

A central place for pickups will be available for this purpose, but your institution must make arrangements for these directly.

All transportation costs, taxes, and custom duties are to be covered by your home institution. Shipping documents (e.g. pro forma invoices) must be provided by your organization in advance and attached to the packaging of the item when it is ready to be shipped back. Please check with the experts in your home institutions about documentation requirements also for the return of the materials, which may differ from the requirements of the documentation needed for shipping to XFEL.EU.