

International Shipping Checklist

This checklist includes the required steps for shipping samples to Oak Ridge National Laboratory (ORNL) from outside the United States.

It is important to follow each of the steps outlined in the checklist. More information for each of the following steps can be found on the Shipping Guide webpage (<https://neutrons.ornl.gov/users/shipping-guide>). Contact neutronlabs@ornl.gov for any questions.

1. Confirm sample information in IPTS.
2. Provide a return shipping address in IPTS that is approved by your institution's Radiation Safety Officer.
3. Choose a shipping provider who will pick up your sample and deliver it to ORNL.
4. If your sample is fissile, special nuclear materials, or requires something beyond a typical commercial carrier, contact User Labs and Sample Support (neutronlabs@ornl.gov).
5. Provide the required documentation to your broker or full-service shipping provider in advance:
 - a. Pro-Forma Invoice
 - b. Toxic Substances Control Act (TSCA) form
 - c. Food and Drug Administration (FDA) Intended Use Statement
 - d. Harmonized Tariff Schedule (HTS) code
6. Ensure the Delivery Duty Paid (DDP) is selected as the Incoterms rules on the Pro-Forma invoice.
7. Include a detailed packing list of all samples and materials in your shipment.
8. Include Safety Data Sheet(s) (SDS) in your shipment.
9. Choose a clean and professional shipping container, without any excess of tape or markings.
10. Ensure you or your shipping provider are listed as the Importer of Record (IOR).
11. Correctly address and label your shipment and include:
 - a. Your organization's address
 - b. Your full name and contact information as the exporter (phone number and email address required)
 - c. ORNL's name and shipping address. Shipping addresses can be found on the Shipping Guide webpage (<https://neutrons.ornl.gov/users/shipping-guide>).
12. If your sample has one or more special requirements, include these requirements in the Attention Line of the shipping address.
13. Ship your sample(s) and equipment so they will arrive at least seven days before your experiment is scheduled to start.
14. Know the methods of Sample Disposition for when your experiment is complete – waste or sample return.