



## SENDING WOOL SAMPLES TO NZWTA

Sending wool samples to NZWTA involves three processes – packaging, documentation and courier notification. The notes below provide details on each step to ensure a smooth service.

### **PACKAGING**

1. Pack the sample(s) into one or more boxes. To minimize freight costs, extract/expel any excess air from the sample bags (international air freight will likely be charged on volume rather than weight so pack as tightly as possible). Some countries use a vacuum pack to remove the air from samples and therefore reduce the volume required for the entire parcel.
2. Clearly label each and every box using the address label provided on the next page.

Note: The “MPIPS 0007” section on the address label is our code with the national quarantine facility (the Ministry for Primary Industries) to ensure samples can be sent directly to us without the need for irradiation. NZWTA is an approved transitional facility for importing wool and other animal products. We have systems set up in the lab to ensure all imported samples are registered and separated from local samples within the laboratory.



3. Where there are multiple boxes, the samples will be treated as one consignment. However it is useful to label each box as a series in case they get separated (eg “Box 1 of 3”, “Box 2 of 3”, “Box 3 of 3”,...etc).

### **DOCUMENTATION**

1. Attach the following two documents/forms to the outside of each and every box (slip them into a plastic sleeve and tape them to the box):

- (a) The **NZWTA Import Permit**; and
- (b) The “**Declaration for Samples Exported to NZ**” form



Note: You will need to complete each Declaration form. The declaration includes your company name, country of origin, wool type, country of scouring (if applicable) and signature. You do not need to sign or write anything on the Import Permit.

### **COURIER SERVICE**

1. Contact your local courier service provider to collect the consignment. We recommend using FedEx or DHL as they have offices in New Zealand. UPS do not have a dedicated facility in New Zealand so we suggest avoiding using UPS.
2. Advise NZWTA (via email) of the impending delivery using the tracking code or airway bill number. This will allow us to follow the samples through New Zealand quarantine and ensure they reach the laboratory in the shortest possible timeframe.



**NEW ZEALAND WOOL TESTING AUTHORITY LTD**

**22 BRIDGE STREET**

**AHURIRI**

**NAPIER 4110**

**NEW ZEALAND**

**Attention: Phil Cranswick / Sandy Mackey**

**MPIPS 0007**

**NOT TO BE FUMIGATED**