



## **Christchurch Procedure for Bringing in Overseas Samples in Person**

Refer to our Website for more detailed information: [www.hill-labs.co.nz](http://www.hill-labs.co.nz)

This document is to inform all Hill Laboratories' clients who intend to bring in samples from overseas via an International Airport. It will assist MPI Quarantine Officers to clear the consignment and allow prompt delivery via NZ Courier's to Hill Laboratories.

To assist with tracking overseas consignments, it will help Hill Laboratories staff if the following important information is emailed to one of our relevant Key Personnel Contacts (listed below) **before** you travel:

- **Flight Number**
- **Expected Time & Date of Arrival**
- **Sample Description and Number of samples**

Upon arrival at the International Airport Terminal Building, produce the following items for MPI Quarantine Officers to inspect:

- 1. The samples that require microbiological analysis**
- 2. A detailed description of the samples**
- 3. A current copy of Hill Laboratories' Permit to Import**
- 4. A letter from the Facility Operator stating the name of the person authorised to bring the samples into the country (because the client will be someone other than the person listed on our Permit to Import)**
- 5. A copy of this document**

Please contact Hill Laboratories as soon as the consignment has cleared quarantine so a courier can be arranged. Call our Office on 03 377 7176.

Ensure the parcel is clearly labelled with Hill Laboratories delivery address.

### Contact Details

Hill Laboratories' delivery address:

**Hill Laboratories**  
**101 Waterloo Road**  
**Christchurch.**

Facility Operator: Natalia Leatua  
Phone Number: +64 (3) 377 7176  
Email: [natalia.leadua@hill-labs.co.nz](mailto:natalia.leadua@hill-labs.co.nz)

### Key Personnel Contact Details:

<b>Natalia Leatua</b>	<b>Facility Operator - Christchurch</b>	<a href="mailto:natalia.leadua@hill-labs.co.nz">natalia.leadua@hill-labs.co.nz</a>
<b>Shobna Ram</b>	Facility Operator – Hamilton (if unable to contact Chch FO)	<a href="mailto:mpi@hill-labs.co.nz">mpi@hill-labs.co.nz</a>

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