



Procedure for Bringing Overseas Samples in Person

NB. Declaring samples at the Airport can cause significant delays to your travels – We recommend using Express Mail (or similar) to send samples where possible.

This document will assist Hill Laboratories' clients who intend to bring samples as part of their personal effects from overseas via Auckland International Airport. It will help MPI to clear the consignment and allow the MPI Facility Operator at Hill Laboratories to arrange prompt pick-up and delivery of the samples to Hill Laboratories.

Before you travel, it is important to email the MPI Facility Operator MPI@hill-labs.co.nz with the following information:

1. **Flight Number**
2. **Expected Time & Date of Arrival**
3. **Sample Description and Numbers**

- Auckland International Airport Terminal Building

IMPORTANT: Hill Laboratories must arrange pick up of samples from the Airport. You will not be allowed to remove samples from the Airport.

Upon arrival you must declare that you have samples for testing at Hill Laboratories and the following items are required to be handed to MPI Inspectors to clear the Consignment:

1. **The samples that require analysis – Ensure the samples are securely packaged and clearly addressed**
2. **A detailed description of the samples [Hill Laboratories Request Form]**
3. **A current copy of Hill Laboratories' Import Permit applicable to the sample matrix you are bringing into New Zealand**
4. **A copy of this document**

MPI staff will give you a Biosecurity Authority/Clearance Certificate number (BACC). Normally "6 digits" such as "014587"

NB. You will be charged a nominal clearance fee by MPI which must be paid for at this time.

Please call the MPI Facility Operator +64 7 858 2000 or +64 27 478 6016 and quote the BACC number so that the pickup of your samples can be arranged. It does not matter what time it is as you can leave a voice message and this will get actioned at an appropriate time.

- Hill Laboratories' delivery address and Contact Details:

Hill Laboratories
28 Duke St
Frankton
Hamilton 3204
New Zealand

Facility Operator: Mariette Komene
Phone Number: +64 7 858 2000
Cell Phone Number: +64 27 478 6016
Email: MPI@hill-labs.co.nz

Please refer to our Website for more information: www.hill-labs.co.nz > Import Permits