

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 Christchurch 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 natalia.leadua@hill-labs.co.nz with the following information:

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

- Christchurch 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 or email the MPI Facility Operator (CHCH) natalia.leadua@hill-labs.co.nz and quote the BACC number so that the pickup of your samples can be arranged.

- Hill Laboratories' delivery address and Contact Details:

Hill Laboratories
101 C Waterloo Road
Hornby
Christchurch 8441
New Zealand

Facility Operator: Natalia Leadua
Phone Number: +64 3 377 7176
Email: natalia.leadua@hill-labs.co.nz

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

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