



Important notes for sending diagnostic specimen or CSF virus isolates to the WOA Reference Laboratory for CSF Animal Health Research Institute, Taiwan

- **Correct address:**

Hog Cholera Division
Animal Health Research Institute
376 Chung-Cheng Rd., Tamsui
New Taipei City
25158 Taiwan

- **Person responsible:**

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- With each shipment, please include a copy of the **import permit** issued by our government. If you inform us prior to the shipping, we will immediately send you a copy of the **import permit**.
- Please **notify us** by fax, email or telephone when the parcel has been collected from your institute. Make sure to tell us relevant information, e.g. airline and air way bill number or transport company and reference number. This allows for tracing of the parcel.
- It is ideal to use a transport company that **delivers the parcel directly to our institute**.
- Make sure that the parcel is shipped through **Taoyuan Airport (TPE)**.
- Make sure that the shipment does **not arrive on Saturday or Sunday** (except for emergencies). Ideally, the parcel should be sent at the beginning of the week.
- We will **confirm** the arrival of the materials as soon as we receive them. In case we have not confirmed after a decent time, please contact us again.
- All parcels have to **comply with current IATA regulations**. Diagnostic samples might be shipped under **UN 3373** (Biological Substances, category **B**), and CSF virus isolates from cell culture must be shipped as dangerous materials under **UN 2900** (category **A**). Please remember that dry ice is also a dangerous material for airfreight (**UN 1845**). IATA packaging instruction **650** must be followed for **UN3373** category **B**, and IATA packaging instruction **620** must be followed for **UN2900** category **A**.
- Packaging should ensure that the contents of containers, which break or leak in transit, cannot contaminate the outside layer of the parcel. Samples should be placed in a watertight primary container which should be individually wrapped in absorbent material and then placed in a watertight crush and leak proof secondary container. The secondary container may be surrounded by sealed freezer packs or dry ice and must be enclosed in a strong outer packaging which should allow the release of carbon dioxide if dry ice is enclosed.

- In case the package or label of the parcel is incomplete or damaged, the parcel will be **destroyed**.