
Guidelines for Shipping Biological Samples to the EMBL Proteomics Core Facility (Heidelberg, Germany)

Dear Customers,

To ensure smooth and timely processing of your biological samples at the EMBL Proteomics Core Facility in Heidelberg, Germany, please carefully review the following important guidelines before shipping your materials. This will help prevent delays, customs issues, or rejected shipments.

1. General Considerations Before Shipping:

- Inform the facility in advance of your planned shipment, including: type of biological material, number of samples, estimated arrival date and special handling/storage conditions.
- Coordinate with your facility contact at EMBL to confirm: processing capacity and required documentation.

2. Shipping Compliance and Legal Requirements:

EMBL Heidelberg is located in Germany and subject to both EU and German customs, biosafety, and import regulations. You are responsible for:

- Ensuring legal compliance in your home country for exporting biological materials.
- Ensuring the shipment complies with EU import and biosafety regulations.

3. Required Documents Checklist:

- Proforma Invoice / Commercial Invoice:
 - o Description of the sample (e.g., “Non-infectious biological research samples for proteomic analysis”).
 - o Country of origin.
 - o Declared value (usually low, e.g., €1–10, not “zero”).
 - o Intended use: “For research purposes only, no commercial value.”
 - o **EORI number** of EMBL: DE2034409.
- Shipper and recipient contact details.

- Statement of Non-Hazardous Materials: Declaration that the material is non-infectious, non-toxic, and not harmful.

Tip: Include hard copies inside the package.

4. Sample Packaging:

- Follow International Air Transport Association (IATA) guidelines for Biological Substances, Category B (UN3373) where applicable:
 - o Triple packaging system (primary container, secondary leak-proof container, outer rigid packaging).
 - o Proper labeling with “Exempt human/animal specimen” or “UN3373” if needed.
 - o Temperature controls (dry ice UN1845/ice packs) properly indicated on the packaging.

5. Shipping Recommendations:

Preferred couriers: DHL Express, FedEx, or similarly reliable services with experience in handling biological samples.

Do not ship samples to arrive on weekends or German public holidays (EMBL operates Monday–Friday).

Share shipment tracking details with EMBL contacts.

6. Special Notes for Non-EU Customers:

To facilitate the Customs Clearance would you please write the word **SELBSTVERZOLLER** on the parcel and on all documents and it would be very helpful if you could send us a copy of the invoice by email to purchase@embl.de in advance.

Customs clearance can take additional time. Common pitfalls include:

- Missing or unclear descriptions on invoices
- Incorrect HS codes
- Lack of MTA documentation

Please allow sufficient time for clearance and communicate with your EMBL contact if you experience delays.

7. Contacts and Shipping address:

European Molecular Biology Laboratory (EMBL)

Proteomics Core Facility

Meyerhofstraße 1

69117 Heidelberg, Germany

Email: pcf@embl.de

Tel: +49 6221 387 8388