

## Guideline for sample shipment

Please carefully read and observe the following guideline for sample shipment to/from J-PARC before and after the experiment.

### 1. Safety Review before shipment to J-PARC

○Please submit the “Samples and Reagents Declaration” on J-PARC User Support System two weeks prior to the shipment to J-PARC.

\*J-PARC User Support System [https://jus.j-parc.jp/usiparc/ui/UI\\_00000E.do](https://jus.j-parc.jp/usiparc/ui/UI_00000E.do)

○Please note that the experiment may not be permitted if any safety problems such as concern on hazardous or regulated materials arise in the safety review process.

### 2. Shipment to J-PARC

(Applicable to both domestic and overseas deliveries)

○Please make sure that the sample arrives at J-PARC at least one week prior to the start of your allocated beamtime.

(Applicable only to overseas shipments)

○The URLs below show the Japanese laws and regulations pertaining to the international shipping of chemical substance.

[https://www.meti.go.jp/policy/chemical\\_management/english/cscl/index.html](https://www.meti.go.jp/policy/chemical_management/english/cscl/index.html)

Please note that the user will be responsible for the procedures necessary for shipment including the preparation of Safety Data Sheet (SDS) and other documents and customs clearance.

○Please use a full-service courier such as DHL and FedEx in order to make sure that the sample will arrive at J-PARC without any fail.

○Shipping address

Recipient: J-PARC Center Users Office (\*e.g. 2022A0xxx, BLxx)

\*Please indicate the proposal number of your experiment as well as the beamline number you will use.

Address: Ibaraki Quantum Beam Research Center  
162-1 Shirakata Tokai-mura Naka-gun, Ibaraki, Japan 319-1106  
Tel +81-(0)29-284-3398

If you would like to send the sample directly to the beamline staff, please contact them and send it to the address designated by the staff.

○Websites of courier services

DHL

Help and Support

[https://mydhl.express.dhl/jp/en/help-and-support.html#/shipping\\_advice](https://mydhl.express.dhl/jp/en/help-and-support.html#/shipping_advice)

FedEx

Packing Guide

<https://www.fedex.com/content/dam/fedex/apac-asia-pacific/downloads/fedex-how-to-pack.pdf>

### **3. Shipment from J-PARC after the experiment**

(Applicable to both domestic and overseas deliveries)

○If you would like the sample to be returned, consult with the beamline staff. J-PARC will return the sample only if J-PARC considers it is possible. The shipping cost will be borne by the user.

○No radio-activated samples can be returned until the radiation level is lowered down to the background level.

(Applicable only to overseas shipments)

○Samples without the Safety Data Sheet (SDS) cannot be returned to overseas.

○In case the sample is considered to be subject to export control regulations due to national security reasons, authorization by the government is required prior to the shipment. Please understand that the shipment may be delayed or cancelled depending on the result of the government review.

#### **4. Shipment of dangerous goods**

○In case the sample falls under the category of dangerous goods as defined in the United Nations Recommendations on the Transport of Dangerous Goods (UNRTDG), packaging, documentation and shipping arrangements shall be made in accordance with the relevant laws, regulations and treaties, including the UNRTDG and the IATA Dangerous Goods Regulations.

○When sending a sample that is categorized as dangerous goods to J-PARC, you must do all the necessary arrangements including packing, documentation and shipping arrangements on your own, in accordance with the relevant laws, regulations and treaties. J-PARC will not be held responsible for any shipments of dangerous goods to J-PARC.

○If you would like the sample to be returned after the experiment from J-PARC and the sample is categorized as dangerous goods, please consult with the beamline staff. We will examine whether or not the sample can be returned.

\*If the UN Number (UN XXXX) is indicated in Section 14 of the SDS, that means that the sample is categorized as dangerous goods defined in the UNRTDG.

\*Some dangerous goods may not be returned due to regulations such as the IATA Dangerous Goods Regulations.

\*Even if the sample can be returned, it is expected that it will take longer in the preparation process as well as the transportation itself than normal shipments of non-dangerous goods. Shipments of dangerous goods are expected to be more expensive than normal shipments and the payment method may be different.

\*When returning samples or sending sample containers from J-PARC, the importer (user) must deal with the import customs clearance upon arrival of the package at the destination airport.

\*Please note that, in principle, dangerous goods cannot be returned to third parties other than the organization to which the user belongs.

#### **5. Important Notice**

(Applicable to both domestic and overseas deliveries)

○J-PARC will not take any responsibilities regarding sample shipments. All the shipping cost must be borne by the user including import duty. J-PARC may refuse to receive the sample if any cost is charged to J-PARC by the courier.

Please clearly indicate on the waybill that the expenses will be borne by the sender.

○J-PARC will not be held responsible for any loss or damage to the samples. There is no temperature-controlled storage or any other special storage for the samples delivered to J-PARC.

○If you have any inquiries regarding sample shipment, please contact the Users Office at the following email address.

Contact us at:

J-PARC Center Users Office

E-mail : [j-uo@ml.j-parc.jp](mailto:j-uo@ml.j-parc.jp)

Tel +81-(0)29-284-3398

For any inquiries regarding the experiment, please contact the beamline staff.