

Contact your shipping company and prepare the documentation:

Currently users are responsible of organisation and costs of the dewar transport. Reimbursement for the transport may be applied for via Door (please contact the User Office door@desy.de for any inquiries on this).

Delivery Address:

PETRA III Bio Samples

Max von Laue Hall, main entrance, Building 47c

c/o Deutsches Elektronen-Synchrotron DESY

Luruper Chaussee 149

22761 Hamburg

Germany

Phone: +49 (0)40 8998 94240

Email: p11beamline@desy.de

Please, attach to every Dewar the **label you will find in page 2** to ensure the samples connect to correct beamtime. This label is only valid for internal procedures within DESY campus.

Please inform the P11 beamline staff about the **shipment date** and provide us with the **company name** and **tracking number** (Email: p11beamline@desy.de).

Shipments will NOT be accepted on weekends or public holidays. Please check Hamburg public holidays from <https://www.hamburg.com/useful-information/11900828/important-dates/>.

If you are sending the Dewar from/to a non-European Union country, in addition to the standard documents you will need to supply a Customs Invoice (sometimes named "Proforma"). Please clarify with the courier company that the Dewar will be in Germany only for the duration of the experiment, and after that it will be returned to your home institution.

Include the following form inside the Dewar case(s):

Dewar Documentation for Beamtime at P11 DESY		
Name of PI of the Proposal:		
Date of the Beamtime:		
Keep dewar cold after the experiment: yes / no		
Arrangement of the Unipucks into the Dewar:		
	TOP	
	Puck Code position 1:	<input type="checkbox"/> Position 1 is empty
	Puck Code position 2:	<input type="checkbox"/> Position 2 is empty
	Puck Code position 3:	<input type="checkbox"/> Position 3 is empty
	Puck Code position 4:	<input type="checkbox"/> Position 4 is empty
	Puck Code position 5:	<input type="checkbox"/> Position 5 is empty
	Puck Code position 6:	<input type="checkbox"/> Position 6 is empty
	Puck Code position 7:	<input type="checkbox"/> Position 7 is empty
	BOTTOM	

Documentation for Dewar Shipment:

Weight of the package	e.g. "23 kg"
The recipient's address	PETRA III Bio Samples Max von Laue Hall, main entrance, Building 47c c/o Deutsches Elektronen-Synchrotron DESY Luruper Chaussee 149 22761 Hamburg Germany Phone: +49 40 8998 94240
Description of contents	e.g. "1 x dry-shipper containing frozen crystals for experiments at DESY. For research only. Not dangerous. If transported by air: <u>Not restricted, as per IATA* special provision A152.</u> "
*For more information, please check the International Air Transport Association (IATA) regulations.	

Return of the Dewar(s) from DESY to your home institution:

For return shipment, the delivery point serves as pick-up point.

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Your courier service will provide you with a series of documents which contain a bar code. Send us the documents **24 hours in advance**, so we can print and attach them to the dewar case. No Dewar can be shipped without the shipping documents.

Additional documentation: You may receive more documents in addition to the shipping documents, especially if your Dewar is traveling to a non-EU country. For some documents, more than one copy may be required. Please send us a single PDF document containing all the documents and the copies required. We will print this PDF out and attach all the sheets to the Dewar.

Please let us know the **date of pick-up**, estimated **time** (if possible), and **tracking number at latest 24 hrs in advance** of the pick-up. We ask you to add a couple of hours (for our staff to take out your samples and bring the dewar to pick-up point) to your scheduled shift end, before the pick-up time for the return shipment.