

Instruction for delivery Used oil samples by Air Freight

Many international clients ask Focuslab Ltd about how to deliver oil samples by air freight .



This note is designed to serve as a GUIDELINE for preparing container & packing and performing proper Shipping Document which will be required by Air Freight Company.

All major international courier companies (DHL , Fedex, TNT, UPS ,etc) take fluid samples. **Typically** , they (DHL, Fedex, UPS, TNT ,courier companies) will ask what the sample contains because of concerns about whether they are “ **flammable liquid** ” and/or “ **leaks** ” .

Follow our instructions strictly ,

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Why Used Oil Sample is Not Flammable Liquid

Flammable Liquid

- Used lubricating oil samples are **not classified** as **flammable liquids**.

Flammable Liquids by US DOT (Department of Transportation)

The criteria for non flammable liquid is if the flash point is above 60° C (141° F) .

Therefore , please check FLASH POINT of Used (In-service) oil sample with Lube Oil Specification and MSDS.

Normally , The average flash point of lubricating oils and/or used lubricating oils are greater than 180° C (300° F) .

- Used lubricating oil samples are **not classified** as **dangerous substances** .
- Used lubricating oil samples are **not classified** as **hazardous and toxic substances**.

And , importantly

Used lubricating oil samples are **not regulated** by the **IATA** (International Air Transport Association.) and **ICAO** (International Civil Aviation Organization)



How To avoid Leakage of Used Oil Sample

700 ml sample kit



100 ml sample kit



100 ml bottle and 700 ml bottle are leakage -proof bottle.

Leakage

Leakage

Focuslab's Sample Kit is qualified for shipment by air and ground transportation. Our bottles are leakage- proof bottles quality. And our sample container system is complied to IATA Requirement (Primary Receptacle , Secondary packaging and Outer Rigid Container) .

Please use our Sample Kit (sample bottle ,plastic bag , plastic Tube or sample shipping container) Then , follow our instruction for preparing oil sample container packing and procedure strictly .

Instructions

Before shipping Used oil samples , please make sure items as following :-

➤ **Check MSDS -Used oil samples**

Please make sure to check and review Lubricant 's MSDS at " Transportation Section " , such as an example below

Section 13 Disposal		
For small quantities: Follow local policy for disposal of oily waste. Disposal of these oils into watercourses or drains is a legal offence in the UK. Observe all national and local environmental regulations.		
Section 14 Transport information		
UN Number Not applicable	UN shipping name Not regulated	UN class Not applicable
RID /ADR Non hazardous for rail or road	IMDG shipping name Non hazardous for sea freight	ICAO / IATA: Non hazardous for air freight

Check MSDS or Oil Specification for Flash Point .

Mobil DTE Named Series	Mobil DTE Light
ISO Viscosity Grade	32
Viscosity, ASTM D 445	
cSt @ 40° C	31.0
cSt @ 100° C	5.5
Viscosity Index, ASTM D 2270	102
Pour Point, °C, ASTM D 97	-36
Flash Point, °C, ASTM D 92	218
Density @15° C kg/l, ASTM D 4052	0.85
TOST, ASTM D 943, Hours to 2 NN	5000
FZG Scuffing, D5182, Fail Stage	8
Rust Prevention, ASTM D 665,	

➤ **Proper Container and Packaging**

- > Sample bottles tightly with cap .
- > Seal cap with plastic tape or scotch tape.
- > Place the oil samples in a plastic bag , to prevent any leakage.
- > And then place in plastic tubes or cylinder containers .
- > Please see instruction in the following page –page 3



Proper Container and Packaging for Air Freight Requirement.

For Used Oil Samples , please follow this procedure strictly :



FocusLab's **Sample Kit** which contain :

- Sample Bottle (1) as Primary Receptacle-packaging
- Plastic bag with rubber ring (2)...as secondary container - Packaging
- Plastic Tube or Cylinder Container (3) ... as Rigid Outer Packaging
- Sample Information Form ...(4)



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6

- Step 1.** Sample bottle tightly with bottle cap .
Step 2. Seal cap with plastic tape or scotch tape.
Step 3. Place the oil sample in a plastic bag and tight it with rubber ring .
 This step will prevent any leakage and any spill .
Step 4. Then ,place in plastic tube or cylinder container .
Step 5. Insert Filled-Sample Information Form (SIF) into the plastic tube or cylinder container .
Step 6. Close the plastic tube or cylinder container .

➤ **Proper Shipping Document shall include as follow:**

1. Commercial invoice

- As with all international shipments, a commercial invoice needs to be filled out for customs authority purposes.
- Many countries require that the commercial invoice be on company letterhead. Check with your local requirements on the commercial invoice format.

Please indicate in the shipping document for the description of used oil samples as following:

- **Not Regulated By IATA and ICAO**
- **Non Flammable Goods and Non Toxic Goods**
- **No Commercial Value**

2. TSCA certification or a MSDS

3. Airway Bill

Please see the attached Commercial Invoice –FORM –page 6 and EXAMPLE of Fill-in Commercial Invoice on page

Shipping Address :

Invoice to / Ship to

Focuslab Ltd
9 Floor , Thosapol Land 4 Bldg .,
2/39 Bangna-Trad Rd. KM-3
Bangkok 10260 , Thailand

Attn : Thanant S / Ruetai A

Shipping Document should be including :

1. A commercial Invoice
2. MSDS or TSCA
3. Air Way Bill
A Commercial Invoice needs to be filled out properly in order to obtain quickly Customs Authority Check. Please note the description of oil sample as:
 - **Not regulated by IATA**
 - **Non Flammable Goods and Non Toxic Goods**
 - **No commercial value**

E S	Company:	ABC Manufacturing Sdn Bhd
X H	Address:	88 , Jalan Damanlela Bukit Damansara
P I		50490 Kuala Lumpur
O P		Malaysia
R P		
T E	Phone:	603 2730 0000
E R	Fax:	603 2730 0001
R		

Commercial Invoice

Invoice to	Focuslab Ltd 9 Floor , Thosapol Land 4 Bldg., 2/39 Bangna-Trad Rd. KM-3 Bangkok 10260 , Thailand Tel : 66 2 3618600	No / Reference	123456789			
		Date of Invoice	January 18 ,2010			
		Air Way Bill Number	174 12 3678964			
		Carrier or Courier	DHL			
Ship to	Focuslab Ltd 9 Floor , Thosapol Land 4 Bldg., 2/39 Bangna-Trad Rd. KM-3 Bangkok 10260 , Thailand Tel : 66 2 3618600	Country of Export:	Malaysia			
		Country of Origin of Goods :	Malaysia			
		Country of Ultimate Destination:	Thailand			
Item	Description of Goods	Harmonized Code	Unit Quantity	Quantity (bottles)	Unit Value	Total Value
1	Used (in-service) Lubricating Oil samples of Turbo CC 32	27 10 19	100 ml/bottle	1	US\$ 1.00	US\$ 1.00
2	Caltex GTO 32	27 10 19	100 ml/bottle	2	US\$ 1.00	US\$ 2.00
3	Mobil DTE 832	27 10 19	100 ml/bottle	3	US\$ 1.00	US\$ 3.00
4	Jenteram 46	27 10 19	100 ml/bottle	1	US\$ 1.00	US\$ 1.00
5	Tellus 46	27 10 19	100 ml/bottle	5	US\$ 1.00	US\$ 5.00
6	Regal 46	27 10 19	100 ml/bottle	4	US\$ 1.00	US\$ 4.00
7	Castrol Perfecto 32	27 10 19	700 ml/bottle	2	US\$ 2.00	US\$ 4.00
<p>Not Regulated by IATA and ICA Non Flammable Goods and Non Toxic Goods No Commercial Value</p>						
Grand Total of Invoice						US\$ 20.00

Total Number of Packages :
 Total Weight (Indicate KGS or LBS)

I declare that all the information contained in this invoice to be true and correct.

Signature of Shipper / Exporter (Type name , title and sign)



Steve Austin , Plant Manager
ABC Manufacturing Sdn Bhd



How to Complete a Commercial Invoice

<p>1 E S Company K H Address P I O P R P T E Phone E R Fax K</p>						
Commercial Invoice						
2 Invoice to	Focuslab Ltd 9 Floor, Thosapol Land 4 Bldg. 2/39 Bangna-Trad Rd. KM-3 Bangkok 10260, Thailand Tel : 66 2 3618900			No / Reference Date of Invoice		
2 Ship to	Focuslab Ltd 9 Floor, Thosapol Land 4 Bldg. 2/39 Bangna-Trad Rd. KM-3 Bangkok 10260, Thailand Tel : 66 2 3618900			Air Way Bill Number Carrier or Courier		
				Country of Export:		
				Country of Origin of Goods :		
				Country of Ultimate Destination:		
8	8	9	3	4	5	6
Item	Description of Goods	Harmonized Code	Unit Quantity	Quantity boxes	Unit Value	Total Value
	Used (in-service) Lubricating Oil samples of					
Grand Total of Invoice						
Total Number of Packages: <input type="text"/>						
Total Weight (Indicate KGS or LBS) <input type="text"/>						
I declare that all the information contained in this invoice to be true and correct.						
Signature of Shipper / Exporter (Type name, title and sign)						
11	<p>(Type name, title and sign)</p> <p style="text-align: center;">Compan v Stamp</p>					

1 Shipper or Exporter information

Company name , complete address and telephone number

2 Invoice to / Ship to

Focuslab -company name , address and telephone

3 Air Way Bill Number (AWB)

Indicate Air way bill number of Carrier or Courier

4 Carrier or Courier

Such as DHL , Fedex , TNT , UPS

5 Country of Export

Indicate the country of export

6 Country of Origin of Goods

Indicate the country of origin manufacture for the goods in your shipment

7 Country of Ultimate Destination

Indicate Thailand

8 Description of Goods

Provide an accurate description of contents in your shipment

9 Harmonized Code

Harmonized Code is used by Customs to determine duties ,taxes and clearance requirement for each item in your shipment
Used lube oil is 27 10 19

10. "Not Regulated by IATA and ICAO "

"Non Flammable Goods and Non Toxic Goods "

"No Commercial Value"

Please make sure the goods are Lubricating Oils .

11. Signature of shipper /Exporter