



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.



Email: focuslab@focuslab.co.th

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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,

Why Used Oil sample is not flammable liquid	page 2
How to avoid leakage	page 2
Instructions	page 3
Proper Container for Air Freight Requirement	
Proper shipment document	page 5
Commercial Invoice	page 6
	page 7
How to complete Commercial Invoice	page 8





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 Aviaition Organization)





How To avoid Leakage of Used Oil Sample

700 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. <u>Our bottles are leakage- proof bottles quality</u>. <u>And our sample container system is complied to IATA Requirement</u> (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 or drains is a legal offence in the UI	policy for disposal of oily waste. Disp K.	oosal of these oils into watercourses
Observe all national and local envir	onmental regulations.	
:	Section 14 Transport information	n
15.0000.2000.0000.000.000.000.000.000.000		U-2007 PD-315-05
UN Number Not applicable	UN shipping name Not regulated	UN class Not applicable

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









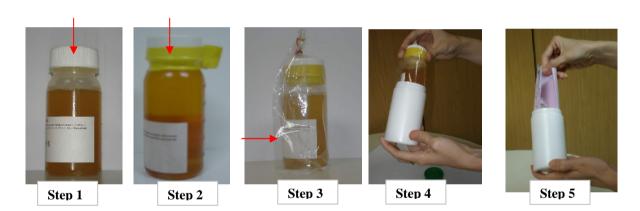
Proper Container and Packaging for Air Freight Requirement.

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.** 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.

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> 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 BillA 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	
X	H Address	
P	I	
O	P	
R	P	
T	E Phone	
E	R Fax	
ĸ		

Commercial Invoice

	Comme	i Ciai III v	oicc			
Invoice to	Focusiab Ltd		No / Reference			
	9 Floor , Thosapol Land 4 Bldg.,	Date of Invoice				
	2/39 Bangna-Trad Rd. KM-3					
	Bangkok 10260 , Thailand		Air Way Bill Nu	ımber		
	Tel: 66 2 3618600		Carrier or Cou			
	161.002.0010000			101		
Ship to			Country of Export:			
	9 Floor , Thosapol Land 4 Bldg.,					
	2/39 Bangna-Trad Rd. KM-3		Country of Original	gin of Go	oods :	
	Bangkok 10260 , Thailand					
	Tel: 66 2 3618600		Country of Ulti	mate De	stination:	
ltom	Description of Coads		Linit Overetite	Quantity	Llait Malora	T-4-1 \/-1
Item	Description of Goods	Harmonized Code	Unit Quantity	(bottles)	Unit Value	Total Value
	Used (in-service) Lubricating Oil samples of					
	Not Regulated by IATA and ICA					
	Non Flammable Goods , Non Toxic Goods					
	No Commercial Value					
	No Commercial Value					
			Crand Tatal (1)			
	(D.)		Grand Total of I	nvoice		
Total Number o	<u> </u>	1				
Total Weight (In	Total Weight (Indicate KGS or LBS)					
Lala alama dha tal						

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

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

Compan y Stamp

(Type name , title and sign)

Page 6

E S	Company:	ABC Manufacturing Sdn Bhd
ХН	Address:	88 , Jalan Damanlela Bukit Damansara
PΙ		50490 Kuala Lumpur
O P		Malaysia
R P		
ΤE	Phone:	603 2730 0000
E R	Fax:	603 2730 0001
ъ		

Commercial Invoice

Invoice to	Focuslab Ltd		No / Reference		123456789		
			Date of Invoice		January 18 ,2010		
	2/39 Bangna-Trad Rd. KM-3				, , ,		
			Air Way Bill Number		174 12 3678964		
			Carrier or Courier		DHL		
	101.002.0010000						
Ship to	I L		Country of Export:				
			Malaysia				
	2/39 Bangna-Trad Rd. KM-3		Country of Original	gin of G	oods :		
	Bangkok 10260 , Thailand		Malaysia				
	Tel: 66 2 3618600		Country of Ulti	mate De	estination:		
			Thailand				
Item	Description of Goods	Harmonized Code	Unit Quantity	Quantity	Unit Value	Total Value	
110111	· ·		om quantity	(bottles)	51.11 Value		
	Used (in-service) Lubricating Oil samples of	27 10 19	100 ml/h a#1 =		LIC\$ 4.00	LIS\$ 1.00	
1	Turbo CC 32		100 ml/bottle	1	US\$ 1.00	US\$ 1.00	
2 3	Caltex GTO 32	27 10 19 27 10 19	100 ml/bottle 100 ml/bottle	2	US\$ 1.00	US\$ 2.00	
_	Mobil DTE 832			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 100 ml/bottle	5	US\$ 1.00	US\$ 5.00	
6 7	Regal 46	27 10 19		4 2	US\$ 1.00	US\$ 4.00 US\$ 4.00	
/	Castrol Perfecto 32	27 10 19	700 ml/bottle		US\$ 2.00	05\$ 4.00	
					ي مر	of Invoice !	
			7 6	(ample	of Commerci		
	Not Regulated by IATA and ICA Non Flammable Goods and Non Toxic Goods No Commercial Value		Grand Total of I	nvoice		US\$ 20.00	

Total Number of Packages :	1	
Total Weight (Indicate KGS or LE	3S)	3 kgs

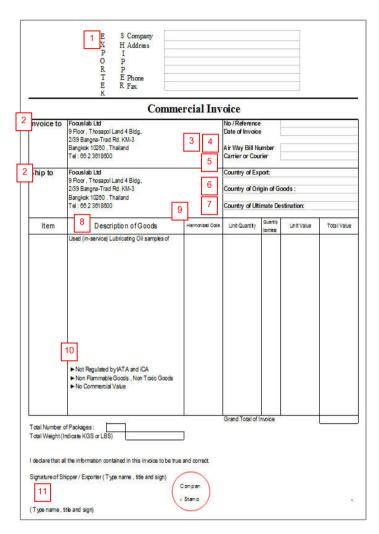
I declare that all the information contained in this invoice to be true and correct.

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

Steve Austin , Plant Manager ABC Manufacturing Sdn Bhd



How to Complete a Commercial Invoice



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 Couirer

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