



Australian Government

Department of Climate Change, Energy, the Environment and Water
Australian Antarctic Division



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Econ System How To Guide – Create Consignment – Scientific samples

Please refer to the [Scientific samples](#) webpage **before** you create a samples consignment.

1.1 Create a Consignment in Econ

1.1.1 Antarctic Applications Online

Open Econ using the external [Econ](#) link (or internally via Blizzline if you are within the AAD's network)

Antarctic Applications Online

AAO home - login or register

Welcome to AAO, the Australian Antarctic Division's Antarctic Applications Online system.

Use AAO:

- Register your interest or apply for Jobs in Antarctica;
- Register your interest for Temporary Employment in Kingston or Hobart;
- To apply to undertake Science and AAP related projects in Australia's Antarctic program (AAP);
- If approved to go south, to enter or update your personal profile information;
- When invited, to become a member or Assessor of an existing Antarctic project;
- Enter consignments for the transport of cargo south in support of AAP (Econ).

LOGIN

If you are already a registered user, please enter your AAO username or AAO registered email address and your password to log in. Passwords are case sensitive.

Note: For people with AAD computer accounts, use your AAD computer account username and password.

Username or Email

Password

Log In >

[Forgotten your login details?](#)

REGISTER

New to AAO? Not registered? You need to register with AAO to access the Australian Antarctic Division's external systems.

How to Register

- First - Ensure you have a valid email address.
- Next - Click the 'Register Now' button below to commence the registration process.
- Then - Read and agree to the AAD privacy statement, enter and save your profile details.
- Finally - You will receive an email with instructions on how to complete the registration process.

Register Now >

1.1.2 Open eCon

On the Home Page, click eCon at the bottom of the menu

Antarctic Applications Online

Home Page

Welcome to the Australian Antarctic Division's Antarctic Application Online (AAO) system.

- [Profile](#) Start here and complete your personal profile, also to apply for a **Job in Antarctica, Expression of Interest** for Antarctic Employment or register for the **Temporary Employment Register** for work at AAD head office.
- [Projects](#) If you are a Science Chief Investigator, Co-Investigator or Project Leader, access your list of projects here.
 - [Create New](#) Science Application for the 2018/19 round.
- [eCon](#) consign goods to Antarctica for non-AAO staff.



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1.1.3 Econ Menu

On the Econ menu select 'New Consignment'

1.2 Consignment Details

After you select a new consignment from the Econ menu, the Consignment Details page will appear. This page is broken down into four main sections. Start at the top in the 'Consignment Information' section.

1.2.1 Consignment Information

In the 'Consignment/Cargo Type' select Samples and all the required fields will populate accordingly

1.2.2 Import Permit / BICON case and Approved Arrangements (AA) Information

Refer to your import permit and enter the permit number and Approved Arrangement (AA) number

* Quarantine Import Permit/ BICON case description name	1102000
* Intended Destination Approval Arrangement #	T0001

Note: If your samples comply with a standard that allows the importation of the commodity **without** an Import Permit, enter 'N/A' in both fields – this includes all sample consignments being shipping from Macquarie Island.

1.2.3 Shipping From and Shipping To

In the 'Shipping From' field, choose from the drop down list and select the relevant location and in the 'Shipping To' field, choose the 'Cargo and Biosecurity Centre'

* Shipping From	Casey
* Shipping To	Cargo Biosecurity Centre

1.2.4 Delivery Point

In the 'Delivery Point' select the relevant option drop down menu.

If you select 'Other Address' complete the destination details for your Destination Approved Arrangement (AA) as appears on the import permit (if applicable).

* Delivery Address	* Number/Street	Department of Happy Feet 123 Penguin Park Way
	* City/Town	Happyville
	State	Tasmania
	* Postcode	7000
	* Country	Australia



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1.2.5 Shipping Group

Select the relevant shipping group (if applicable) or nominate the generic shipping group 'Science'

* Shipping Group	Science
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1.2.6 Consignment Description

Enter the commodity name or sample description from the import permit. This must be recorded exactly from the Import Permit front page.

* Consignment Description	Soil and water samples for destructive analysis	(Short Description for printing on cargo label)
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Note: If your samples comply with a standard that allows the importation of the commodity **without** an Import Permit, enter the words 'BICON case' followed by the description name e.g. "BICON case: Microorganisms including viruses".

1.2.7 Transport

Select required transport from the drop down menu

1.2.8 Delivery Date

Click the calendar symbol and nominate the date that you intend to deliver your samples to the green store

* Delivery Date	07-Feb-2018	Feb 2018
g delivered late?	Samples will arrive at Ma 371 characters rem	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
* Project	5071 5071 - CLIFTON, M	
	<input type="radio"/> No Dangerous	

If you intend on delivering your samples after cargo cut-off date, provide a reason for late delivery and package information

* Why is this cargo being delivered late?	Samples being collected up <u>til</u> the end of November for project off station 426 characters remaining
* Cargo Information	Including weights, dimensions and any special handling or storage requirements 2 <u>Eskies</u> weight <u>approx</u> 12 kg each including ice packs. Dimensions are 30cm W x 55cm L x 35 cm H.

Note: if you are collecting samples on board a voyage, enter the date you when you expect to collect the samples at sea

1.2.9 Project Number

Enter your four digit project number. If you do not know your project number select the '2023/24 Projects' tab and choose the applicable project number from the list



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* Project	<input type="text" value="4630"/>	<input type="button" value="My projects"/>	<input type="button" value="2023/24 Projects"/>
	4630 - KING, Prof. Matthew (University of Tasmania) - Australian Centre for Excellence in Antarctic Science (ACEAS)		

1.2.10 Cargo Requirements

Select the relevant requirements for of your scientific samples

Cargo Requirements	
* Dangerous Goods Declaration	<input checked="" type="radio"/> No Dangerous Goods <input type="radio"/> Yes, this consignment is for Dangerous Goods ONLY Failure to declare dangerous goods can result in fines or imprisonment.
* Storage Conditions	<input type="radio"/> Ambient <input type="radio"/> Do Not Freeze <input type="radio"/> Refrigerate (4 deg) <input checked="" type="radio"/> Freeze (-18 deg) <input type="radio"/> Freeze (-80 deg)
Consignment exempt from fumigation?	Do Not Fumigate - Defined as cargo that needs to be exempt from fumigation. <input checked="" type="radio"/> No, Fumigate as required. <input type="radio"/> Yes, DO NOT FUMIGATE.
* Shipping Purpose	<input type="text" value="Required in Australia"/> <small>Cargo that is required for use prior to the next available cargo transport, samples returning or expeditioner UPE</small>
* Intended Usage Timeframe	<input type="text" value="Other"/>

Note: Select 'Yes' If preservation conditions for your samples require Dangerous Goods (DG) transport (e.g. ethanol)). DGs can only be transported with a relevant and valid Safety Data Sheet (SDS)

Note: Select Required in Australia for the Shipping Purpose

Note: Select Other for Intended Usage Timeframe

Note: If your samples are temperature sensitive and must be maintained at a temperature other than ambient, temperature requirement stickers **must** be affixed to the outside of each package that your samples are packed into. E.g. your samples are temperature sensitive and you have packed these into an insulated box, place the appropriate temperature stickers on the outside of the insulated box

1.2.11 Sender Information

Enter the name of the person sending the samples. If it is you, click on the pre populated field on the right hand side e.g. You are Jane Citizen, so the name Jane Citizen appears in the 'Set Sender To' field

Sender Information	
* Name	<input type="text" value="Search by Email"/> Set Person to: <input type="text" value="Mick Clarke"/>
* Phone	<input type="text"/>
* Email	<input type="text"/> <input type="button" value="Add to notification list"/>
Sender Reference	<input type="text"/> (Maximo Work Order or other reference for printing on cargo label.)

Note: If you are creating the consignment on behalf of your Chief Investigator, you can enter their first or surname in the name field and hit 'tab'. Select the applicable name from the pre populated list by clicking on the relevant number (highlighted in blue), on the left hand side under the word 'Index'



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1.2.12 Receiver Information

Enter the name of the person who is responsible for receiving the samples. If it is you, click on the pre populated field on the right hand side e.g. You are Jane Citizen, so the name Jane Citizen appears in the 'Set Receiver To' field

Receiver Information	
* Position Title	<input type="text"/>
and/or * ₁ Person Name	<input type="button" value="Search by Email"/> <input type="text" value="Set Person to: Mick Clarke"/> <input type="button" value="Sender Details"/>
* ₁ Phone	<input type="text"/>
* ₁ Email	<input type="text"/> <input type="button" value="Add to notification list"/>

Note: * indicates information is mandatory. *₁ indicates information is mandatory for personal effects or RTA cargo.

Note: Econ is linked to **your** AAO profile so the information you have entered into your AAO profile, will populate to Econ. Make sure these contact details are correct and accurate. This information is vital as the AAD will refer to this when the samples are ready for on forwarding to the delivery point (Approved Arrangement) after the samples are released by customs and quarantine

1.2.13 Biosecurity Declaration and Fumigation Notice

After reviewing this information, select 'Save & Next (Enter Items)' tab

Biosecurity Declaration and Fumigation Notice
<p>It is the responsibility of cargo consignors to ensure that cargo is presented for transport clean and free of biosecurity risk material, this includes goods delivered directly from suppliers. Cargo that does not meet the delivery requirements may be turned away. Please contact Supply Chain Operations ahead of your delivery arriving if you will need to conduct biosecurity cleaning of cargo prior to processing for transport.</p> <p>Southbound cargo will undergo additional biosecurity screening and control processes including, but not limited to, inspection by Supply Chain Operations staff and Biosecurity Tasmania detection dogs, as well as insecticide treatment by means of fumigation/fogging.</p> <p>By submitting this consignment, you declare that you will follow the AAD's cargo delivery requirements, present the cargo clean and free from biosecurity risk material and consent to your cargo undergoing biosecurity inspection and treatment (except where specific exemptions have been agreed).</p> <p>* indicates information is mandatory.</p>
<input type="button" value="Save & Next (Enter items)"/> <input type="button" value="Save & Show Summary (Skip item entry)"/>

Note: If you consider your scientific samples should be exempt from biosecurity treatments, it's important to contact the AAD before your samples are delivered

1.3 Consignment Contents

After you select 'Save & Next (Enter Items)' tab, the consignment type/econ number and consignment description will appear at the top of the next page

Samples consignment E-126099K - Soil and water samples for destructive analysis - Dangerous Goods

<input type="button" value="Save"/>	<input type="button" value="Save & Next"/>	<input type="button" value="Upload Spreadsheet"/>	<input type="button" value="Edit Header"/>
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The Consignment Contents (Items) page is broken down into two main sections; Outer packages and Unpackaged or loose items.



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1.3.1 Outer Package/Box List

Select 'Add' in the 'Outer Package/Box List' section

its
ments
plate

use new

Add Del Copy

Outer Package/Box List			
<input type="checkbox"/>	No.	Package Description	Item Count

1.3.2 Outer Package Description

Enter the description for the outer packing e.g. Plastic container. Then click 'Apply' to save this description.

Create Outer Package

* Description

Add Inner Package

Apply Cancel

After you select 'Apply', the Inner Package screen will appear. All these fields are mandatory.

Create Inner Package

* Description

* UN No.

* Quantity UOM

* Value (\$ AUD per unit replacement value)

* Country

* Sample ID (If you dont have a Sample ID, type in the digit 1 as a default value to proceed)

Add More Items

NOTE:
When Entering value for the item, ensure that you only enter the value per item, not the value of the entire consignment.
The value should represent the replacement value of the item.

Apply Cancel

1.3.3 Description

Enter the description of the samples collected e.g. 'Porewaters from soils'

* Description
1. Soil and water samples

Note: The description should replicate the pathway number in the Import Permit. This will make it easier for importation clearances. i.e if you have a permit with 6 different pathways, and you do not place the correct pathway, it could be held up by DAFF.



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1.3.4 UN No – Dangerous Goods (DG)

If you declare your sample has a DG base, enter the relevant UN number into this field. If you are unsure of the number but know the description, type in the description and click on the magnifying glass symbol.

* UN No.	ethanol <input type="text"/> <input type="button" value="x"/> <input type="button" value="🔍"/>
-----------------	---

A full list of UN codes that match the description will appear. Select the relevant option by clicking on the applicable UN code (blue number)

UN Code	Description	Class
1170	ETHANOL (ETHYL ALCOHOL) or ETHANOL SOLUTION (ETHYL ALCOHOL SOLUTION)	3
1230	METHANOL	3
2051	2-DIMETHYLAMINOETHANOL	8
2491	ETHANOLAMINE or ETHANOLAMINE SOLUTION	8
2686	2-DIETHYLAMINOETHANOL	8
2873	DIBUTYLAMINOETHANOL	6.1
3055	2-(2-AMINOETHOXY)ETHANOL	8
3475	ETHANOL AND GASOLINE MIXTURE or ETHANOL AND MOTOR SPIRIT MIXTURE or ETHANOL AND PETROL MIXTURE, with more than 10% ethanol	3

Note: The UN No field **only** appears if you ticked “Yes” in section 1.2.10. If you do not know the UN number or the description, refer to your relevant and valid Safety Data Sheet (SDS). The UN number will appear in Section 14 under the words ‘UN proper shipping name’.

1.3.5 Quantity and Unit of Measure (UOM)

Enter the applicable quantity e.g. 4 and relevant UOM e.g. each

* Quantity	4 <input type="text"/>	UOM	Each <input type="button" value="v"/>
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Note: The example above refers to 4 x glass bottles

1.3.6 Country

Leave this field as the default ‘Australia – Tasmania’

* Country	Australia - Tasmania <input type="button" value="v"/>
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1.3.7 Sample ID field

In the ‘Sample ID’ field, enter in a positive value **only** or simply type the digit 1

* Sample ID	1 <input type="text"/> (If you dont have a Sample ID, type in the digit 1 as a default value to proceed)
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1.3.8 More Items box

Leave this box ticked **if** you have more samples in the same package and select 'Apply'

Add More Items	<input checked="" type="checkbox"/>
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NOTE:
When Entering value for the item, ensure that you only enter the value per item, not the value of the entire consignment.
The value should represent the replacement value of the item.

Apply Cancel

Repeat steps from 1.1.16 onwards until there are no more samples to add into the package e.g. no more samples in the Glass bottles. When you have added all the samples into this package, **untick** the 'Add More Items' box

Add More Items	<input type="checkbox"/>
-----------------------	--------------------------

NOTE:
When Entering value for the item
The value should represent the r

Apply

Now you can view your first package and the inner package details

Samples consignment E-152763K - ***TEST*** Soil and water samples for Laboratory Use

Save Save & Next Upload Spreadsheet Edit Header

Add Del Copy

Outer Package/Box List			
<input checked="" type="checkbox"/>	No.	Package Description	Item Count
<input type="checkbox"/>	new1	Esky	1
<input type="checkbox"/>	new3	Esky	1

Add Del Copy Move

Inner Package List for new1	
<input type="checkbox"/>	No. Item Description
<input type="checkbox"/>	new2 1. Soil and water samples

Note: you can view these details by clicking on the No. field (blue number/word). To make changes, just enter in the new information and click 'Apply'. If there are no changes, just click 'Cancel'



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1.3.9 More Packages

If you have other packages to add to this samples consignment that do not contain the same sample items and quantities, click 'Add' to create another Outer Package/Box List

Samples consignment E-126099K - Soil and water samples for destructive analysis - Dangerous Goods

Save Save & Next Upload Spreadsheet Edit Header

Add Del Copy Add Del Copy Move

Outer Package/Box List			
No.	Package Description	Item Count	
21438389	Plastic container	1	

Inner Package List for 21438389	
No.	Item Description
new1	Porewaters from soils

Create Inner Package

* Description

* UN No.

* Quantity UOM

* Value (\$ AUD per unit replacement value)

* Country

* Sample ID (If you dont have a Sample ID, type in the digit 1 as a default value to proceed)

Add More Items

NOTE:
When Entering value for the item, ensure that you only enter the value per item, not the value of the entire consignment.
The value should represent the replacement value of the item.

Apply Cancel

Repeat steps 1.3.2 through to 1.3.9 and when you have finished adding packages and finished adding items to the packages, **untick** the 'Add More Items' box for your last item.

Note: If you have multiple packages that have the same contents, click on the white box, and select "Copy". Then continue until the correct number of packages are in the consignment.

Now you can view all your packages for your sample's consignment. To view the inner package details within each package, click on the item line (blue box number or blue item number)

Samples consignment E-152763K - ***TEST*** Soil and water samples for Laboratory Use

Save Save & Next Upload Spreadsheet Edit Header

Add Del Copy Add Del Copy Move

Outer Package/Box List			
No.	Package Description	Item Count	
<input checked="" type="checkbox"/>			
new1	Esky	1	
new3	Esky	1	

Inner Package List for new1	
No.	Item Description
new2	1. Soil and water samples



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1.3.10 Save Consignment

Now select 'Save & Next'

Edit Packages/Items

Samples consignment E-126099K - Soil and water samples for destructive analysis - Dangerous Goods

Save

Save & Next

Upload Spreadsheet

Edit Header

1.3.11 Review Consignment

You now have the option to review your consignment in its entirety. You can scroll down or you can select 'Display Consignment' to review

Consignment Submit

Samples consignment E-126099K - Soil and water samples for destructive analysis - Dangerous Goods

Edit Consignment Details

Edit Packages/Items

Display Consignment

This Consignment is designated as Dangerous Goods

Dangerous Goods (DG) cannot be shipped without a copy of the Safety and Data Sheet (SDS) for each DG. Please email SDS's for each substance to sds@aad.gov.au

1.3.12 Submit Consignment

After reviewing your consignment, if you don't need to make any changes, select 'Submit for Packing'

Consignment Summary

Samples consignment E-126099K - Soil and water samples for destructive analysis - Dangerous Goods

Submit for Packing

Edit Consignment Details

Edit Packages/Items

Email Consignment

Create

You will be asked one more time to Submit Consignment for processing? Select 'Yes'

Submit Consignment E-126099K for processing?

The cargo will be processed when delivered.

Yes This econ will be submitted for processing. You will not be able to edit once submitted.

No This econ will remain in 'My Consignments' and available for editing by you.

Note: after you select 'Yes' you cannot make any changes to the consignment. If you need to change your samples consignment (e.g. change the transport, change the consignment description, if you collect more or less samples, or pack your samples into different containers etc.) contact your station supply officer at station.

Note: if your samples have **special handling requirements**, contact your station supply officer (or voyage management for samples collected at sea). There is **no** field in Econ to report this requirement. Requests for special handling requirements **must** be emailed through to opscargo@aad.gov.au



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Special handling requirements may be required if your samples are live material and need pre clearance for import to maintain samples integrity.