

## Department of Climate Change, Energy, the Environment and Water

Australian Antarctic Division



### 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. • 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.

#### 1.1.2 Open eCon

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

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.

## **Antarctic Applications Online**

Register Now >

lome 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-AAD staff.



# Department of Climate Change, Energy, the Environment and Water

AUSTRALIAN ANTARCTIC PROGRAM

Australian Antarctic Division

#### Econ System How To Guide – Create Consignment – Scientific samples

#### 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

	1
* 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

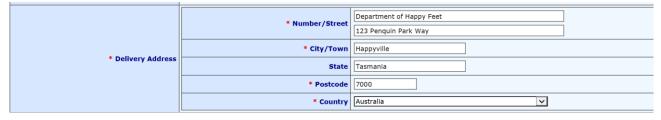
In the 'Shipping From' field, choose from the drop down list and select the relevant location and in the 'Shipping To' field, choose the 'Cargo and Biosecurity Centre'

* 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).





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



#### Econ System How To Guide – Create Consignment – Scientific samples

#### 1.2.5 **Shipping Group**

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



#### 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.



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".

#### **Transport** 1.2.7

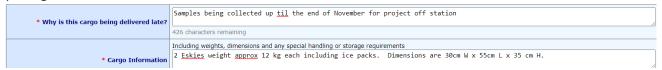
Select required transport from the drop down menu

#### 1.2.8 **Delivery Date**

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



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

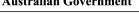


Note: if you are collecting samples on board a voyage, enter the date you when you expect to collect the samples at sea

#### 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





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



### Econ System How To Guide – Create Consignment – Scientific samples

* Project	4630	۵	My projects		2023/24 Projects	
	4630 - KING, Prof. Matthew (University	ty of Tasm	ania) - Australian Centr	e for	Excellence in Antarctic	Science (ACEAS)

#### 1.2.10 Cargo Requirements

Select the relevant requirements for of your scientific samples

Cargo Requirements						
<b>● * Dangerous Goods Declaration</b>	No Dangerous Goods imprisonment.	O Yes, this consignment	t is for Dangerous Goods ONLY	Failure to declare dange	erous goods can result in fines or	
* Storage Conditions	O Ambient	O <u>Do Not Freeze</u>	O <u>Refrigerate (4 deg)</u>	• Freeze (-18 deg)	O Freeze (-80 deg)	
Consignment exempt from fumigation?		oo Not Fumigate - Defined as cargo that needs to be exempt from fumigation.  No, Fumigate as required.  Yes, DO NOT FUMIGATE.				
* Shipping Purpose	Required in Australia Cargo that is required for use prior to the next available cargo transport, samples returning or expeditioner UPE					
* Intended Usage Timeframe	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

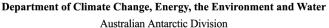
## 1.2.11 Sender Information

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	Search by Email Set Person to: Mick Clarke
* Phone	
* Email	Add to notification list
Sender Reference	(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'







### Econ System How To Guide – Create Consignment – Scientific samples

#### 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	
and/or * <sub>1</sub> Person Name	Search by Email Set Person to: Mick Clarke Sender Details
* <sub>1</sub> Phone	G.
* <sub>1</sub> Email	Add to notification list

**Note:** \* indicates information is mandatory. \*<sub>1</sub> 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

B	iosecurity Declaration and Fumigation Notice		
	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.		
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.			
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).			
Į.			
*	indicates information is mandatory.		
\$	Save & Next (Enter items)  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



The Consignment Contents (Items) page is broken down into two main sections; Outer packages and Unpackaged or loose items.



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



Econ System How To Guide – Create Consignment – Scientific samples

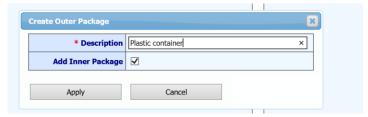
### 1.3.1 Outer Package/Box List

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

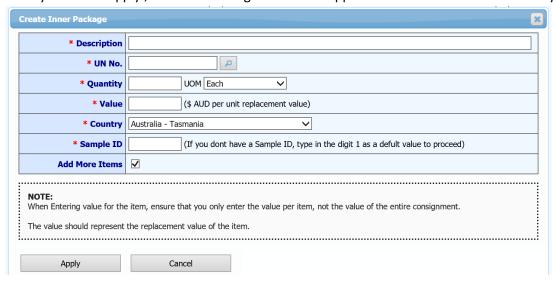


#### 1.3.2 Outer Package Description

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

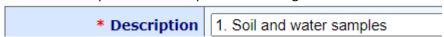


After you select 'Apply', the Inner Package screen will appear. All these fields are mandatory.



#### 1.3.3 Description

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



**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.

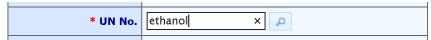
#### Department of Climate Change, Energy, the Environment and Water Australian Antarctic Division



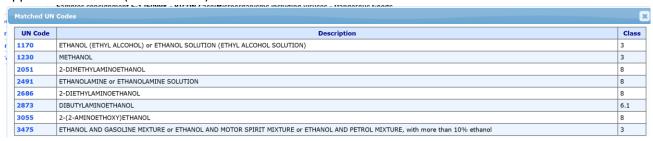
#### Econ System How To Guide – Create Consignment – Scientific samples

#### UN No - Dangerous Goods (DG)

If you declare your sample has a DG base, nter 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.



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)



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'.

#### Quantity and Unit of Measure (UOM)

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

* Quantity	4 UOM Each

**Note:** The example above refers to 4 x glass bottles

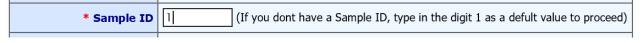
#### 1.3.6 Country

Leave this field as the default 'Australia - Tasmania'



#### 1.3.7 Sample ID field

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





# Department of Climate Change, Energy, the Environment and Water

Australian Antarctic Division



### Econ System How To Guide – Create Consignment – Scientific samples

#### 1.3.8 More Items box

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

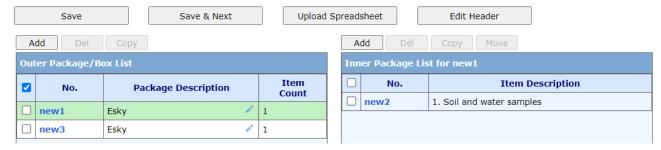
I.			
	Add More Items	✓	
	_	the replacement value of the item.	value per item, not the value of the entire consignment.
	Apply	Cancel	

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	
	<b>NOTE:</b> When Entering value for	the iten
<u>:</u>	The value should represe	ent 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



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'



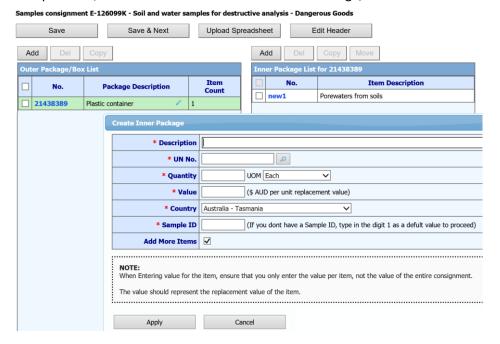
# Department of Climate Change, Energy, the Environment and Water Australian Antarctic Division



#### Econ System How To Guide – Create Consignment – Scientific samples

#### 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 quantites, click 'Add' to create another Outer Package/Box List

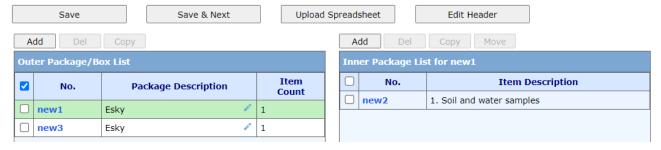


Repeat steps 1.3.2 through to 1.3.9 and when you have finished adding packages and finished adding items to the packages, **untick** the 'Add More Items' box for your last item.

**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





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



#### Econ System How To Guide – Create Consignment – Scientific samples

#### 1.3.10 Save Consignment

Now select 'Save & Next'

Edit Packages/Items				
Samples consignment E-126099K - Soil and water samples for destructive analysis - Dangerous Go				
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

## 

#### 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 <a href="mailto:sds@aad.gov.au">sds@aad.gov.au</a>

## 1.3.12 Submit Consignment

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

Consignment Summary	Consignment Summary						
Samples consignment E-1	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 <a href="mailto:opscargo@aad.gov.au">opscargo@aad.gov.au</a>



Australian Antarctic Division

Department of Climate Change, Energy, the Environment and Water

AUSTRALIAN ANTARCTIC PROGRAM

## Econ System How To Guide – Create Consignment – Scientific samples

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