Please refer to the following guidance **before** you prepare your letter of declaration:

Know your import permit number or BICON Case name and clearly state it on the declaration.

A BICON Case is an alternative document to an import permit and is used for samples that are permitted to be imported without an import permit. Samples being imported still require a Letter of Declaration with a statement justifying why your samples meet the conditions stated in the BICON Case (for example you may need to include text such as: “samples have been treated with 70% alcohol”).

If your permit includes multiple commodity types, clearly identify which you are importing your samples under by citing the commodity number and the **exact text** that appears on the permit in the 'Description and/or Permit Conditions' fields (rule of thumb: you may delete irrelevant words but do **not** add any new words).

Other cases where specific wording is required on the letter of declaration include:

**Preserved animal tissues** (BICON case) which must declare how the tissues have been preserved (fixed), for which the options are: 70% alcohol, 10% formalin, 4% formaldehyde or a minimum of 2% glutaraldehyde. The samples do not have to be in the preservative at the time of importation, but you must state when and how they were previously preserved.

**Animal tissues:** Some types require you declare “The samples were sourced from the Antarctic only” but they may be sourced from any Antarctic and Southern Ocean region.

**Antarctic moss, lichens or algae** must be treated with ultralow freezing at −70°C for seven consecutive days. If the samples have received this treatment offshore prior to importation (recommended), you must provide details in your declaration, for example “All samples were stored in an ultralow freezer at −70°C for seven consecutive days, from [start date] to [end date] at location [eg Casey station laboratories]”. Other requirements include providing a list of specimens in the consignment (identification at least to genus level) and a declaration that the specimens are not pathogenic (“Specimens were inspected prior to packaging and were found to be free from excess soil and are not knowingly infected with potentially viable pathogenic micro-organisms”).

**BICON cases** (in general): Include a clear description of how and why the samples meet the case (e.g. sample type, quantity limits, clean of soil and other biosecurity risk and/or meets standard preservation methods). Ensure the wording in your declaration exactly matches that provided in the BICON case, as is appropriate to your samples.

Some sample consignments need further information included in the letter of declaration to enable biosecurity clearance staff to be satisfied that the samples can be cleared. The onus is on you to provide clear statements describing how your samples meet the requirements specified in the import permit/BICON case. Some common examples where additional information is required are provided above, but you must check your permit/BICON case details and provide in your declaration any relevant statements specific to your samples – be thorough now to avoid delays later during clearance.

Make it easy for the clearance assessor to match the information provided in your letter of declaration with that in your import permit/BICON case by providing all required statements and making sure you use their exact wording (only omit irrelevant words, do not add extra words).

**Attention**

Department of Agriculture, Water and the Environment

**Name:**

**Position:**

**Institution:**

**Phone:**

**Email:**

To whom it may concern,

This consignment contains samples destined for import to Australia under:

HBOL (Econ) number:

On voyage/flight:

Project ID:

Samples have been imported under import permit number: and meet the permit conditions as per the information below.

|  |  |
| --- | --- |
| Commodity number and name: |  |
| Description of goods: |  |
| Permit conditions: |  |
| Country of origin: |  |
| Delivery destination Approved Arrangement (AA) number and address: |  |

Other Information (as required per main body permit conditions):

Regards,

[*Name*]

[*Signature*]

[*Date*]