Center for Applied Isotope Studies
UNIVERSITY OF GEORGIA

CAIS Geochronology Lab
Sample Submission Form Instructions

The purpose of this new form is to ensure adherence to new sample acceptance policies, to streamline importation of samples from outside the US, and to document the disposition of samples after analysis is complete. The new, updated sample submission form must be completed for all sample submissions. Analysis may be delayed until this form is completed. Please feel free to contact us (cais@uga.edu) if you have any questions.

Analysis Requested – Select the analyses needed (radiocarbon, stable isotopes, or both). If your request is not listed or varies by sample, select "Other" and explain.

Submitter Information – Provide complete contact details for invoicing. Include procurement or third-party billing information if required. Note: billing rates (internal versus external) are based on the billing address. Include any additional information that your institution requires to process the invoice. All financial approvals and invoicing instructions must be secured before submission. Invoices cannot be modified after issuance.

Account Information – Include PO number, project or grant name/number, or UGA account number (chart string or speed type) as applicable.

Project Overview – Provide a project name and description of site context, conditions, and research goals. This helps assess sample suitability and potential issues. Incomplete information may delay or prevent acceptance.

Sample Inventory – For each sample (use a spreadsheet for large batches), include:

- **Sample ID:** Use a unique identifier (avoid simple numbers like "1" or "2").
- **Collection type:** Archaeological, botanical, zoological, mineralogical, anatomical, forensic, or paleontological
- **Description/composition:** What is it/what is it made of (e.g., human bone, plant material, shell).
  - *Note: Contact CAIS before submitting soils/sediments.*
- **Quantity** weight
- **Estimated age (if known)**
- **Potential contaminants**
- **International shipments:** see International Shipping instructions for HTS code and declared value.

SAMPLE INVENTORY: All samples are for scientific study.							**For international shipments to CAIS** *See instructions*	
UGAMS # CAIS use only	**Sample ID**	**Collection Type** Archaeological, geological, etc.	**Sample Description and Composition**	**Quantity (mg/g)**	**Estimated Age**	**Potential Contaminants**	**HTS Code**	**Declared value**
Example 1	*9CH1-EU99-21*	*Archaeological*	*Animal bone tool*	*5 g*	*AD 1100*	*Acrylic glue*	*9705.10.0010*	*$1*
Example 2	*CSZ Burial 4a*	*Anatomical*	*Human femur fragment*	*5 g*	*Holocene*	*Elmer's glue*	*9705.22.0000*	*$1*

Sample Disposition – Choose one. See CAIS Service Policies for details.

- **Return** (client pays; not available for international or soil/sediment samples);
- **Donate** (used by CAIS for training/quality control/method development after a 5-year embargo period);
- **Destroy** (samples retained for ≥6 months then destroyed).

Research Authorization – Confirm all approvals are in place and samples meet CAIS acceptance policies **before** submission. This includes purchase orders and negotiation of terms & conditions.

CAIS Geochronology Lab
International Shipping Instructions

Required Documentation

Due to changes in U.S. trade policy, all international shipments must include a detailed sample description, HTSUS code, and Declared value. Generic descriptions (e.g., "scientific samples, no commercial value") are no longer acceptable and may cause delays or returned shipments.

To facilitate documentation, the required information is now part of the sample submission form. It can also be included on a separate inventory prepared by the sending institution.

SAMPLE INVENTORY: All samples are for scientific study.							**For international shipments to CAIS** *See instructions*	
UGAMS # CAIS use only	**Sample ID**	**Collection Type** Archaeological, geological, etc.	**Sample Description and Composition**	**Quantity (mg/g)**	**Estimated Age**	**Potential Contaminants**	**HTS Code**	**Declared value**
Example 1	*9CH1-EU99-21*	*Archaeological*	*Animal bone tool*	*5 g*	*AD 1100*	*Acrylic glue*	*9705.10.0010*	*$1*
Example 2	*CSZ Burial 4a*	*Anatomical*	*Human femur fragment*	*5 g*	*Holocene*	*Elmer's glue*	*9705.22.0000*	*$1*

1. Description of the goods:
   - What is it? (e.g. preserved zoological, botanical, mineralogical, anatomical, paleontological specimens)
   - What is it made of? (e.g. human bones, plants, seashells)
   - What is it intended for? (scientific research and radiocarbon dating)

   Example: Preserved botanical specimens for scientific research and radiocarbon dating.
2. HTS Codes – most archaeological samples will be classified under HTS 9705 (scientific or collectors' specimens of zoological, botanical, mineralogical, anatomical, archaeological, or paleontological interest):
   - Anatomical/paleontological/zoological/botanicals/mineralogical interest:
     - **9705.21.0000** Human specimens and parts
     - **9705.22.0000** Extinct or endangered species and parts
     - **9705.29.0000** Other
   - Archaeological/ethnographic/historical interest:
     - **9705.10.0010** Articles of archaeological interest
     - **9705.10.0020** Articles of ethnographic interest
     - **9705.10.0090** Other collections of historical interest
3. Declared value -- If the items being tested were purchased, the purchase price should be listed. Otherwise, the items have no commercial value, and the proforma invoice can provide a nominal value, e.g., $1.

Recommended Shipping & Customs Instructions

- **Courier: FedEx is strongly recommended; DHL is also acceptable.** Other couriers have a higher risk of delays, returns, or shipment loss during customs clearance.

- **Shipping Address**: To facilitate customs processing, use the following contact details:

  Center for Applied Isotope Studies
  Geochronology Lab
  120 Riverbend Road
  Athens, Georgia, 30602 USA
  uga@bakerlcs.com | cais@uga.edu | Phone: +1 (706) 542-1395

- **Customs Broker:** CAIS has partnered with **Baker Logistics** as its preferred customs broker to streamline imports, reduce delays, and ensure predictable costs. Shipments cleared through Baker Logistics will incur a **flat $20 USD fee per shipment**, which covers all customs processing, duties, and related fees. CAIS will cover any additional charges beyond this amount. *If you use an alternative broker, including courier in-house brokerage, you will be responsible for the actual costs of duties, taxes, and processing fees (typically $19–$144).*

- **Broker selection instructions:** While preparing your shipment, designate **Baker Logistics Consulting Services** as the Broker. (**FedEx:** 'Broker Select' under the Service Details section. **DHL:** 'Broker Notification' under Optional Services or Customs Clearance section). Use the following Broker contact information:

  Baker Logistics Consulting Services
  205 Elm Ave
  Elmhurst IL 60126
  uga@bakerlcs.com | +1 (312) 971-0680