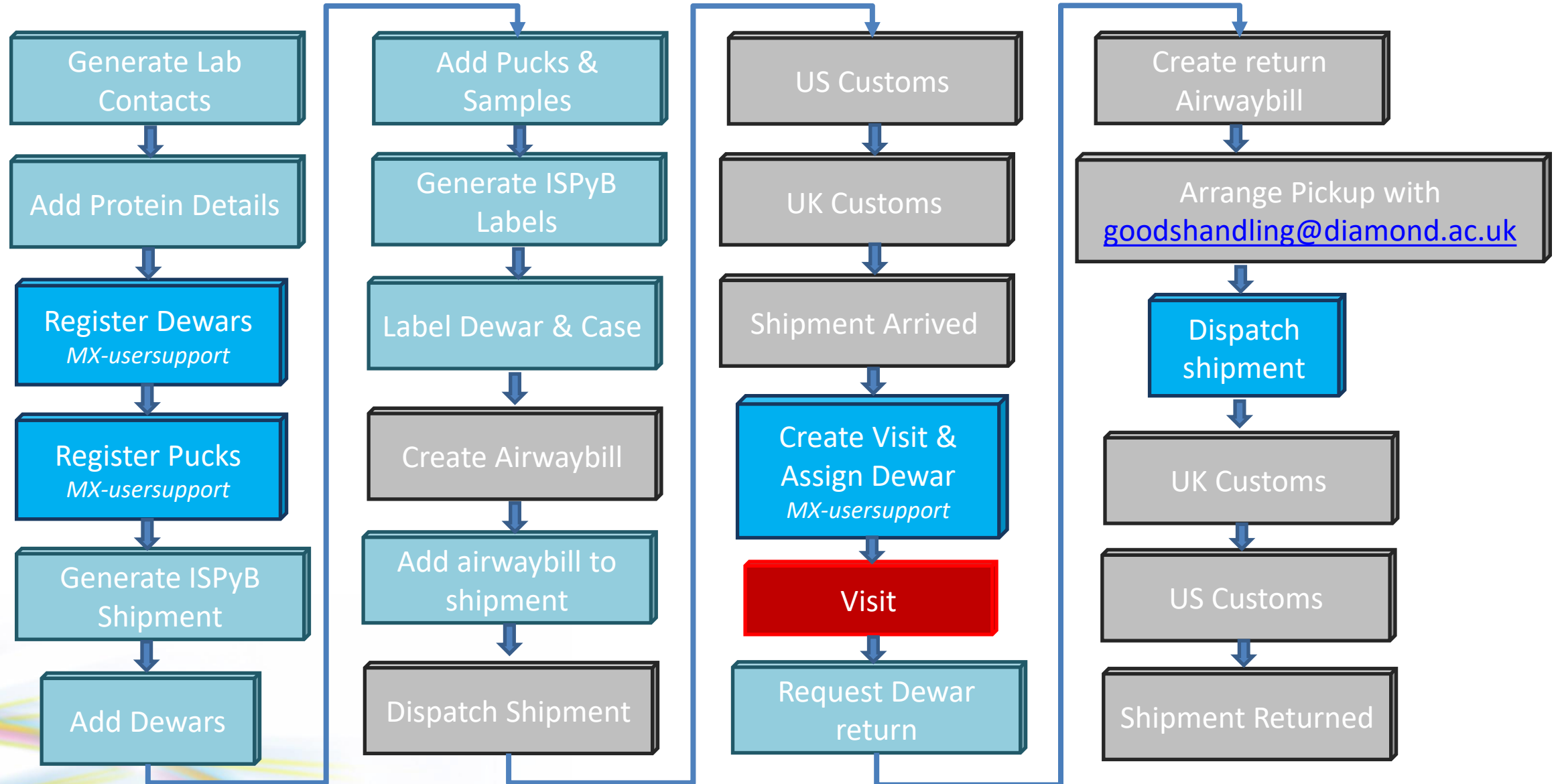


# Shipping To / From Diamond

# Shipments: Summary



User -  
ISPyB

Diamond Staff on  
request

User/Other

# Shipments: Lab contacts

- A lab contact is the address and details of the person that will ship a Dewar
- Select Lab contacts from the ISPyB Menu

Generate Lab  
Contacts

Proposals: cm4950 | Projects | Unit Cell Search | Feedback | Help

Visits for cm4950

This page lists the visits available for proposal cm4950

Show 10 entries

Start Date	Shipments	Number	Beamline	Local Contact	Comments	Data Collections
09:00 24-10-2014	Samples	5	i03		Click to edit	0
09:00 15-08-2014	Proteins	4	i03		Click to edit	0
09:00 30-05-2014	Lab Contacts	3	i03		Click to edit	0
09:00 14-03-2014	Statistics	2	i03		Click to edit	0
09:00 01-01-2014		1	i03		Click to edit	509

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

<https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Using-ISPyB/Lab-contact.html>

# Shipments: Lab contacts

- Select Add Home Lab contact

Generate Lab  
Contacts

## Home Lab Contacts

This page shows registered home laboratory contacts. This information is generally used to return shipments back after an experiment

Create a new contact

+ Add Home Lab Contact

Show 10 entries

Card Name	Person	Address	Phone No.	Laboratory
test	est t	lab address		labname

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

<https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Using-ISPyB/Lab-contact.html>

# Shipments: Lab contacts

- Lab contact is a person that can be contacted regarding an associated shipment
  - Lab address used for pickup and collection
  - ZIP code or similar instead of post code
  - Include a country code in the phone number
  - Any issues contact [mx-usersupport@diamond.ac.uk](mailto:mx-usersupport@diamond.ac.uk)

Add New Home Lab Contact

Card Name <small>Name for the Contact Card</small>	<input type="text" value="Threepwood"/>
Contact Details	
Family Name	<input type="text" value="Threepwood"/>
First Name	<input type="text" value="Guybrush"/>
Telephone Number	<input type="text" value="+442220911990"/> <small>***</small>
Email Address	<input type="text" value="threepwoodG@example.co"/>
University / Institution / Company Details	
Name <small>The name of the university, institution or company</small>	<input type="text" value="Diamond Light Source"/>
Street Address <small>Address for courier Exclude post code and city</small>	<input type="text" value="Zone 8 stores&lt;br/&gt;Harwell Science Innovation Campus"/>
City	<input type="text" value="Didcot"/>
Postcode	<input type="text" value="OX11 ODE"/>
Country	<input type="text" value="United Kingdom"/>

Generate Lab  
Contacts

<https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Using-ISPyB/Lab-contact.html>

# Shipments: Lab contacts

- As APS users will be arranging their own return shipments, these fields should be **left blank**
- For each shipment the courier company can be specified to help indicate to Goods Handling which company is due to pick up that shipment

Generate Lab  
Contacts

## Dewar Return Details

The following information is used for each shipment associated

Courier Company

Courier company to use to return dewars to home lab

Courier Account No.

Courier account number for returning dewars to home lab

Billing Reference

Billing reference to use when returning dewars to home lab

Average customs value of dewar

The average customs value of a dewar

Average transport value of

<https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Using-ISPyB/Lab-contact.html>

# Shipments: Protein Details

- For each protein defined in UAS, an equivalent record will be created in ISPyB
- In the proteins Interface, adding a **sequence** and **PDB file** will allow downstream processing such as MrBUMP and Dimple to run
- **AlphaFold structures** will also be generated for provided sequences

Add Protein Details

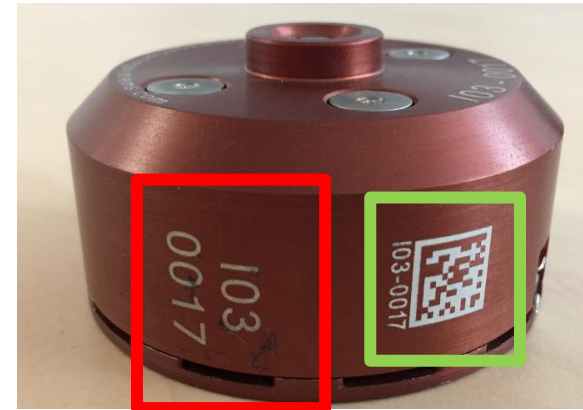
View Protein

Clone Protein

Name	TestLysozyme.1						
Acronym	TestLysozyme						
Molecular Mass	Click to edit						
Sequence	<p>A single protein sequence in single character format e.g. YPKV. No other characters or lines. Complexes are not supported at this time. This sequence is required for MrBUMP and will be used to generate an AlphaFold model for future downstream processing tasks. This sequence will be used for the model building step of any Big EP phasing runs.</p> <p>KVFGRCLEAAAMKRHGLDNYRGYSLGNWVCAAKFESNFNTQATNRNTDGDSTDYGILQINSRWWCNDGRTPGSRNLCNIPC SALLSSDITASVNC AKKIVSDGNGMNAWVWRNRCKGTDVQAWIR GCRL</p>						
Component Type	Click to edit						
Concentration Unit	Click to edit						
Global	No						
Associated PDB Files	<p>A PDB format file of the protein, or subdomain. This is required to trigger the DIMPLE downstream processing task and is also used as an additional input to MrBUMP. Multiple PDB files can be provided and the best match will be used for the downstream task.</p> <p>+ Add PDB File</p> <table><tr><td>ranked_4.pdb [File]</td><td>ranked_3.pdb [File]</td><td>ranked_2.pdb [File]</td></tr><tr><td>ranked_1.pdb [File]</td><td>ranked_0.pdb [File]</td><td>dls.lysozyme.pdb [File]</td></tr></table>	ranked_4.pdb [File]	ranked_3.pdb [File]	ranked_2.pdb [File]	ranked_1.pdb [File]	ranked_0.pdb [File]	dls.lysozyme.pdb [File]
ranked_4.pdb [File]	ranked_3.pdb [File]	ranked_2.pdb [File]					
ranked_1.pdb [File]	ranked_0.pdb [File]	dls.lysozyme.pdb [File]					

# Shipments: Registering Dewar & Pucks

- Please provide [mx-usersupport@diamond.ac.uk](mailto:mx-usersupport@diamond.ac.uk) with your puck identifiers that you will use to send to diamond: **103-0017**
  - We will register these to your Proposal so they can be used in ISPyB
  - All pucks need to be registered, otherwise we cannot load and track the pucks on site
  - We will barcode pucks with **2D barcodes** when on site
- Please ask [mx-usersupport@diamond.ac.uk](mailto:mx-usersupport@diamond.ac.uk) for Barcodes for each Dewar sent to Diamond
  - We will issue you a **temporary paper barcode** which we will replace with a **2D barcode on arrival**



Register Dewars  
*MX-usersupport*

Register Pucks  
*MX-usersupport*



**FOR USERS:** this barcode needs to be attached to the dewar neck and its ID used for the shipment (in ISPyB/Synchweb)

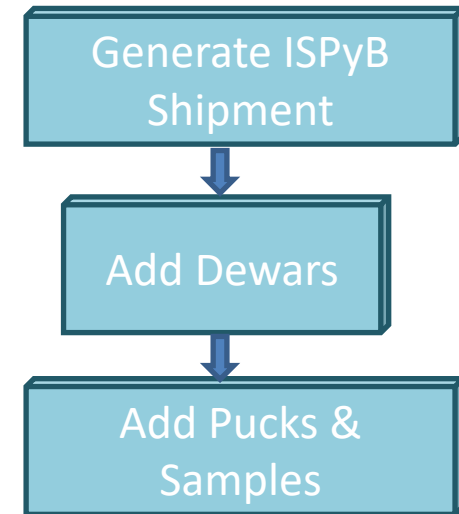
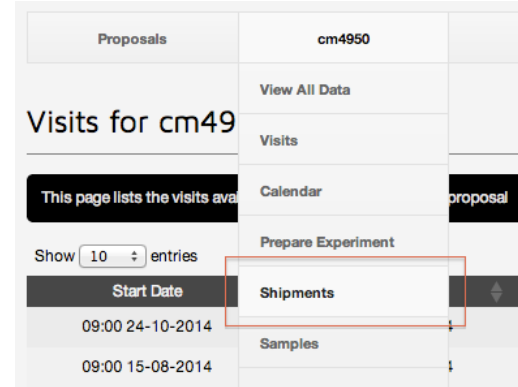
**FOR DLS-STAFF:** This is a temporary barcode. Please replace it with a new sticker at the end of the visit (i.e. before returning to user). email [mx-usersupport](mailto:mx-usersupport) to notify this has happened or if you have any queries

**For users –**  
print this page cut the square above and stick it to the dewar neck for shipment the dewar code will be associated with your proposal when the dewar arrives at Diamond we will substitute this temporary label with a permanent sticker



# Shipments: Generating Shipment

- Select the "Shipment" page from the proposal menu
- This will take you to the shipments page, which lists all shipments for the currently selected proposal.
- Click the "Add Shipment" button on the top right hand side to register a new shipment



## Shipments for cm4950

This page shows a list of shipments associated with the currently selected proposal

In order to register your samples you need to create a shipment. Shipments contain dewars, dewar contain containers, and containers individual samples. These can be created sequentially by viewing a particular shipment

Create a new shipment

Show 10 entries

Search:

Name	Creation Date	Outgoing Contact	Return Contact	Status	# Comp	Comment
t2	13-02-2014	test	test	opened	1	
test	13-02-2014	test	test	opened	1	test please ignore

<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Adding Samples

- Once a shipment is created
- Click the + icon to add a container

## Shipment Contents

Select a dewar by clicking on the row in the table below. Dewar details are then shown below. Click the + icon to add a container to the selected dewar

+ Add Dewar

Name	Barcode	Facility Code	First Experiment	Tracking # to	Tracking # from	Status	Location	Containers		
DLS-01-0001	cm4950-0003872	Click to edit	Click to edit	Click to edit	Click to edit	opened		0		+
Dewar1	cm4950-1-i03-0003870	Click to edit	cm4950-1	Click to edit	Click to edit	opened		Click to add a container		+
rt	cm4950-0003871	Click to edit	Click to edit	Click to edit	Click to edit	opened		0		+
DLS-01-0001	cm4950-0003873	Click to edit	Click to edit	Click to edit	Click to edit	opened		0		+
DLS-01-0001	cm4950-0003874	DLS-01-0001	Click to edit	Click to edit	Click to edit	opened		0		+

Generate ISPyB Shipment

Add Dewars

Add Pucks & Samples

<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Adding Samples

- Select a Puck
- Registered container name
  - i.e. CPS-032
- Priority processing determines which pipeline will run first
  - xia2/DIALS
  - xia2/XDS
  - autoPROC.
  - autoPROC with [STARA](#)  
[NISO](#) is run as an additional task to running autoproc.

**Add Container**

Shipment: [test\\_fixes](#)

Dewar: Dewar1

**Container Type**: Puck

Container Name:

Registered Container:

Priority Processing: xia2/DIALS  
Other data reduction pipelines will run on a lower priority queue.

Show all spacegroups:

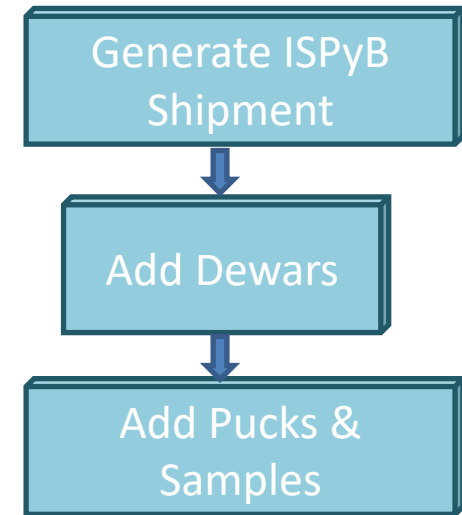
Owner: Elliot Nelson [You]   
This user will be emailed with container updates. Check your email is up to date!

Comments:   
Comment for the container

Queue For UDC:

**Container Sample Status**  
puck-view

Loc	Protein Acronym	Name	Sample Group	Anomalous	Barcode	Comment	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Adding Samples

- The owner of each puck will be contacted for UDC collections
  - This can be changed here
- Pucks should be queued for UDC if relevant

Add Container

Shipment [test\\_fixes](#)

Dewar Dewar1

Container Type **Puck**

Container Name

Registered Container

Priority Processing [xia2/DIALS](#)  
Other data reduction pipelines will run on a lower priority queue

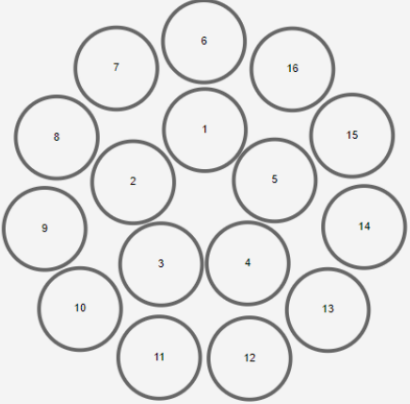
Show all spacegroups

Owner [Elliot Nelson \[You\]](#)   
This user will be emailed with container updates. Check your email is up to date!

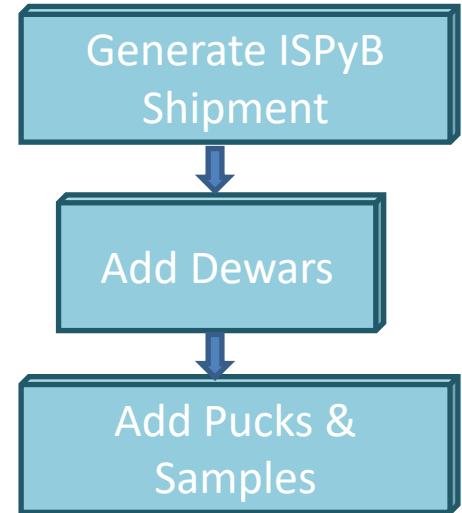
Comments   
Comment for the container

Queue For UDC

Container Sample Status  
puck-view



Loc	Protein Acronym	Name	Sample Group	Anomalous	Barcode	Comment	Status
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

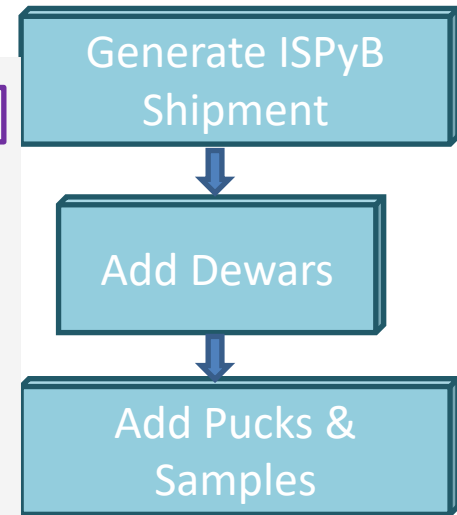


<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Adding Samples

- The sample table is split into three tabs:
  - **Basic**
  - **Extra Fields**
  - **Unattended**
- Every sample needs:
  - Unique name
  - Protein Acronym
- Anomalous scatter can be added to allow phasing pipelines to run

Loc	Protein Acronym	Name	Sample Group	Anomalous	Barcode	Comment	Status
1	TestLysozyme	X001					
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

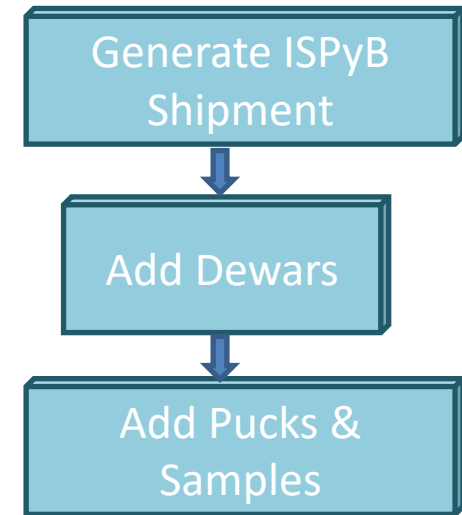


<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Adding Samples

- The + button **a** allows you to duplicate the previous sample with a sequential name (i.e. X1 > X2).
- The x button **d** below, allows you to remove a sample
- Clone all from first row allows duplication of samples
- Anomalous scatter can be added to allow phasing pipelines to run
- The samples in **b** are shown in the puck view **c** above, green filled circles implies sufficient information has been provided.

The screenshot displays the shipment management interface. On the left is a form with fields for Shipment (Minimal-csv-no-ocrain-name), Dewar (DLS-MX-0000), Container Type (Puck), Container Name (CPS-0002), Registered Container (CPS-0002), Priority Processing (via2DIALS), Show all spacegroups (unchecked), Owner (Elliot Nelson [You]), and Comments. On the right is a 'Container Sample Status' diagram showing a circular arrangement of 16 positions (7-16). Positions 3, 4, 5, and 6 are filled with green circles, while others are empty. A red box labeled 'c' highlights this diagram. Below the form is a table with columns: Protein Acronym, Name, Sample Group, Anomalous, Barcode, Comment, and Status. The first six rows show 'Testinsulin' with names X1 through X6. A red box labeled 'b' highlights the first row. To the right of the table, a red box labeled 'a' highlights a '+' button and a red box labeled 'd' highlights an 'x' button.



<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Adding Samples

- The add container button submits the table information into the shipment

Loc	Protein Acronym	Name	Sample Group	Anomalous	Barcode	Comment	Status		
1	Testinsulin	X1	-					+	x
2	Testinsulin	X2	-					+	x
3	Testinsulin	X3	-					+	x
4	Testinsulin	X4	-					+	x
5	Testinsulin	X5	-					+	x
6	Testinsulin	X6	-					+	x
7			-					+	x
8			-					+	x
9			-					+	x
10			-					+	x
11			-					+	x
12			-					+	x
13			-					+	x
14			-					+	x
15			-					+	x
16			-					+	x

**+ Add Container**

Generate ISPyB Shipment

Add Dewars

Add Pucks & Samples

<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Generating Shipment

- The International shipment messages refers to booking airwaybills for EU users
  - As Diamond will not book APS shipments, this is not relevant
- Multiple Dewars can be added to a shipment
  - Dewars need all belong to the same proposal
  - Be the same collection method
    - **Pre-assigned visit**
    - **UDC**
    - **(Responsive) Remote visit**
- If you want to ship Dewars with the same carrier under one airwaybill
  - Add same airwaybill details to multiple ISPyB Shipments

<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

Add New Shipment

Please note that international shipping is currently disabled from this application. Please see the link [here](#)

Name  
Name for the shipment

Number of Dewars  
Number of dewars to automatically create for this shipment

Facility Dewar Codes  
Unique code for each dewar of the shipment.  
No facility codes listed? Make sure they are Registered to this proposal.

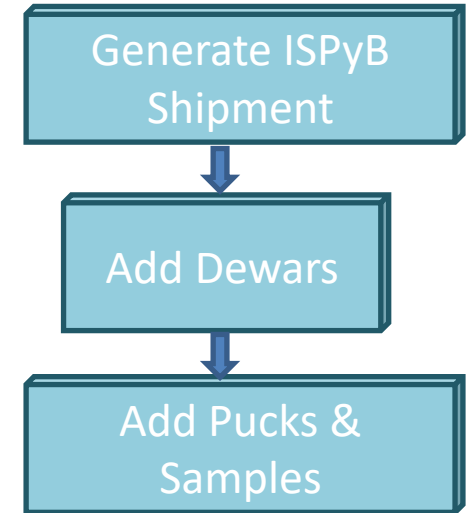
Safety Level  
The safety level of the shipment

First Experiment / Scheduling  
Select first experiment or if it's for an automated or responsive remote mail-in session   Automated / Imager  Responsive Remote / Mail-in

Hard drive enclosed   
A hard drive is included with this shipment

Tools enclosed   
Tools are included within this shipment

Comments  
Comment for the shipment



- Note that the carriage of Dewars is likely subject to dangerous good provisions. Typically, road and air transport require declarations, as below, please confirm these with your courier.
  - Not restricted as per [ADR A346](#) as per packing instruction 203.
  - Dry shipper - not restricted as per IATA special provision A152.



# Shipments: Generating Shipment

- Print shipment labels
- Add **courier details** to the shipment
- Arrange shipment with your courier
- Add a airwaybill tracking number to the ISPyB shipment
- Click sent to DLS once sent

Shipment: mx12345-54\_DDMMYY

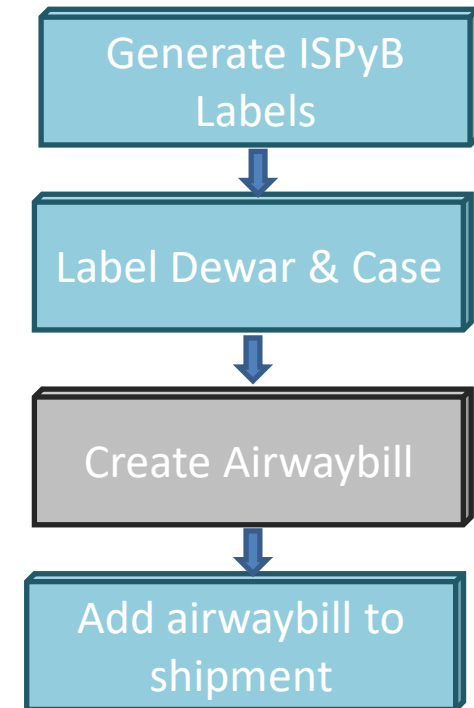
This page shows details and contents of the selected shipment. Most parameters can be edited by simply clicking on them.

Shipments need to have an outgoing and return home lab contact before shipment labels can be printed

You can print your Airway Bill by clicking "Print Airway Bill" below

Send to DLS Print Airway Bill Print Shipment Contents Print Shipment Labels

Created	03-07-2017		
Status	opened		
Outgoing Lab Contact	DemoUser		
Return Lab Contact	DemoUser		
Safety Level	Green		
Courier	Click to edit	2. Click send to DLS once sent	1. Print shipment labels
Courier Account No.	Click to edit		
Shipping Date	05-07-2017		
Shipping Airway Bill	1173084614		
Shipping Pickup Location	Stores		
Shipping Ready By	09:00		
Shipping Close Time	16:00		
Shipping Pickup Confirmed	Yes - Confirmation Number: 22		
Shipping Confirmed Ready By	18:00		
Shipping Confirmed Call In	18:00		
Estimated Delivery Date	00-00-0000		
Comments	Click to edit		



Shipment Contents

+ Add Dewar

Name	Barcode	Facility Code	Weight (Kg)	First Experiment	Tracking # to	Tracking # from	Status	Location	Containers
Dewar1	cm33904-0060701	Click to edit	18	Click to edit	Click to edit	Click to edit	opened		0

<https://www.diamond.ac.uk/Instruments/Mx/I04-1/I04-1-Manual/Using-ISPyB/Create-a-shipment.html>

# Shipments: Labelling Shipment



Dewar barcode

Permanent



1. Dewar tracking label

Per Shipment



2. Outbound address label  
3. Return Address label (behind)

Per Shipment

Generate ISPyB Labels



Label Dewar & Case

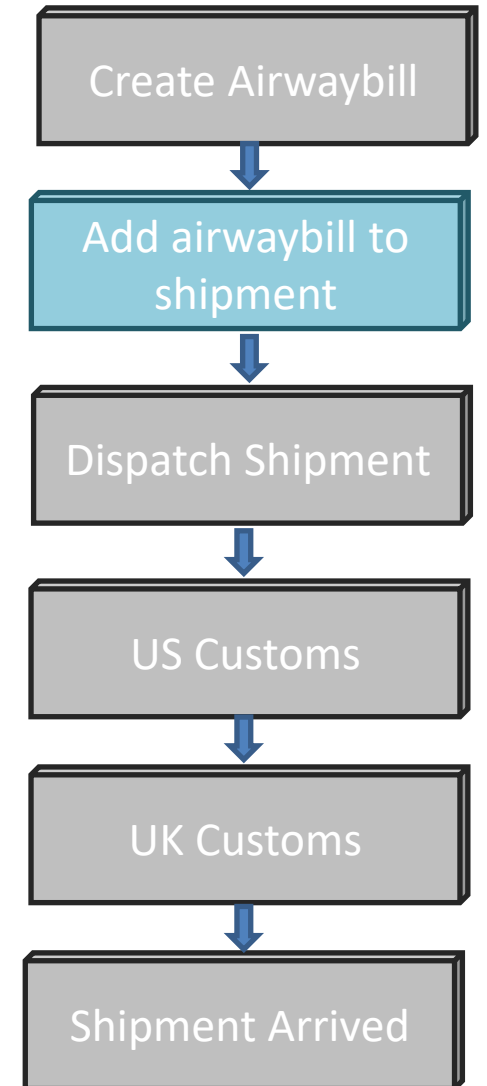
# Shipments: Shipping

- Diamond does not cover shipping costs for users outside the EU
- User will need to arrange shipment and Airwaybill with their carrier of choice
- Dewars should be shipped to:

Goods Handling,  
Synchrotron Zone 8,  
Diamond Light Source Ltd,  
Harwell Science & Innovation Campus,  
Didcot  
UK  
OX11 0DE

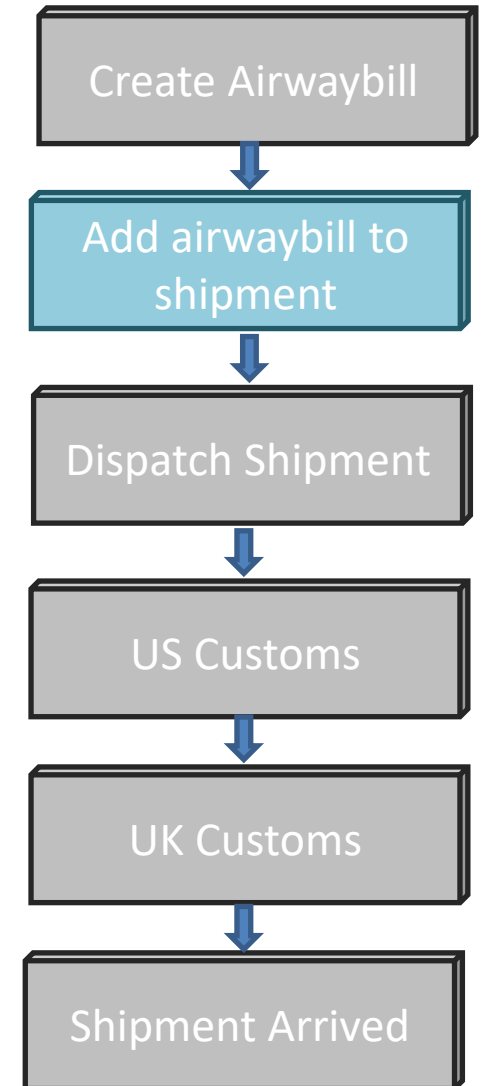
- Diamond Goods Handling is only able to receive shipments between:
  - Monday - Thursday 8.00am to 4.00pm.
  - Friday 8.00am to 3.00pm.

[https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Academic\\_Shipping\\_to\\_Diamond/ROW-Other-Couriers.html](https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Academic_Shipping_to_Diamond/ROW-Other-Couriers.html)



# Shipments: Shipping

- Instructions to clear customs in your origin country should be discussed with the shipper
  - It may be beneficial to engage a customs broker
  - If you are required to undertake temporary import and export, or are declaring a high value permanent export
    - Instructions to clear at UK customs should be given under [CPC4000C13](#). These instructions should be given to your courier with a request to contact [goodshandling@diamond.ac.uk](mailto:goodshandling@diamond.ac.uk) for a copy of the NIRU certificate and confirmed that such entry can be made.
- Shipment should be arranged under **Delivered Duty Paid [Incoterms](#)**, subject to duties/taxes



[https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Academic Shipping to Diamond/ROW-Other-Couriers.html](https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Academic%20Shipping%20to%20Diamond/ROW-Other-Couriers.html)

# Shipments: Return Shipping

## Shipment Contents

Select a dewar by clicking on the row in the table below. Dewar details are then shown below. Click the + icon to add a container to the selected dewar

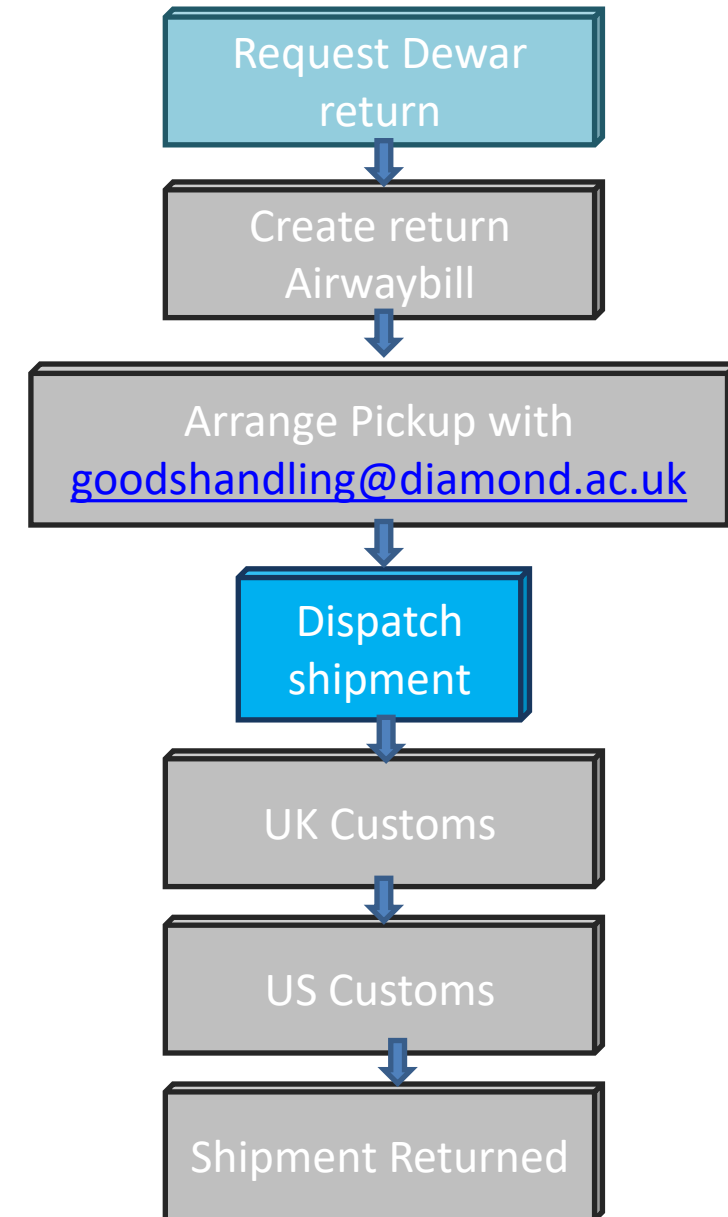
Name	Barcode	Facility Code	Weight (Kg)	First Experiment	Tracking # to	Tracking # from	Status	Location	Containers	
Dewar1	lb28214-3-i04-1-0046529	DLS-MX-1117	18	lb28214-3	Click to edit	Click to edit	at facility	tray-1d	2	🏠 + 🏠 -

Only ship  
when dewar  
has left beamline

Ship  
dewar  
home

- Select shipment that contains the Dewar you want dispatch back home.
- Click the small “house” symbol in the last column of the information for the Dewar that you want to dispatch.

[https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Shipping\\_dewar\\_home.html](https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Shipping_dewar_home.html)



# Shipments: Return Shipping

- Fill in the dewar dispatch form
- Email the airwaybill and collection details to

[goodshandling@diamond.ac.uk](mailto:goodshandling@diamond.ac.uk)

- We can arrange pickup with DHL, FedEx or UPS
- Collection should be at least one day from request of dispatch to allow time to prepare shipment

[https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Shipping\\_dewar\\_home.html](https://www.diamond.ac.uk/Instruments/Mx/Common/Common-Manual/Shipping-Samples/Shipping_dewar_home.html)

Request Dewar Dispatch

Dewar Name	DLS-MX-0053
Shipment	Test_ERN
Dewar Code	DLS-MX-0053

Visit Details

Visit <small>The last visit the dewar was used for</small>	m23570-95 (04-1 09:00 14-04-2021)	1. Select visit and local contact
Local Contact <small>Baseline local contact</small>	Dr Elliot Nelson	
Dewar Location <small>Where the dewar currently is</small>		

Contact Details

Return Contact <small>The contact to return the dewar to</small>	Elliot Nelson	2. Select lab contact
Full Name <small>The persons given &amp; family name</small>	Elliot Nelson	
Phone Number <small>The person's phone number</small>	07827358098	
Contact Email <small>The person's email address</small>	elliott.nelson@diamond.ac.uk	
Laboratory Name <small>The contact's laboratory name</small>	Test	
Laboratory Address <small>The contact's laboratory address</small>	test, oxford oxford OX11 9HA United Kingdom	

Pickup Date  
Date dewar will be ready for dispatch

07-06-2021	3. If using own shipping courier, ensure pickup is at least 1 day from request of dispatch
------------	--

Courier Details

Use another account <small>Use another courier account instead</small>	<input type="checkbox"/>	4. Specify courier. Account can be added as -
Courier <small>Courier Name</small>	DHL	
Account Number <small>Courier account number</small>	55568556564	

Airway Bill Number  
Airway bill no. if you have generated your own

	5. If already arranged shipment, add airwaybill number
--	--

Comments  
Comment for the shipment

	6. Provide details of any arranged shipment, or details required to setup shipment
--	--

Request Dewar Dispatch

