



Preparation of transparent samples (crystals, prisms, windows, etc.)

The rear surface of transparent or anti-reflective (AR) coated samples should be polished. never leave it matte. Otherwise, laser-induced damage threshold (LIDT) will be limited by the rear surface and the test results might be inconclusive.

The rear surface of the transparent or anti-reflective (AR) coated samples **should not** be coated with **highly-reflective** (HR) coating. Reflections from the rear surface influence test results. Thus, the results of the main test surface (AR or transparent) might be inconclusive or inaccurate.

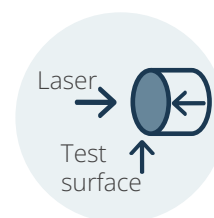
Sample thickness of the transmissive optical element (for instance AR coated substrates) is very important testing at fundamental harmonic (1ω). In order to avoid stimulated Brillouin backscattering, it should not exceed 1 cm. If it does, please contact your assistant manager to learn about difficulties and risks, which can happen during the LIDT testing.



Marking of the test surface

Save lead time and minimize the risk of error by marking the test surface of the shipped sample. The test surface is the surface which will be irradiated. Use arrow sign to show the "test" surface ("→").

Please, be aware if there are no markings (or additional information provided in the inquiry form) and both sides seem to have the same type of coating, we will choose the side that is apparently cleaner as the front side and mark the tested side ourselves.



Please, be aware that marking of the thin samples is crucial. If possible, always mark the test surface to avoid misunderstandings or provide the detailed description of the test surface (test side of the shipped samples).



Cleaning and handling

Each sample is unpacked in the clean room. If the unpacked sample is dusty, the specks of dust are blown-off by pressured air before testing. If you want your samples to be cleaned at Lidaris, please note it in the inquiry form.



Packing and labelling

Please be aware, that packing might affect test surface of the sample and influence laser-induced damage threshold test results. Please, avoid low-quality paper. Always use well-sealed boxes. If you are using shipping boxes with plastic membrane, put your sample in the holder, which ensures there is no contact between the test surface and the membrane. If you are not sure about packing choices, please contact Lidaris experts for advice.



Shipping address

Please use testing facility (not the registration) address for shipping:

UAB Lidaris
Zirmunu street 68,
LT-09124, Vilnius
Lithuania, EU

To speed up sample registration procedure we kindly ask our customers to indicate sales order number on the shipping box.



Customs and import taxes for samples from non-EU countries

Please read carefully how to prepare appropriate documentation (next page) in order to avoid any delays in customs due to miscommunication when shipping your samples for testing.

SHIPPING DOCUMENTATION



Customs documentation

Please follow these bits of advice to avoid any delays due to miscommunication at customs.

1. Please name your invoice as **“Non-commercial invoice”** or **“Non-commercial invoice - for customs purposes only”** instead of “Commercial invoice”;
2. Please define the content as **“Optical elements - for testing purposes only”** or **“Test samples”**
 - Otherwise, customs or logistics companies assume that LIDARIS is buying samples from you with the intention to re-sell them. In this case additional import taxes are applied (Customs Duty and VAT for goods imported from outside the European Union (EU). As a result, samples will be delayed at customs and depending on situation customs clearance takes up to 2 weeks.
3. The total value of samples (goods) should be as low as possible. Expensive parcels are more frequently and carefully inspected by customs. Also, some parcels can be re-opened to make sure declared goods match reality. Uncareful opening of the package increases the risk of surface contamination or even damage.
4. Please always indicate the DDP incoterms option (Delivered Duty Paid) when shipping samples. Please remember to also indicate DDP in non-commercial invoice and other shipping documentation (such waybills, notes for courier, and others).
5. To speed up the communication regarding the parcel, please provide us with the contact information of the person responsible for logistics at your company.



Sample return procedure

If you would like your samples to be returned please:

1. Always indicate sample return option in the inquiry form;
2. Always provide a valid shipping account number of your preferred courier or specify another shipping method.

Sample return procedure starts after a client receives testing results and confirms that samples can be shipped back. Email confirmation is required.

If you have further questions, contact your assistance manager and we will provide all the guidance you need for a smooth and uninterrupted shipping procedure.

