

CLIENT PROCEDURE: CITES

Procedure: Import & Export of Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES) Controlled Specimens

Process for: Curator, Academic Researcher or Faculty Member

Campus Units: Museums & Collections Services, Supply Management Services

Policy Links: UAPPOL

Timeline: Make request at least 4 weeks prior to shipment

Procedure Creation Date: 15 August 2012

Procedure Update Date: 10 June 2013

Overview:

The international trade and exchange of wild plants and animals is governed by the Convention on International Trade in Endangered Special of Wild Fauna and Flora (CITES). Therefore, the import or export of these materials is restricted to institutions holding a valid CITES Permit, issued by a national CITES Authority. In Canada, CITES Permits are issued and managed by Environment Canada.

Museums & Collections Services holds the Scientific Institution Certificate on behalf of the University of Alberta, and will assist authorized academic staff with the import and export of CITES-controlled specimens, in coordination with Supply Management Services.

Purpose:

The purpose of this procedure is:

- To ensure that the University meets its fiduciary, legal and moral obligations to abide by local, national and international laws and conventions.
- To ensure the University imports and exports CITES-controlled specimens appropriately, to avoid duplication of services and to involve the expertise necessary to process international exports.

Request to Export CITES-Controlled Specimens

Preamble: Museums & Collections Services (MACS) manages the CITES Scientific Certificate on behalf of the University of Alberta. Researchers must work with the MACS team to ensure that all obligations related to the CITES program are met. MACS ensures that all reporting obligations to Environment Canada are met.

Basic Practice (Outgoing Specimens):	
<input type="checkbox"/>	Review CITES Appendices to determine if specimen is controlled http://www.cites.org/eng/app/appendices.php
<input type="checkbox"/>	If specimen is not controlled, proceed with shipping as usual.
<input type="checkbox"/>	Review CITES Register of scientific institutions to determine if receiver is permitted to accept materials. Verify CITES Permit is Current. <u>If the Permit is not current, the shipment cannot be processed.</u> http://www.cites.org/common/reg/e_si.html
<input type="checkbox"/>	If specimen is controlled, or you are unsure of its status or you cannot find the receiving institution on the register, contact Museums & Collections Services for assistance: Collections Management Advisor Main Office (780) 492-0776 (780) 492-5834
<input type="checkbox"/>	Upon making a request to export a CITES controlled specimen, you will be provided with a Outgoing Controlled Specimen Shipping Request form, requiring completion. You should be prepared to have and verify the following information:
<input type="checkbox"/>	Scientific and common name
<input type="checkbox"/>	Verify CITES Permit is Current. http://www.cites.org/common/reg/e_si.html <u>If the Permit is not current, the shipment cannot be processed.</u>
<input type="checkbox"/>	Quantity
<input type="checkbox"/>	Form (preservation: dry, wet, frozen, etc.)
<input type="checkbox"/>	Receiving institution's Address, CITES Permit #, and Contact Information.
<input type="checkbox"/>	Complete the Outgoing Controlled Specimen Shipping Request form provided by Museums & Collections Services.
<input type="checkbox"/>	Submit completed form to Museums & Collections Services for Review. At this time Museums & Collections Services will complete the appropriate forms and documentation.
<input type="checkbox"/>	Provide any additional information requested by MACS.
<input type="checkbox"/>	You will be informed that the Scientific Certificate for export and supplementary documentation is ready for pick-up within 1 week of submitting all necessary information.
<input type="checkbox"/>	Upon pick-up of completed documentation, make a copy of the package for your own documentation.

<input type="checkbox"/>	Package specimens.
<input type="checkbox"/>	Take packaged specimens and the CITES package of documents (two originals) to SMS for shipment.

Tips for a Smooth Transaction

- Contact Museums & Collections as early as possible to begin completing the appropriate documentation. Allow plenty of time to complete paperwork prior to your anticipated shipment date. We recommend you contact Museums & Collections Services well in advance, and a minimum of **four weeks** prior to ship date.
- Customs prefers that all shipments have a declared value, even a small value of \$1.00 for scientific specimens, will expedite the shipping process
- Current SMS Contact for CITES-related imports and exports is:
Rowayne Salvador
Customs Compliance Coordinator
(780) 492-0982
rowayne.salvador@ualberta.ca

Request to Import CITES-Controlled Specimens

Preamble: Museums & Collections Services (MACS) manages the CITES Scientific Certificate on behalf of the University of Alberta. Researchers must work with the MACS team to ensure that all obligations related to the CITES program are met.

Basic Practice (Incoming Specimens):	
<input type="checkbox"/>	Review CITES Appendices to determine if specimen is controlled http://www.cites.org/eng/app/appendices.php
<input type="checkbox"/>	If specimen is not controlled, proceed with shipping as usual.
<input type="checkbox"/>	If specimen is controlled, or you are unsure of its status, contact Museums & Collections Services for assistance: <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Collections Management Advisor (780) 492-0776</p> </div> <div style="text-align: center;"> <p>Main Office (780) 492-5834</p> </div> </div>
<input type="checkbox"/>	The exporting institution is responsible for completing the appropriate CITES paperwork for their country. They will ask for our CITES Permit #. Museums & Collections Services should be contacted at this point to verify all necessary information with the sending institution.
<input type="checkbox"/>	Alert SMS to incoming shipment.
<input type="checkbox"/>	Provide SMS with copies of any information received from sending institution:
<input type="checkbox"/>	List of species
<input type="checkbox"/>	CITES Appendix #
<input type="checkbox"/>	Copy of waybill
<input type="checkbox"/>	Copy of Pro-Forma Invoice from Exporting Institution with Declared Value for Customs
<input type="checkbox"/>	Copy of the CITES Certificate (from exporting institution)
<input type="checkbox"/>	If it is anticipated that the specimens will return to the sending institution, communicate this to MACS, advising of the estimated date of return.

Tips for a Smooth Transaction

- Maintain copies of all documentation associated with the shipment. This is especially important if the specimens will return to the sender.
- Communicate any questions or concerns regarding the shipment (e.g. questions from sender, customs delays or concerns, etc.) to MACS as soon as they arise. We work closely with SMS to assist you.