

# HERBARIUM MANAGEMENT RESOURCES

## IMPORTING AND EXPORTING CITES HERBARIUM SPECIMENS

**IMPORTANT: Both sending and receiving institutions must be CITES registered or obtain a CITES Permit prior to shipping.**

The procedures are the same as non-CITES shipments with a few steps added.

The sending institution will need to include the following information on the Customs Declaration:

1. The HS code for the shipment, minimum six digits (CITES herbarium specimens fall under the HS Code: 9705.22.00 = Collections of zoological, botanical, mineralogical, archeological, paleontological, interest).
2. A full description of the goods, i.e.:
  - o What is it? (Preserved [zoological, botanical, mineralogical, anatomical, paleontological, archaeological, ethnographic, historical specimens/museum objects])
  - o What is it made of? (e.g. ethanol preserved invertebrates, fish, dry insects/herbarium specimens, mineralogical specimens, etc.)
  - o What is it intended for? (Scientific research, followed by a more detail description Like biodiversity/taxonomic/molecular/mineralogical/paleontological research)

We have used the following as a Description of Goods: **Preserved, pressed and dried herbarium specimens without capability of propagation for scientific research (biodiversity research and taxonomy), no commercial value as well as, Dead and dried botanical specimens for scientific research only, no commercial value, not for resale – restricted**

3. The declared value of the samples (not more than 1 US Dollar/Euro unless the specimens were acquired as purchase and have a commercial invoice with the actual value of the material). We usually go with a value of \$ 1.00 per box (not per specimen).
4. The correct country of origin (i.e. the home country of the shipping institution, NOT the country where the material was collected).
5. For exports to countries in the E.U. and U.K., add the EORI number.

If a private courier like DHL, UPS, or FedEx is used, then there is additional paperwork that needs to be filled out and is usually provided by them.

**When we ship out boxes of any CITES specimens to other CITES registered institutions, the following steps are performed (info also found on our CITES Checklists):**

- Make sure that the Herbarium code and the COSE # appear on the invoice (the COSE # is found on the CITES Permit which is valid for 4 years). One copy of the invoice is placed inside the box, and one is attached to the outside of the box (in the envelope with the USPS Customs Declaration).
- Make sure that the codes of both herbaria appear on the address label. And if they are being sent to a European Union or U.K. country, then the EORI number should also be included.

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- Make sure that the special CITES label is attached to the outside of the box.
- Make sure to include a list of the specimens sent that has the following information in it, we usually send this in addition to our regular invoice:
  - NY Barcode number (if available):
  - Genus:
  - Species:
  - Collector:
  - Field Number:
  - Locality:
  - Year Collected

### IMPORTANT CITES LINKS:

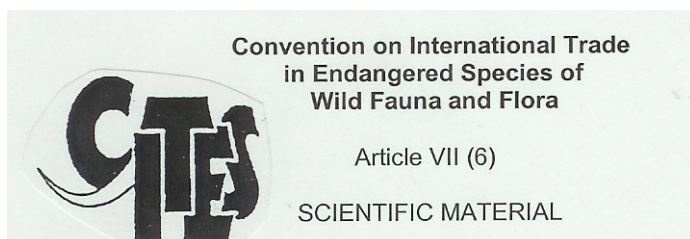
[Register of scientific institutions | CITES](#) – to find out which institutes are CITES registered and have a valid permit – Don't forget to check that their permit is for plants (P) and not just animals (A).

[Checklist of CITES species](#) – Searchable website to look up CITES listed plants

Another way to find the CITES plants is at this link: <http://www.cites.org/esp/app/appendices.shtml> (see “FLORA” towards the end of the web page).

## HERBARIUM MANAGEMENT RESOURCES

### **SPECIAL CITES MAILING LABEL TO ADD TO THE OUTSIDE OF EACH BOX THAT CONTAINS CITES SPECIMENS:**



**1. Contents:**

**Dead and Dried Botanical Specimens  
for Scientific Study**

**2. From:**

**3. Registration number:**

**4. To:**

**5. Registration number:**

**6. Date:**

**Shipment No.:**

**This part to be returned to Management Authority immediately after use.**

**Registration No. of sender:**

**Registration No. of recipient:**

**Contents:**

**Dead and dried botanical specimens for scientific  
study.**

**Shipment No.:**

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## EXAMPLE OF AN OUTGOING CITES LOAN SHIPMENT OF 11 SHEETS OF ORCHIDS TO K

In addition to the usual NY invoice, we include this list of specimens with more details and place it inside and outside of the box containing the CITES specimens:

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Date: 10 August 2024

Shipment #: K-0921

Contents of shipment: ORCHIDACEAE (CITES 2)

Specimens sent to K by NY as a Loan for Study: 11 sheets of Orchidaceae (CITES 2)

For study by: XYZ

**Sending Institution (NY):**

William and Lynda Steere Herbarium  
The New York Botanical Garden  
2900 Southern Blvd.  
Bronx, New York 10458-5126  
U.S.A.

CITES registration number: US 003

**Receiving Institution (K):**

Herbarium  
Science  
Royal Botanic Gardens  
Kew, Richmond, Surrey, England TW9 3AE  
U.K.

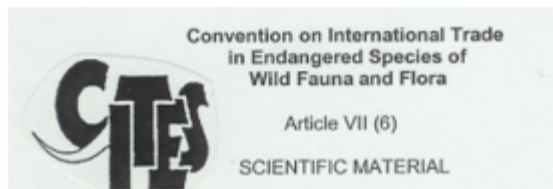
CITES registration number: GB 005

EORI Number: GB625879888000

CITES #:	Barcode #:	Genus:	Species:	Family:	Collector:	Collector #:	Country:	Locality:	Date Collected:
2	04133470	Pseuderia	frutex	Orchidaceae	W. N. Takeuchi	11453	Papua New Guinea	Gulf	26-Oct-1996
2	04133471	Pseuderia	frutex	Orchidaceae	L. J. Brass	5877	Papua New Guinea	Western	03-Feb-1934
2	04133491	Pseuderia		Orchidaceae	P. Nelson	383	Guam		December 1918
2	4133492	Pseuderia		Orchidaceae	L. J. Brass	31881	Papua New Guinea	Eastern Highlands	05-Oct-1959
2	4133493	Pseuderia		Orchidaceae	L. J. Brass	29511	Papua New Guinea	Morobe	11-May-1959
2	4133494	Pseuderia		Orchidaceae	C. E. Carr	10422	Papua New Guinea	Central	08-Nov-1935
2	4133495	Pseuderia		Orchidaceae	C. E. Carr	10645	Papua New Guinea		13-Apr-1936
2	4133496	Pseuderia		Orchidaceae	C. E. Carr	10645	Papua New Guinea		13-Apr-1936
2	4133497	Pseuderia		Orchidaceae	C. E. Carr	10196	Papua New Guinea		30-Aug-1935
2	4133498	Pseuderia		Orchidaceae	C. E. Carr	10196	Papua New Guinea		30-Aug-1935
2	4133499	Pseuderia		Orchidaceae	E. Christophersen	1190a	American Samoa		10-Nov-1929

## HERBARIUM MANAGEMENT RESOURCES

In addition to the regular NY address label, this special CITES Mailing Label is also placed on the outside of each box containing CITES specimens:



**1. Contents:**  
Dead and Dried Botanical Specimens  
for Scientific Study

**2. From:** Director of the Herbarium  
The New York Botanical Garden  
2900 Southern Blvd.  
Bronx, NY 10458-5126  
U.S.A.

**3. Registration number:** US 003

**4. To:** Director of the Herbarium  
Herbarium  
Science  
Royal Botanic Gardens  
Kew, Richmond, Surrey, England TW9 3AE  
U.K.

**EORI Number:** GB625879888000

**5. Registration number:** GB 005

**6. Date:** 10 August 2024 **Shipment No.:** K-0921

**This part to be returned to Management Authority  
immediately after use.**

**Registration No. of sender:** US 003

**Registration No. of recipient:** GB 005

**Contents:**  
Dead and dried botanical specimens for  
scientific study.

This is our regular NY address label that we use for all shipments, including non-CITES ones. It will always include the CITES Code and COSE number of NY along with the CITES Code of the receiving institution:

**From:** THE NEW YORK BOTANICAL GARDEN  
2900 Southern Boulevard  
Bronx, NY 10458-5126

- K -

Box 1 of 2

**Account** CITES Registered Institution Code US003  
**94110** NY CITES COSE No.: 22US694563/9  
PPQ 588: PCIP-17-00060

**To:** Director of the Herbarium  
Herbarium  
Science  
**Royal Botanic Gardens**  
Kew, Richmond, Surrey, England TW9 3AE  
U.K.

☐ Loan/LFD ☐ Gift/GFD ☐ Transfer ☐ Exchange ☐ Return Loan ☐ Ret/For  
CITES Registered Institution Code: GB 005  
**EORI NUMBER: GB625879888000**

## HERBARIUM MANAGEMENT RESOURCES

This is an internal checklist that NY created for handling Outgoing Loans with CITES specimens. We have similar ones for other types of Outgoing shipments, as well as one for Incoming shipments.

### Checklist for outgoing loans of CITES-listed taxa (Apr. 2022)

When preparing a loan of CITES-listed taxa to be sent to a foreign herbarium, please attach a copy of this checklist to the loan request letter and check off the steps as loan prep progresses.

#### AMY to do:

\_\_\_\_\_ Check for CITES institution code of requesting herbarium.

Did you find one?      Yes      No

If so, record herbarium acronym and code here: \_\_\_\_\_

Is this code already in the IH record in KE Emu?      Yes      No

\_\_\_\_\_ What is the scientific name (from CITES list) of taxa? \_\_\_\_\_

\_\_\_\_\_ What is Common name (from CITES list) of taxa? \_\_\_\_\_

\_\_\_\_\_ On which Appendix are the taxa listed? CITES 1      CITES 2      CITES 3

#### Someone to do:

\_\_\_\_\_ Catalogue and barcode all specimens.

#### SHIPPING to do:

Date on invoice:

Loan no.:

For study by:

\_\_\_\_\_ Type the Scientific Name and the Appendix, which Amy added above, into the Taxonomic Group field of the Objects Loaned tab of both the Loans Module AND the Movements Module. (The latter will allow this info to appear on the invoice.) Use the format in this example: Orchidaceae (CITES 1).

\_\_\_\_\_ Attach the group of EMu specimen records to the Movements Module.

\_\_\_\_\_ Make sure that the NY Herbarium code (US 003) and the COSE # appear on the invoice. Note: The COSE # changes every 4 years and for 2022-2026 it is 22US694563/9

\_\_\_\_\_ Make sure that the codes of both herbaria appear on the address label.

\_\_\_\_\_ Make sure that the special CITES label is attached to the outside of the box.

**MATTHEW to do:** \_\_\_\_\_ Bring any codes that are not in Emu to Barbara's attention.

This is an internal checklist that NY created for handling Incoming shipments with CITES specimens.

# HERBARIUM MANAGEMENT RESOURCES

## Checklist for incoming foreign shipments of CITES-listed taxa (Sept. 2022)

When receiving a shipment containing specimens of CITES-listed taxa from a foreign herbarium, please fill out this checklist and give to Matthew.

### Lucy to do:

Circle kind of incoming shipment:

*Loan returned to NY*    Date of original loan:

*Exchange*    *Gift for determination*    *Gift*    *Purchase*

*Loan requested for NY staff etc.*

### Date:

EMu Movement no.:

Our loan no.:

Our Accession no.:

*Loan for determination*    Our staff loan no.:

\_\_\_\_\_ Check for CITES institution code of sending herbarium.

Did you find one?    Yes    No

If so, record herbarium acronym and code here: \_\_\_\_\_

Is this code already in the IH record in KE Emu?    Yes    No

If NOT, did the shipment come with a CITES permit?    Yes    No

\_\_\_\_\_ What is the scientific name (from CITES list) of taxa? \_\_\_\_\_

\_\_\_\_\_ What is the Common name (from CITES list) of taxa? \_\_\_\_\_

\_\_\_\_\_ On which Appendix are the taxa listed? CITES 1    CITES 2    CITES 3

\_\_\_\_\_ Type the Common Name and the Appendix into the Taxonomic Group field of the Objects tab in both the Loans Module and the Movements Module.

Use the format in this example: Orchids (CITES 1).

\_\_\_\_\_ Get any unmounted specimens mounted and returned to you.

\_\_\_\_\_ Attach this list to the bundle and put specimens in cabinet to await cataloguing.

### Someone to do:

\_\_\_\_\_ Catalogue specimens and attach records to Movements record for this shipment (use loan or accession numbers above to find records).

\_\_\_\_\_ Bring returned loans to Lucy to be frozen and filed; put other specimens in mounting room cabinets to be frozen and filed.

\_\_\_\_\_ Give this checklist to Matthew.

### Matthew to do:

\_\_\_\_\_ Bring any codes that are not in Emu to Barbara's attention.

\_\_\_\_\_ Save this sheet until annual report is prepared.