

HERBARIUM MANAGEMENT RESOURCES

IMPORTING AND EXPORTING non-CITES HERBARIUM SPECIMENS

FOR IMPORTING TO THE U.S.A.

If the specimens being sent are not on the CITES list of endangered plants, then sending them into the U.S. should still be fairly straightforward. CITES shipments require a few more steps and both sending and receiving institutions must be CITES registered or obtain CITES Permits before shipping.

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

1. The HS code for the shipment, minimum six digits (herbarium specimens fall under the HS Code:
9705.29.00 = Collections of zoological, botanical, mineralogical, archeological, paleontological, interest.
If they are CITES plants, then the HS Code is 9705.22.00)
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 – not 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)

If you plan to send the specimens using a private courier like DHL, UPS, or FedEx, then they will have additional paperwork that needs to be filled out and is usually provided by them.

FOR EXPORTING TO OTHER COUNTRIES

The instructions are basically the same as above with the addition of the EORI and CPNJ numbers.

5. Add the Economic Operators Registration and Identification (EORI) number for boxes sent to European Union and United Kingdom Countries and the Cadastro Nacional de Pessoas Jurídicas (CNPJ) number for boxes sent to Brazil. We also like to add this number to the address labels.

Some countries have more specific rules and regulations, so these are listed separately below:

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INFORMATION ABOUT SENDING non-CITES HERBARIUM SPECIMENS TO SPECIFIC COUNTRIES

Argentina	An Import Permit may need to be obtained before the box can be sent. Contact the herbarium before sending anything.
Australia	Contact the herbarium before sending anything so they can give you their most up to date Biosecurity guidelines and permits.
Bolivia	If sending via USPS, Priority Mail International is not available but can be sent as Express, which is more expensive. First Class is also available for boxes under 4 pounds.
Brazil	Send them your tracking number(s) in advance so that they can contact the Brazilian Customs authorities about the shipment. Also, include their CPNJ number on the Customs Declaration and address label.
Colombia	An Import Permit needs to be obtained before the box can be sent. Contact the herbarium before sending anything.
Cuba	We don't send any shipments to Cuba.
Ecuador	They require a Phytosanitary Certificate, so we do not send shipments.
Japan	We don't usually send too many boxes here but in 2023, specimen shipments had to be sent to a Plant Protection Station first. Contact the herbarium before sending anything.
New Caledonia	An Import Permit needs to be obtained before the box can be sent. Contact the herbarium before sending anything.
New Zealand	Contact the herbarium before sending anything so they can give you their most up to date Biosecurity guidelines and permits.
Russia	They require a Phytosanitary Certificate, so we do not send shipments. It is also illegal to send plants.
Spain	They have issues with customs, so we are adding this sticker to the boxes: la mercancia son ejemplares botanicos para uso cientifico, sin valor comercial. TARIC 97052900
Venezuela	Due to the past economic issues within this country, we haven't sent any shipments to Venezuela. Contact the herbarium before sending anything.
Countries in the E.U. & the U.K.	The EORI number of the institution receiving your shipment should be included on the Customs Declaration and address label. If unknown, contact that herbarium to get it.

When in doubt, always email the herbarium prior to sending any shipments to get the most up to date information about shipping regulations. It seems like the rules are always changing.

Here is a link to the USPS site about international service disruptions so you can be aware of any problems with delivery to certain countries: [International Service Alerts - Newsroom - About.usps.com](https://international.usps.com/alerts)

Here is a similar link for domestic locations: [Resident Weather Alerts - Newsroom - About.usps.com](https://residentweather.usps.com/)

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Our current list of CNPJ numbers:

Acronym:	CNPJ Number:
CEN	00.348.003/0001-10
MG	04.108.782/0001-38
RB	04.936.616/0001-20
SP	69.128.452/0001-50
SPF	63.025.530/0001-04
UB	00.038.174/0001-43
UPCB	75.095.679/0001-49

Our current list of EORI numbers:

Acronym:	Country:	EORI Number:	Other information or instructions:
AAU	Denmark	DK31119103	Birgitte Bergmann contact
AH	Spain	ESQ2818018J	sent PDF with shipping instructions (attached as a separate page)
B	Germany	DE3586634	use customs form Berlin Katharina Rabe
BCN	Spain	ESQ0818001J	
BM	UK	GB645424538000	
BR	Belgium	BE0540708286	
C	Denmark	DK29979812	
CAY	French Guiana	FR18000602500035	Boxes are sent to France first then to French Guiana
DBN	Ireland	IE4869268D	
DR	Germany	DE4666844	
E	UK	GB743226546000	
GB	Sweden	SE2021003153	declare a very low value, like \$ 1.
GENT	Belgium	BE0248015142	
GJO	Austria	ATEOS1000004344	
GOET	Germany	DE3746674	write on the parcels that it contains dried specimens for scientific research and that there are no protected species, no soil, and no hazardous materials
Goethe Univ.	Germany	DE3930017, branch no.: 007	
GZU	Austria	ATEOS1000011389	
H	Finland	FI0313471-7	
HAL	Germany	DE3316963	
HBG	Germany	DE7349998	
JE	Germany	DE5258545	
K	UK	GB625879888000	
Acronym:	Country:	EORI Number:	Other information or instructions:
KIEL	Germany	DE309747234139441	

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KRAM	Poland	PL675000181100000	
L	Netherlands	NL803595943	
LD	Sweden	SE2021003211	
LG	Belgium	BE0325777171	
LYBG	France	FR21690123100011	
LUX	Luxembourg	LU11388857	This is their International VAT number - it is also a valid EORI number
M	Germany	DE4420667	
MA	Spain	ESQ2818002D	
MPU	France	FR13002979600013	
MSB	Germany	DE2613174	
NMBT	Netherlands	NL002791420	
NOU	New Caledonia	FR75180006025	
OLS	Poland	PL739303309700000	
OXF	UK	GB125506730065	
P	France	FR18004417400019	sent PDF with shipping instructions (attached as a separate page)
PAL	Italy	IT00605880822	use this address when sending specimens: Prof. Rosario Schicchi - Herbarium Mediterraneum Panormitanum - c/o Orto Botanica - Via Lincoln 2 - 90133 Palermo - Italy
RNG	U.K.	GB200012659000	
RO	Italy	IT02133771002	
S	Sweden	SE2021001124	
STU	Germany	DE4014383	
TAAM	Estonia	EE74001086	
TROM	Norway	970422528	
TUB	Germany	DE5834171	
UGDA	Poland	PL724000324300000	
UPOS	Spain	ESQ9150016	
UPS	Sweden	SE2021002932	
VAL	Spain	ES07261378W	
W	Austria	ATEOS1000002170	
WU	Austria	ATEOS1000008871	
XSTADLER	Germany	DE114815244	
none	Germany	DE71194880008	Julius Kühn-Institut - Bundesforschungsinstitut für Kulturpflanzen - Messeweg 11/12 - 38104 Braunschweig, Germany

INSTRUCTIONS FOR SENDING HERBARIUM SPECIMENS TO AH (SPAIN)

IN ORDER TO SEND US MATERIALS AND TO AVOID DELIVERY PROBLEMS, IT IS

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ESSENTIAL THAT YOU TAKE INTO ACCOUNT THE FOLLOWING:

Customs are becoming increasingly restrictive and demanding of shipments from outside the EU. From our experience over the last few months, three things are essential to avoid problems, delays and costs when dealing with customs clearance.

1. Avoid sending through courier companies. If the package arrives in this way, it will almost certainly be retained, the procedures for its recovery are very complex and our institution cannot carry them out, we do not have the authorized personnel to do so. As an alternative, use the national postal service of your country, in the most convenient and secure way (registered, with tracking, etc.). In this way the package will reach the Spanish postal service and in this case we will be able to process the delivery.
2. Attach a detailed and precise declaration of the contents, avoiding certain words or expressions, but obviously without misrepresenting the truth. Also include the corresponding harmonized code (HS code). Never write "plants", "mushrooms" or other generic expressions, as they can be misinterpreted, and the package will be referred to an additional inspection.

The most appropriate expression, and not untrue, and the corresponding HS code are as follows: "COLLECTIONS AND SPECIMENS FOR BOTANICAL COLLECTIONS [HS Code 970529], DRY AND DISINFECTED, FOR SCIENTIFIC RESEARCH ONLY, OF NO COMMERCIAL VALUE", which fits into a well-defined and pre-established category (HS code **970529**).

3. Since March 2023 it is mandatory for shipments to the EU to complete the recipient's data with the corresponding EORI (customs identifications number of the Recipient in the EU). Ours is "EORI: **ESQ2818018J**" and it must be added to our data as addressee/recipient in the documentation and labels of the parcel:

F. J. Rejos (Curator), HERBARIO AH
Departamento de Ciencias de la Vida
Facultad de Ciencias, Universidad de Alcalá
Edificio de Ciencias, Campus Universitario
Cra. A2, Km 33, 6
E 28805 Alcalá de Henares (Madrid)
ESPAÑA / SPAIN
EORI number: ESQ2818018J
E-mail: fjavier.rejos@uah.es
Tf. +34 918854980

IF IT IS NOT POSSIBLE FOR YOU TO SHIP IN THIS WAY, PLEASE CONTACT US TO EXPLORE A POSSIBLE ALTERNATIVE FOR THE SAFE SHIPMENT OF THE MATERIAL.

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INSTRUCTIONS FOR SENDING HERBARIUM SPECIMENS TO P AND PC (FRANCE)

Please send all packages for P and PC Herbarium to the following address:

Vanessa INVERNON
Muséum national d'Histoire naturelle
Herbier National, CP 39
57 rue Cuvier
75231 Paris cedex 05
France

Contact:

Vanessa INVERNON
vanessa.invernon@mnhn.fr (collections manager) herbier@mnhn.fr (shipping office)

Important information:

- If you send specimens by a private postal company, it is critical that you mention that our office is only open from Monday to Friday, 8:30 a.m. to 4:00 p.m. Otherwise, the Museum will not be able to receive the package.
- In the customs declaration, the contents should be described as "Dead, dried Herbarium specimens for scientific studies only. No commercial value".
- If you must declare a value for the package content, please add a low commercial value (3-5 euros); otherwise, we might have to pay an expensive tax and if the package could not be received directly in our office, it slows down the delivery process.
- Please mention to the outside of the package the 4 identification numbers for customs declaration:
 - Siret Identification number (for MNHN): 180 044 174 000 19
 - Intra Community VAT number (for MNHN): FR 62 180 044 174
 - HS Tariff number (herbarium specimens for scientific studies): 9705.00
 - EORI number (only for importing herbarium materials from outside EU countries): FR18004417400019
- As much as possible, please send an email to herbier@mnhn.fr with the tracking number so that we can follow the package transport carefully.

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EXAMPLE OF OUR CUSTOMS DECLARATION FOR A SHIPMENT TO L:

CUSTOMS DECLARATION

Sender Information:	Addressee Information:
William and Lynda Steere Herbarium (NY) New York Botanical Garden 2900 Southern Blvd. BRONX, New York 10458-5126 U.S.A. CITES: US 003 Email: esessa@nybg.org Phone: (718) 817-8626	Herbarium Botany Naturalis Biodiversity Center P.O. Box 9517 Leiden 2300 RA The Netherlands CITES: NL 001 EORI Number: NL803595943 Email: botaniecollectie@naturalis.nl Phone: [31] 71 7519600

No. of Packages	No. of Units	Net Weight (lbs.)	Unit of Measure	Description of Goods	Country of Origin	Harmonized Tariff Number	Total Value (US Dollars)
1	2	2	Sheets	Dead and dried botanical specimens for scientific research only No commercial value, not for resale – not restricted	U.S.A.	9705.29.00	\$ 1.00

This package contains dead, dried botanical specimens for scientific research only; these specimens are not infectious due to the original preservation technique and contains no endangered species. **NO COMMERCIAL VALUE.**

HS Code: 9705.29.00 (Collections of zoological/botanical/mineralogical/archaeological/paleontological interest)
Declared Value: \$ 1.00

Postal Inspector: If this shipment is inspected, it is ABSOULUTELY IMPERATIVE that the plants are once again carefully packed in the containers. The material is fragile and may become useless for scientific research. We thank you very much for taking good care of this important resource.

Nature of Shipment: Loan for Study – For scientific research only
Shipment Number: L-0195

Declaration: I declare that the above information is true and correct to the best of my knowledge. For and on behalf of The New York Botanical Garden.

Name (in print): Lucy Klebieko

Signature: 

Position in Company: Herbarium Shipping Manager

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EXAMPLE OF OUR SHIPPING LABEL FOR A SHIPMENT TO L:

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

- L -

Box 1 of 1

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

To: Director of the Herbarium
Herbarium
Botany
Naturalis Biodiversity Center
P.O. Box 9517
Leiden 2300 RA
The Netherlands

Loan/LFD Gift/GFD Transfer Exchange Return Loan Ret/For
CITES Registered Institution Code: NL 001

EORI NUMBER: NL803595943

NY uses the Index Herbariorum to get shipping addresses: <https://sweetgum.nybg.org/science/ih>

Fragile sticker example for the outside of boxes:

FRAGILE

**THIS PACKAGE CONTAINS DRIED HERBARIUM
SPECIMENS FOR SCIENTIFIC STUDIES**

**KINDLY HANDLE WITH
EXTREME CARE**

OF NO COMMERCIAL VALUE

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Examples in multiple languages:

PLANTAS SECAS PARA ESTUDOS CIENTÍFICOS

SEM VALOR COMERCIAL

FAVOR MANUSEAR COM EXTREMO CUIDADO

THIS PACKAGE CONTAINS DRIED HERBARIUM
(PLANT) SPECIMENS FOR SCIENTIFIC STUDIES

KINDLY HANDLE WITH

EXTREME CARE

OF NO COMMERCIAL VALUE

DES PLANTES DESSÉCHÉES

POUR DES ÉTUDES SCIENTIFIQUES

GETROCKNETE PFLANZEN

FÜR WISSENSCHAFTLICHE UNTERSUCHUNGEN

FRAGILE

THIS PACKAGE CONTAINS DRIED HERBARIUM
SPECIMENS FOR SCIENTIFIC STUDIES

KINDLY HANDLE WITH

EXTREME CARE

OF NO COMMERCIAL VALUE

NIE RZUCAĆ

NINIEJSZA PRZESYŁKA ZAWIERA SUSZONE
OKAZY ROŚLINNE DO BADAŃ NAUKOWYCH

PROSIMY O

NAJWYŻSZA OSTROŻNOŚĆ

BEZ WARTOŚCI HANDLOWEJ

HS Code: 9705.00.00

Collections and collectors' pieces of
zoological, botanical, mineralogical,
anatomical, historical, archaeological,
palaeontological, ethnographic or
numismatic interest

HS Code: 9705.00.00

Kolekcje i przedmioty kolekcjonerskie o
znaczeniu zoologicznym, botanicznym,
mineralogicznym, anatomicznym,
historycznym, archeologicznym,
paleontologicznym, etnograficznym lub
numizmatycznym

Note: In the past we've used the HS Code 9705.00.00 but now we use 9705.29.00.

WILLIAM AND LYNDY STEERE HERBARIUM

<https://sweetgum.nybg.org/science/>

NEW YORK BOTANICAL GARDEN

2900 Southern Blvd, Bronx NY 10458

HERBARIUM MANAGEMENT RESOURCES

HOW NY BUNDLES LOAN SHEETS FOR SHIPMENT:

Whenever we ship loans, we place each sheet either in its own paper folder (e.g. our type specimens) or every other sheet in its own paper folder. If there are any parts that stick up or are bulky, we will put a piece of foam or bubble wrap on top of that sheet. Then we stack the sheets on top of each other and then put them in between 2 pieces of cardboard and tie them up widthwise with 2 pieces of string to get a bundle that is snug but not too tight. We try to keep our bundles between 3-4 inches in height. Then we wrap each one up in newspaper and tape as if it were a birthday gift. The bundles are then placed into a cardboard box and should also be snug but not too tight. You can fill empty spaces with [more](#) bubble wrap, packing peanuts, or other suitable materials.



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HOW NY HANDLES OUTGOING SHIPMENTS THAT FALL UNDER THE NAGOYA PROTOCOL:

Nagoya Protocol information for the Herbarium Shipping Office:

The United States has not yet signed The Nagoya Protocol, but NY is doing our best to follow the rules whenever we send shipments internationally. Before sending out **Gifts**, **GFD**, and/or **Exchange** specimens to an **international Herbarium**, we check every specimen to see when it was collected. If they were collected before 1 October 2014, then they can be sent out with just a Material Transfer Agreement (MTA) form. But if they were collected on or after 1 October 2014 then they are subject to The Nagoya Protocol.

For the specimens collected on or after 1 October 2014, we will have to check if the destination is to a country that has signed the Nagoya Protocol. If not, then we can send the specimens with an MTA only. If they have signed it, then we will need to know all the collector and collector numbers for every specimen being sent and provide the MTA along with the documents and permits showing that the plants were collected legally and with permission. Physical copies should be sent with the specimens and electronic versions should be e-mailed to the herbarium.

Website to check which countries have signed The Nagoya Protocol: <https://absch.cbd.int/countries>

Nagoya Protocol – Home page – Convention on Biological Diversity (CBD): <https://www.cbd.int/abs/>

FOR SHIPPING HERBARIUM SPECIMENS DOMESTICALLY:

WILLIAM AND LYNDA STEERE HERBARIUM
<https://sweetgum.nybg.org/science/>

NEW YORK BOTANICAL GARDEN
2900 Southern Blvd, Bronx NY 10458

HERBARIUM MANAGEMENT RESOURCES

NY prefers to mail our domestic boxes via the USPS as Library Rate shipments.

According to the USPS Domestic Mail Manual, herbarium specimens can be mailed at Library Mail prices when sent to or from schools, colleges, universities, public libraries, museums, and herbariums.

More detailed information can be found here:

[170 Retail Mail Media Mail and Library Mail | Postal Explorer](#)

Some herbaria, such as EIU, have added the following label to the outside of the boxes they ship domestically:

