

From New Brunswick Wildlife Technician Ken Eagle (Thanks, Ken!)

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In light of the difficulty experienced by some Canadian agencies in sending CITES-listed specimens to Matson's Laboratory in Montana, I have written a description of the hoops that I jump through which have worked for me. I hope this proves useful to others.

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A process for shipping of CITES-listed specimens to Matson's Laboratory from Canada.

1. Contact Canadian Border Service Agency (CBSA) and locate the nearest office that has personnel familiar with CITES. This may be difficult as the office phone numbers are a fiercely guarded secret unless you live in a border town. Allow yourself some time if you use the menu system at the CBSA toll free listing (I had to call my MP's office to get a line to a real person at CBSA) Call that office and let them know who you are and what you intend to do.
2. Package your samples. Complete mailing labels, list of contents, covering letter for Matson's etc. and obtain CITES permit copy # 1 for US customs and # 2 for Canadian customs.
3. Take the parcel to a Canada Post outlet (some are better than others) to be weighed and measured. Purchase appropriate postage. Some outlets will print a sticker and let you go with it others will hand you a fistful of stamps. I use "Expedited Parcel - USA" (10-13 days, cheap) or "Express Post - USA" (6 days, less cheap) which calls for postal form 43-074-243 (04-07) or 43-074-236 (04-07) respectively. These options have proven reliable for me. A copy of this form will ultimately be applied to the outside of the package when it's shipped. Talk to postal people about that procedure. Where an itemized list of contents is required the following can be used "Dried specimens for scientific analysis. Contents have no commercial value." This form provides a unique tracking number as well. **Do not** attach labels, postage or postal form at this point.
4. Here's where it gets tricky for some.
 - a. I go with all of the necessary labels, postage, permits, tape and wrapping paper to the CBSA office here in town that has personnel trained for CITES. Their people inspect the contents of the package and authorize shipment by stamping the permit and writing in a verification of the species and numbers. They keep the appropriate copy (#2) and the other (#1) is placed in the package. Matson's will see that the permit is directed to the appropriate authorities on their end. I wrap the package at the CBSA counter and label it with shipping label, return address and US parcel form. They allow me to take the package back to the post office and send it on its way **or** according to my contact at CBSA, they can keep the package and send it out with their mail. That's for you to work out with your CBSA office.
 - b. Where you don't have a local CBSA office, step one is critical. You prepare your package with all of the above components included and send it first to the CBSA office, attn. to the officer that you have established a relationship with on the phone. They will (if you are nice to them) open the package, inspect the contents, deal with the CITES permit putting the stamped, verified copy #1 in the package. Then they will rewrap the package applying all of the necessary labeling that you have included, as per your explicit instructions (that they probably are familiar with anyway) and will send the package on its way.

I found all this cumbersome and complicated at first but once I found a postal outlet with effective staff, a postal product that was affordable and reliable, established a rapport with the CBSA employees and a checklist of all that needed to be done, it's become pretty simple..... really. CBSA merely wants to ascertain that the contents

are as described and that the CITES permit is dealt with correctly. CBSA **MUST** officially clear the CITES related materials for shipment or their US counterparts will turn it around.

From Quebec biologist H  l  ne Jolicoeur (Thank you, H  l  ne!)

The parcel containing the teeth left Qu  bec this morning or is on its way. I had a good collaboration from all the people at the governmental postal service and at the Canada Border Services. First I went to the warehouse where all the Qu  bec government post converge. I took with me a previously filled out "Commercial invoice" form (see Documents-Douanes). The post man weighed the parcel and filled a waybill for a transportation company named Globex (see Documents-Douanes). This gives us a registration or a tracking number necessary for the validation of the Cites permit. He filled after two "Proforma invoice" for the customs declaration I suppose (see Documents-Douanes). He did 4 copies of the 4 documents and placed them in a plastic slip that I brought with me at the CBSA office (I phoned yesterday to this office to be sure that the inspector I saw last week would be there). At the CBSA, they counted all the envelopes. They completed the validation section on the Cites permit document and placed the licences in the box (see Documents-Permis). Then they put a yellow tape over the box to seal it (it is written on this tape: "This parcel has been opened by CBSA"). They did a copy of the 4 documents placed in the plastic slip. After that I returned to the warehouse where the postman sticks the slip on the box. Everybody was very kind with me. At the CBSA , they encouraged me to come back anytime with any amount of teeth.

(Note: Anyone wanting to see the two documents H  l  ne refers to : 1) Documents-Douanes, 2) Documents-Permis, please contact Gary Matson gjmatson@montana.com)