

INFORMATION FOR LABORATORIES SHIPPING EQUIPMENT TO THE BIPM FOR COMPARISONS

1 General Information

- Equipment shipped to the BIPM for comparisons is subject to Customs' formalities, which vary according to the country of origin.
- Before shipping any material to the BIPM, the laboratory should complete the relevant parts of the form **BIPM/ADM-DOU/F-12**, and return it to the BIPM (fax: **+33 1 45 07 70 99** or e-mail at **bperent@bipm.org**). The form should be received by the BIPM at least 2 weeks before shipment is planned.
- Parcels from countries other than the E.U. must be labelled as follows:

BIPM - REGLEMENTATION SPECIALE - NE PAS DEDOUANER D'OFFICE

and the laboratory from which the equipment originates should give specific instructions to their carrier to contact the BIPM [Contact: Administration, tel.: +33 1 45 07 70 04 fax: +33 1 45 07 70 99] prior to clearing the instrument through Customs. The BIPM will then take the appropriate action to clear the equipment through French Customs.

- No Customs' operations are carried out on Saturdays or Sundays. The laboratory should ensure that if their equipment is subject to Customs' formalities, it should arrive in France on a working day of the week preceding that planned for the comparison.
- Customs' operations for hand carried equipment may require processing by our forwarder. In this case, relevant costs will be charged to the laboratory.

2 Customs' formalities

2.1 Equipment arriving from a country within the E.U.:

- There are no Customs' formalities. The laboratory does not need to take further action.

2.2 Equipment arriving from a country outside the E.U.:

- There are Customs' formalities. In order for the equipment to pass through Customs, the laboratory is required to undertake one of the following procedures:

- i. ship the equipment with an ATA carnet. This carnet is available through the Chamber of Commerce and Industry (or equivalent within your country, provided your country recognises this system). It simplifies the Customs' operations and avoids duties and taxes;
- ii. ship the equipment by diplomatic bag to the relevant Embassy in Paris (although this has the advantage of by-passing all Customs' formalities, it is unlikely that this process is available to all laboratories);
- iii. if neither of these procedures can be adopted, a temporary importation will be arranged by the forwarding agent of the BIPM (all sections of the form **BIPM/ADM-DOU/F-12** must then be completed).

3 Transport of equipment between Paris Airports and the BIPM

- For equipment originating from a laboratory within the E.U. as well as for those countries employing the ATA carnet system, it is expected that the laboratory will arrange a door-to-door delivery. In the case of air transport, it is expected that the laboratory will arrange for their carrier to transport the equipment to and from Paris airports and the BIPM.
- Where a temporary importation has to be arranged, the BIPM via its forwarding agent will arrange and meet the transport of the equipment to and from Paris airports and the BIPM.

4 Insurance of equipment

- In all cases, organisation and payment of insurance for a visiting laboratory's instrument remain the responsibility of the visiting laboratory.

5 Return of equipment

- It is the responsibility of the laboratory to make prior arrangements for the return of their equipment after the comparison. The BIPM should be informed of these arrangements using form **BIPM/ADM-DOU/F-12**.