# US Cross-Border Shipping Checklist

For Lab Managers, Technicians, Researchers & Hospital Operations

OPERATIONAL GUIDE

**Operational Notice:** Near North Customs Brokers US, Inc. has amalgamated operations with **Tahoco Logistics**. All customs entries, invoices, and regulatory clearances for US-bound shipments are now managed by Near North US.

## 1 Invoice & Documentation

- ☐ **Complete Proforma Invoice:** Ensure every shipment includes a Proforma or Commercial Invoice (no blank fields).
- ☐ **Specific Item Descriptions:** Avoid vague terms like "samples" or "parts." Use precise wording (e.g., *"Centrifuge Rotor for Repair"*).
- ☐ **Valuation Required:** Declare a realistic market value or cost of production even if non-commercial or free of charge.
- ☐ **Country of Origin:** State where the item was originally manufactured (not where it is currently shipped from).

## 2 Importer & Responsibility

- ☐ **Identify Importer of Record (IOR):** Clarify whether your institution or the US recipient is acting as the legal Importer.
- ☐ **Tax ID / EIN Verification:** Ensure the US Consignee's EIN/Federal Tax ID is documented on the customs paperwork.
- ☐ **Shipper vs. Consignee:** Clearly state sender details (Lab/Hospital Dept) and receiver details (Company/Facility name).
- ☐ **Reason for Export:** State clear purpose: *Repair & Return, Temporary Evaluation, or Research Sample*.

## Participating Government Agency (PGA) Compliance

| Shipment Type | Regulating Body | Mandatory Documentation & Clearance Action |
|---|---|---|
| **Biological Samples & Specimens** | **FDA / CDC / USDA** | Requires FDA Product Code, CDC Import Permit, or USDA declaration stating biological origin, non-infectious status, and end-use details. |
| **Medical Equipment & Devices** | **FDA (CDRH)** | Must include FDA Device Registration & Listing Numbers (LNO/K-Number). If shipping for repair/refurbishment, declare clear end-use. |
| **Chemicals & Reagents** | **EPA (TSCA)** | Requires signed TSCA (Toxic Substances Control Act) Certification (Positive or Negative declaration) attached to the customs packet. |
| **Machinery & Electronic Gear** | **FCC / EPA** | Requires FCC Form 740 compliance for radio frequency emission devices or EPA declarations for small engines/generators if applicable. |

## 3 Equipment for Repair or Return

- ☐ **Serial Numbers:** List exact serial, model, and part numbers on all invoices before shipping out.
- ☐ **Repair Declarations:** Attach a written statement outlining exact defect and expected service or repair.

## 4 Pre-Clearance Best Practices

- ☐ **Pre-Send Paperwork:** Email invoice copies to Near North US 24-48 hours before carrier pickup.
- ☐ **Provide Contact Info:** Include lab manager's direct phone and email on all manifest documents.

**Need Clearance Assistance or Have Customs Questions?**

Contact your dedicated Near North Customs Brokers US account representative prior to dispatch.

**Katherine Wilkinson**
Account Manager, Near North US
katherine@nearnorthus.com

CAMPUSSRC
SHIPPING & RECEIVING CENTRE

# UPS PRO FORMA INVOICE

## SHIPPER INFORMATION

| | |
|---|---|
| Trent University – Campus Shipping & Receiving | Contact: Campus Print Shipping & Receiving |
| 2089 East Bank Drive | Environmental Sciences Building, C113 |
| Peterborough, ON K9L 1Z8 | Canada |
| Phone: (705) 748-1011 Ext. 7433 | Email: src@trentu.ca |

## INVOICE & SHIPMENT DETAILS

| | | | |
|---|---|---|---|
| Invoice Number | | Date | |
| UPS Tracking Number | | Number of Packages | |
| Total Weight | | Currency (CAD) | |
| Reason for Export | | Shipping Terms (Incoterms) | |

## SHIP TO / CONSIGNEE INFORMATION

| | | | |
|---|---|---|---|
| Recipient Name | | Company/Institution | |
| Street Address | | Telephone | |
| City | | State/Province | |
| Postal/Zip Code | | Country | |
| Email | | Destination Country | |

## DESCRIPTION OF GOODS

| Description of Item | Quantity | Country of Origin | HST Tariff Code | Unit Value (CAD) | Total Value (CAD) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Total Declared Value (CAD) $_____**

## PURPOSE OF EXPORT

❑ Educational Materials ❑ Books / Yearbooks ❑ Documents ❑ Replacement Items

❑ Research Materials ❑ Return of Goods ❑ Gift (if applicable) ❑ Other _____

## DECLARATION

I certify that the information provided on this invoice is true and correct and that the goods described are being shipped for the purpose stated. The declared values represent the fair customs value of the goods and are provided for customs purposes.

Name _____ Title _____

Signature _____ Date _____

**PRO FORMA INVOICE – NOT AN INVOICE FOR PAYMENT**

*Declared value must be accurate for customs purposes. Import duties and taxes may apply in the destination country.*

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