

LST GUIDELINES FOR SHIPPING GOODS TO LA PALMA

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Applicable Documents

No.	Version	Ref.	Date	Title

List of Abbreviations

CTA	Cherenkov Telescope Array	ORM	Observatorio del Roque de los Muchachos
LST	CTA Large Size Telescope		
IAC	Instituto de Astrofísica de Canarias	CALP	Centro de Astrofísica La Palma

History

Version	Date	Observation
1.0	18-07-2016	Initial document
2.0	03-12-2019	New revision
3.0	25-01-2022	New revision, add deputy telescope manager, recycling
3.1	21-03-2022	Add CIF and phone numbers of Agencia Casanova
3.2	03-10-2022	Add info about LST2-4 shipments
3.3	07-02-2023	Add info about excise duty on non-reusable plastic packaging

Distribution Open

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1 Guideline for shipping goods to La Palma

Goods delivered to the Canary Islands have to go through customs as the islands are included in a special economic zone. As a scientific organisation, IAC is exempt from customs and VAT in transports of packages with scientific instruments. To benefit from this exemption, the shipping of any package for the LST telescopes to La Palma must follow a standard and mandatory procedure.

Failing to follow this procedure can create arbitrary delays and non-negligible costs.

Read this guideline carefully and if you have any question contact the responsables for shipping goods to LST via lst-logistics@cta-observatory.org

Distribute the information in this guideline to the personnel at your institute managing the shipping and to the transport company to make sure they proceed with the shipping correctly.

Very important: do not change or add anything to the addresses (see Step 2), write them as they are given in this document!

2 Procedure

2.1 Step 1

Before preparing the shipment with the transport company, contact the lst-logistics responsables (lst-logistics@cta-observatory.org) and provide the following information that will be included in the database:

1. Sender name
2. Sender Institution
3. Description of the contents / Assembly Telescope (LST1 or LST2-4)
4. Manufacturing company or supplier of the goods
5. Reference document: datasheet, design or description documents of the contents, link to the bidding (if available)
6. Shipment origin
7. Shipment destination: ORM or CALP
8. Transport company
9. Estimated shipping and arrival dates
10. Number of boxes/containers/pallets
11. Economic value of the shipment
12. Dimensions and weight of the packages
13. Storage needs
14. Statement according to the “excise duty on non-reusable plastic packaging”¹ (only for packages from outside Spain).
15. Packaging material used and how to recycle it / dispose of it
16. Recycling or disposal of all goods included in the shipment (if applicable)

You should also provide the billing information of your institution, in case that it is the first shipping of a package for the LST project.

The information has to be sent at least one week in advance to the shipping of the packet.

Be aware that the shipping address must be an official IAC address (see Step 2) in order to be able to benefit from tax exemptions.

It is important to include the information on how to recycle the packaging material and/or the shipped goods if they are not a permanent part of the telescope installation. La Palma is a small island with limited recycling facilities, and the ORM is a national park. Take this into consideration when shipping chemicals and choosing the packaging material.

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https://sede.agenciatributaria.gob.es/Sede/en_gb/impuestos-especiales-medioambientales/impuesto-especial-sobre-envases-plastico-reutilizables.html

2.2 Step 2

The delivery of the packages can be done at the IAC offices at sea level (CALP) or at the Observatory at the Roque de Los Muchachos (ORM).

Delivery at sea level is accepted only for small or regular size packages that can be easily transported with a regular car and carried easily by one person. The address of the delivery destination **must** be written as follows:

Instituto de Astrofísica de Canarias
CIF: Q-3811001-A
Centro de Astrofísica de La Palma
C/ Cuesta de San José, s/n
38712, San Antonio, Breña Baja
La Palma, Islas Canarias, Spain

Contact persons:
Patricia Márquez, pmarquez@ifae.es
Alice Donini, alixd90@gmail.com
Eduardo Colombo, ehcolombo@gmail.com

Delivery at the observatory facilities at the Roque is mandatory for large and heavy packets or containers. The address of the delivery destination must be written as follows:

Instituto de Astrofísica de Canarias
CIF: Q-3811001-A
Observatorio del Roque de Los Muchachos
Carretera LP-4, km. 36
38787, Garafía
La Palma, Islas Canarias, Spain

Contact persons:
Patricia Márquez, pmarquez@ifae.es
Alice Donini, alixd90@gmail.com
Eduardo Colombo, ehcolombo@gmail.com

To avoid misunderstanding between deliveries for MAGIC and LST, please make sure that at least Patricia Marquez is always set as contact person.

In special cases we will store large, heavy items and LST2-4 items at the storage hall in Mirca in case no room is available at the Observatory, or when long-term storage is needed. Inform well in advance about the need to organise such an operation. Write the address exactly as the one for the IAC offices at sea level, the local crew will take care of contacting the local transport company to do the unload operations at Mirca instead.

2.3 Step 3

Shipments from outside the EU need to pass a custom control. EU Shipments from outside the Canary Islands also need to pass customs control. Customs control must be managed by a local customs company.

We work **exclusively** with a trusted customs agency in La Palma. Any other customs company **will not be accepted**. Working with inexperienced agencies creates long delays and complications as they are not used to the procedures of the observatories.

The address of this agency has to be consigned to the transport company at the time of the shipping preparation, and must be written as follows:

Agencia Casanova
CIF: B38034310
C/ O'Daly, 39, 1-E
38700, Santa Cruz de La Palma
La Palma, Canary Islands, Spain

Contact persons:
Rafael Casanova, casanovarafeel4@gmail.com
Pedro Rodríguez, pemarocas@gmail.com

Phone numbers:
Tel: 922 418 140 / 922 417 594 / 659 430 315
Fax: 922 420 432

The cost of the customs procedure is covered by the sending institute and should be included in the transport contract. Any payment will be done by wire transfer, **the local crew can not pay bills**.

2.4 Step 4

The transport of the shipping should be done directly to La Palma harbour or airport (IATA code SPC). In exceptional cases a transport via Tenerife harbour or airports (IATA code TCI) can be arranged, but should be announced in advance and accepted by the local crew. Any transfer at Las Palmas de Gran Canaria (a different island!) that could require a custom clearance there **will not be accepted**. Customs in Gran Canaria create long delays and complications, as they are not used to the procedures of the IAC Observatories. We will request a transit operation in case that the shipping ends up in Gran Canaria, and any associated costs must be covered by the contract between the transport company and the sending institute or company.

The contract with the transport company must be under the Delivery Duty Paid (DDP) modality. That means that the cost of the local transport, from the harbour or airport to the sea-level offices or to the observatory, and the bill of the customs agency, will be included in the transport contract

and paid by the sending institute or company. Make sure that these costs are covered when preparing the transport contract, as the local crew can not pay bills.

In case that you can not arrange the delivery to the observatory facilities with your transport company, contact the local crew to organise it via the customs agency. The cost of the local transport will be covered by the sending institution, and it will be accepted only in the case that your institute can proceed with a fast payment of such cost (within weeks).

Only in exceptional cases the local crew will pick up packages at the airport or at the harbour, or will arrange delivery to a different place. In such cases, contact the local crew well in advance.

Inform your transport company that they must contact the local crew in advance to arrange the date and hour of the delivery at the LST site.

2.5 Step 5

Once the transport is ready you should send scanned copies of several documents via email to lst-logistics@cta-observatory.org:

- An invoice for the goods in the package, or alternatively a declaration of contents and costs signed by the responsible of the shipping at your institute.
- The Bill of Lading (B/L) or the Airway Bill (AWB) that the transport company should give to you when the goods are picked up and being transported.
- A document called T2LF in case the shipping comes from an EU country. The original of this document may be requested for certain shipments.
- A certificate according to the **excise duty on non-reusable plastic packaging** (for packages from outside Spain) stating: *"To pack the products included in this shipment, we have used xxx kilos of non-recycled (or recycled) plastics."* It can be included in the "proforma".

The local crew will take care of forwarding this information to the IAC administration and to the customs agency.

You should also provide the tracking number and any update to the initial information about the package, so it can be included in the database.

2.6 Step 6

Once the package is in La Palma and the customs procedure has been completed, you will receive the bills from the customs agency by email, with the details on how to proceed with the payment.

2.7 Step 7

Once the package has been received and inspected at the delivery place you will be informed by email.

3 Remarks

Follow the procedure
in this document

Include
lst-logistics@cta-observatory.org
in all communications

Use exact destination address
(Copy/Paste)

Use the modality
Delivery Duty Paid (DDP)

AVOID GRAN CANARIA

Over the years we have learned that some shipping companies, especially bigger ones, are more problematic than others in following the special procedures described in this document to benefit from tax exemptions and avoiding Tenerife and Gran Canaria.

Please, if possible **avoid** the following companies:

- DHL
- Nacex
- UPS