

Sending Samples to Belgium





IMPORTANT: Your shipment may be delayed or rejected by Belgian customs if you fail to follow these guidelines and include the correct documentation.

Basic protocols for sending wood samples to Belgium

- 1. Ensure the moisture content of samples is below 16% before you dispatch them.
- 2. Maintain correct barcode identifiers (Unique IDs) for each sample when repackaging for dispatch.
- 3. Pack samples carefully to avoid cores breaking.
- 4. If using silica gel it must not come into direct contact with samples.
- 5. Attach a clear document wallet to the outside of the box containing:
 - Donation form
 - Proforma Invoice
 - Sample List
 - CITES Permits (if applicable)
- 6. If your sample species are CITES-listed, ensure you have the necessary permits.
- 7. Confirm with Meise Botanic Garden if import permits or phytosanitary certificates are needed for non-CITES samples.
- 8. Contact your country's plant health or environmental authority to confirm if export documents (e.g. an export letter) are needed.
- 9. Place duplicate copies of all documents inside the box.
- 10. Ensure samples are free from pathogens, insects, soil, or other contaminants.
- 11. Email scanned documents, expected delivery date, delivery service, package/label photo, and shipment reference number to: victor.deklerck@worldforestid.org (Meise Botanic Garden) and collections@worldforestid.org

Tool & materials for dispatch

- 1. Paper envelopes for each sample
- 2. Large paper bags to group samples from one tree
- 3. Non-indicating silica beads (optional but recommended for tropical samples)
- 4. Clear plastic container for grouped samples
- 5. New, sturdy cardboard box for final shipping
- 6. Padding (e.g. bubble wrap, paper, plastic)
- 7. Clear self-adhesive document wallet for exterior
- 8. Access to a computer and printer
- 9. Packing tape



Packing samples [i]

- Ensure all samples have been dried to a moisture content of below 16% before beginning dispatch process
- 2. Maintain correct barcode identifiers for each sample when repackaging

Core sample

3. Place all of the samples from a single tree into one paper bag complete with a proforma and the correct barcode for the sample set



Packing samples [ii]

4. Pack all of the completed paper bags into a plastic sealable container to protect the samples

- 5. Silica gel is optional but recommended for tropical samples. Avoid blue beads and ensure gel beads do not come into direct contact with samples
- Pack this in a cardboard box with some padding and attach a clear document wallet on the outside for the required documentation





CITES compliance

- 1. Verify the species' CITES status using the <u>CITES Database</u>.
- 2. Obtain the necessary export permit from your national CITES authority, and coordinate with Meise Botanic Garden for a Belgian import permit.
- 3. Package CITES-listed species separately, label clearly, and indicate CITES status on the Sample List.
- 4. Attach the original export and import permits in a clear sleeve on the box exterior, with copies inside.





Documentation overview

All of these documents, including any required CITES permits, are essential for customs clearance. Ensure all information is accurate and consistent across documents to avoid delays or potential destruction of samples by biosecurity authorities.

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MUST BE IN A DOCUMENT WALLET OUTSIDE, WITH A COPY INSIDE THE BOX

Shipping Label

Contents Label

This package contains dead, preserved plants for scientific research only	Meise Botanic Garden Dr. Victor Deklerck, c/o Ann Bogaerts Meise Botanic Garden Nieuwelaan 38 1860 Meise. BELGIUM
Meise Botanic Garden	This package contains dead, preserved plants for scientific research only Email: victordwiker/seguantentuinmeise.be / am.beguerts@plantentuinmeise.be Phone: +322 260 0960 / +322 260 0956 / +322 260 0957

ON THE OUTSIDE OF THE BOX ONLY

Donation form

A Donation Form is required to confirm the legal donation of samples to the World Forest ID Geo-referenced Sample Collection (GSC) for non-commercial research, ensuring compliance with international laws like the Convention on Biological Diversity.

Γ

	Donation Form [i]
Donation Form [ii]	Dear Forest Steward/Landowner, The donation of samples from your land supports responsible forestry, transparency in supply chains, and efforts to combat illegal logging. These samples will be permanently incorporated into the World Forest ID Geo-referenced Sample Collection (GSC) for scientific research to verify species and harvest locations of wood products.
	Please read and sign the donation statement below: I hereby donate the material listed in the table below to the World Forest ID Consortium ("WFID Consortium") and associated data to the World Forest ID non-profit to use for the purposes stated below and declare that to the best of my knowledge and belief, the information that I have given in this document is accurate.
Sample ID Species	 The donor confirms that material is transferred legally to the WFID Consortium and understands that the samples will be incorporated permanently into the GSC;
	 The donor is aware of, and agrees with, the uses that members of the WFID Consortium may make of the material and associated data, once it is accessioned into the GSC;
	The donated material may be used as follows by World Forest ID and members of the WFID Consortium:
	 Made available for study in the interests of the common good to scientific staff and authorized visitors; and/or
	 Used for the common good in the areas of education and public display; and/or
	 Sampled for pollen, spores, anatomical, or cytological preparations and/or chemicals for scientific research purposes; and/or
	 Sent on loan, or further distributed, to other scientific institution(s) for further scientific research, on standard terms that prohibit commercialisation unless benefits are shared fairly and equitably with the country of origin of the material; and/or
	 Digitally imaged and published in botanical databases freely available on the internet; and/or
	 Used to create reference data for various scientific techniques designed to support the implementation of national and international laws that protect forests.
	Use of associated data by World Forest ID and members of the WFID Consortium: May use any associated data including any intellectual property rights making thereto for example database rights in the interests of the common good. May use your personal data to incorporate your donation: including recording its accession initia, and currents on white the World Forest ID GSC. Bight to use the data tall include: the right to develop derivative works using the data and the right to distribute the data to thind partices. Will not commerciate material collected after the Comertion on Biological Denverty (IDE) common forces (20th December 993) without the prior informed consent of the country of origin and appropriate stakeholders and appropriate benefit sharing.
By signing this document, you are acknowledging the info	
Full name and signature:	
Date of sample collection:	
Location name and country:	

Sample list

Allows customs officers to cross-reference with the supplier's declaration to verify compliance with import requirements. Must include every sample and be present in a document wallet outside, with a copy inside the box

Sampl		Mei Bot	₩∩ se anic Garden	WORLD FOREST
Sample ID	Species	Sample type	Country	CITES (Y/N)

Proforma invoice

Provides customs authorities with shipment details, declared value, and confirmation that the goods are for scientific research and hold no commercial value. Must be present in a document wallet outside, with a copy inside the box

Airway Bill Number: Institution: Courier: Address: Tracking Number: Email: Package Dimensions: Email: Package Weight: Phone: Package Weight: Phone: RECIPIENT INFORMATION: DESCRIPTION OF GOODS: Name: Dr. Victor Deklerck c/o Ann Bogaerts Institution: Meise Botanic Garden Address: Nieuwelaan 38, 1860 Meise, Belgium Email: victor.deklerck@plantentuinmeise.be ann.bogaerts@plantentuinmeise.be (Collections of botanical interest) Yalue: 1€ (nominal value for customs put) Phone: +32 2 260 0960 +32 2 260 0957 +32 2 260 0957		orma Invoice	Meise Botanic Garden								
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Institution: Meise Botanic Garden verification samples (leaves, etc. scientific research, no commercial scientific Address: Nieuwelaan 38, 1860 Meise, Belgium HS Code: 9705.00 Email: victor.deklerck@plantentuinmeise.be (Collections of botanical interest ann.bogaerts@plantentuinmeise.be Value: 1€ (nominal value for customs pupeling reserved plantentuinmeise.be Phone: +32 2 260 0960 +32 2 260 0956 +32 2 260 0957 Declaration – This shipment contains dead, preserved plant material donated for non-commercial scientific	RECIPIENT	INFORMATION:	DESCRIPTI	ON OF GOODS:	:						
Institution: Meise Botanic Garden scientific research, no commerci Address: Nieuwelaan 38, 1860 Meise, Belgium HS Code: 9705.00 Email: victor.deklerck@plantentuinmeise.be (Collections of botanical interest ann.bogaerts@plantentuinmeise.be Value: 1€ (nominal value for customs pu Phone: +32 2 260 0960 +32 2 260 0956 +32 2 260 0957 Declaration – This shipment contains dead, preserved plant material donated for non-commercial scientific	Name:	Dr. Victor Deklerck c/o Ann Bogaerts	Description	Description: Wood core samples and taxonomic							
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	Phone:	+32 2 260 0960 +32 2 260 0956	Value:	1€ (nominal va	lue for customs purposes)						
These fully desiccated, free of live insects, pathogens, soil, or contaminants, and are fragile. Please handle and carefully during inspection to preserve their scientific value. EORI: BE0540.708.286 I certify the information above is correct to the best of my knowledge.	esearch, co are fully des arefully du	onservation, and education within the World Fr siccated, free of live insects, pathogens, soil, or ring inspection to preserve their scientific val	orest ID Geo-refe or contaminants, lue. EORI: BE054	erenced Sample and are fragile. I	Collection (GSC). Samples						
Sender's Name:	Sender's Na	ime:									
Signature:	Signature: .										
Date:	Date:										

Shipping label

Ensures the package reaches the correct contact at Meise Botanic Garden in Belgium and emphasizes that the contents are non-commercial, scientific specimens.



Contents label

This sticker declares the package contains dead, preserved plants for scientific research, ensuring customs recognizes its non-commercial purpose for smooth clearance.

This package contains dead, preserved plants for scientific research only





Pre-shipment

- Confirm all documents (Proforma Invoice, Sample List, Donation Form, CITES permits if applicable) are accurate and consistent, with copies in a wallet outside the box and duplicates inside.
- 2. Email copies of all documents to:
 - Dr. Victor Deklerck: victor.deklerck@plantentuinmeise.be
 - Ann Bogaerts: ann.bogaerts@plantentuinmeise.be
 - World Forest ID: collections@worldforestid.org
- 3. Ensure each sample bag is sealed, labeled with the correct barcode, and optionally preserved with silica gel if needed.
- 4. Attach the shipping label and contents label on the box.
- 5. Double-check the box is securely sealed and ready for shipment.

Glossary

- CITES Convention on International Trade in Endangered Species of Wild Fauna and Flora. Regulates international trade of listed species through export and import permits to ensure sustainability and prevent illegal exploitation.
- 2. **NAGOYA PROTOCOL** An international agreement under the Convention on Biological Diversity (CBD). It governs fair and equitable sharing of benefits from the use of genetic resources, requiring prior informed consent and benefit-sharing agreements with the country of origin.
- 3. **PHYTOSANITARY CERTIFICATE (PC)** A certificate issued by a plant health authority confirming that exported plant material has been inspected and is free of pests and diseases. May be required for samples entering the EU, depending on species and country of origin.
- 4. **COMPETENT AUTHORITY** A legally recognized government body authorized to issue permits (e.g. CITES, phytosanitary) or regulate plant material collection and export.
- EORI NUMBER An Economic Operators Registration and Identification number required for customs clearance within the EU. Meise Botanic Garden's EORI: BE0540.708.286.



Donation Form [i]



Dear Forest Steward/Landowner,

The donation of samples from your land supports responsible forestry, transparency in supply chains, and efforts to combat illegal logging. These samples will be permanently incorporated into the World Forest ID Geo-referenced Sample Collection (GSC) for scientific research to verify species and harvest locations of wood products.

Please read and sign the donation statement below:

I hereby donate the material listed in the table below to the World Forest ID Consortium ("WFID Consortium") and associated data to the World Forest ID non-profit to use for the purposes stated below and declare that to the best of my knowledge and belief, the information that I have given in this document is accurate.

- The donor confirms that material is transferred legally to the WFID Consortium and understands that the samples will be incorporated permanently into the GSC;
- The donor is aware of, and agrees with, the uses that members of the WFID Consortium may make of the material and associated data, once it is accessioned into the GSC;

The donated material may be used as follows by World Forest ID and members of the WFID Consortium:

- Made available for study in the interests of the common good to scientific staff and authorized visitors; and/or
- · Used for the common good in the areas of education and public display; and/or
- Sampled for pollen, spores, anatomical, or cytological preparations and/or chemicals for scientific research purposes; and/or
- Sent on loan, or further distributed, to other scientific institution(s) for further scientific research, on standard terms that prohibit commercialisation unless benefits are shared fairly and equitably with the country of origin of the material; and/or
- Digitally imaged and published in botanical databases freely available on the internet; and/or
- Used to create reference data for various scientific techniques designed to support the implementation of national and international laws that protect forests.

Use of associated data by World Forest ID and members of the WFID Consortium: May use any associated data including any intellectual property rights relating thereto (for example database rights) in the interests of the common good. May use your personal data to incorporate your donation, including recording its accession into, and curation within the World Forest ID GSC. Right to use the data shall include: the right to develop derivative works using the data and the right to distribute the data to third parties. Will not commercialize material collected after the Convention on Biological Diversity (CBD) came into force (29th December 1993) without the prior informed consent of the country of origin and appropriate stakeholders and appropriate benefit sharing.

Donation Form [ii]



Sample ID	Species	Sample description							
		e.g. leaves, wood, seeds, sawdust	samples						
1									

By signing this document, you are acknowledging the information stated above.

Full name and signature:
Date of sample collection:
Location name and country:
Sample collector name(s):

Sample List

Meise Botanic Garden



Sample ID	Species	Sample type	Country	CITES (Y/N)

Proforma Invoice

Meise Botanic Garden



SHIPPING DETAILS:

Date:
Airway Bill Number:
Courier:
Tracking Number:
Package Dimensions:
Package Weight:

RECIPIENT INFORMATION:

Name:	Dr. Victor Deklerck c/o Ann Bogaerts
Institution:	Meise Botanic Garden
Address:	Nieuwelaan 38, 1860 Meise, Belgium
Email:	victor.deklerck@plantentuinmeise.be ann.bogaerts@plantentuinmeise.be
Phone:	+32 2 260 0960 +32 2 260 0956 +32 2 260 0957

SENDER'S INFORMATION:

Name:			 		 		•	• •	• •	•	 •	 •	•		•	 •		 •	•		
Institut	ion	: .	 		 		•		• •	•	 •	 •	•		•	 •		 •	•		
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			 		 		•		• •	•	 •	 •	•	• •	•	 •	•	 •	•	 •	
Email: .			 		 		•		• •	•	 •	 •	•			 •	•	 •	•		
Phone:			 		 		•		• •	•		 •	•					 •	•		

DESCRIPTION OF GOODS:

Wood core samples and taxonomic
verification samples (leaves, etc.) for
scientific research, no commercial value
9705.00 (Collections of botanical interest)
1€ (nominal value for customs purposes)

Declaration — This shipment contains dead, preserved plant material donated for non-commercial scientific research, conservation, and education within the World Forest ID Geo-referenced Sample Collection (GSC). Samples are fully desiccated, free of live insects, pathogens, soil, or contaminants, and are fragile. Please handle and re-pack carefully during inspection to preserve their scientific value. **EORI: BE0540.708.286**

I certify the information above is correct to the best of my knowledge.

| Sender's Nar | me: |
 | |
|--------------|-----|------|------|------|------|------|------|------|--|
| Signature: | |
 | |
| Date: | |
 | |





Dr. Victor Deklerck, c/o Ann Bogaerts Meise Botanic Garden Nieuwelaan 38 1860 Meise, BELGIUM

This package contains dead, preserved plants for scientific research only

Email: victor.deklerck@plantentuinmeise.be / ann.bogaerts@plantentuinmeise.be Phone: +32 2 260 0960 / +32 2 260 0956 / +32 2 260 0957





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worldforestid.org info@worldforestid.org

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