



Enviar muestras de madera a Bélgica



IMPORTANT: Su envío puede ser retrasado o rechazado por la aduana belga si no sigue estas instrucciones e incluye la documentación correcta.

Protocolos básicos para enviar muestras de madera a Bélgica

1. Asegurarse de que el contenido de humedad de las muestras sea inferior al 16% antes de enviarlas.
2. Mantener los identificadores de código de barras correctos (IDs únicos) para cada muestra al reempaquetar para el envío.
3. Empacar las muestras con cuidado para evitar que los núcleos se rompan.
4. Asegurarse de que el gel de sílice no entre en contacto directo con las muestras, en caso de utilizarlo.
5. Adjuntar un portadocumentos transparente en el exterior de la caja que contenga:
 - *Formulario de donación*
 - *Factura proforma*
 - *Lista de muestras*
 - *Permisos CITES (si corresponde)*
6. Si las especies de sus muestras están incluidas en la lista CITES, asegurarse de contar con los permisos necesarios.
7. Confirmar con el Jardín Botánico de Meise si se necesitan permisos de importación o certificados fitosanitarios para muestras que no son CITES.
8. Contactar con la autoridad de sanidad vegetal o medioambiental de su país para confirmar si se necesitan documentos de exportación (p. ej. una carta de exportación).
9. Colocar copias duplicadas de todos los documentos dentro de la caja.
10. Asegurarse de que las muestras estén libres de patógenos, insectos, tierra u otros contaminantes.
11. Enviar por correo electrónico los documentos escaneados, la fecha de entrega prevista, el servicio de entrega, la foto del paquete/etiqueta y el número de referencia del envío a:
 - *Dr. Victor Deklerck*: victor.deklerck@plantentuinmeise.be
 - *Ann Bogaerts*: ann.bogaerts@plantentuinmeise.be
 - *World Forest ID*: collections@worldforestid.org

Herramientas y materiales para el envío

1. Sobres de papel grandes para cada muestra
2. Bolsas de papel grandes para agrupar muestras de un mismo árbol
3. Perlas de sílice no indicadoras (opcionales pero recomendadas para muestras tropicales)
4. Contenedor de plástico transparente para muestras agrupadas
5. Caja de cartón nueva y resistente para el envío final
6. Relleno de protección (p. ej. papel de burbujas, papel, plástico)
7. Portadocumentos autoadhesivo transparente para el exterior
8. Acceso a un ordenador e impresora
9. Cinta adhesiva de embalaje



Empacar las muestras [i]

1. Asegurarse de que todas las muestras se hayan secado a un contenido de humedad inferior al 16% antes de comenzar el proceso de envío
2. Mantener los identificadores de código de barras de barras correctos para cada muestra al reempaquetar



3. Colocar todas las muestras de un mismo árbol en una bolsa de papel junto con una factura proforma y el código de barras correcto para el conjunto de muestras



Empacar las muestras [ii]

4. Colocar todas las bolsas de papel completadas en un contenedor de plástico con cierre hermético para proteger las muestras



5. El gel de sílice es opcional pero recomendado para muestras tropicales. Evitar las perlas azules y asegurarse de que las perlas de gel no entren en contacto directo con las muestras

6. Colocar esto en una caja de cartón con algo de relleno de protección y adjuntar un portadocumentos transparente en el exterior para la documentación requerida



EL GEL DE SÍLICE NO DEBE ENTRAR EN CONTACTO DIRECTO CON LAS MUESTRAS

1. Verificar el estado CITES de las especies utilizando la base de datos CITES.

ANNEX 2		Standard CITES form	
 CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		PERMIT-CERTIFICATE No. ☐ EXPORT ☐ RE-EXPORT ☐ IMPORT ☐ OTHER	Original 2. Valid until _____
1. Recipient (name and address)		4. Recipient to inspect (name, address and country)	
3a. Country of origin		5. Name, address, cultural and scientific and society of Management Authority _____ _____ _____	
3b. Special conditions		6. Name, address, cultural and scientific and society of Management Authority	
3c. For each specimen, the permit or certificate is only valid if the following conditions are fulfilled: (in the language in which the document is issued, in the form of an annex to the document or in the language of the Management Authority)			
4a. Recipient to inspect (name, address and country)		4b. Recipient to inspect (name, address and country)	
7. A. Scientific name genus and species (scientific name of animal or plant)		8. Description of specimens (number, sex, age, etc.)	
9. No. of specimens		10. Scientific name (genus and species)	
11. No. of specimens		12. Scientific name (genus and species)	
13. No. of specimens		14. Scientific name (genus and species)	
15. No. of specimens		16. Scientific name (genus and species)	
17. No. of specimens		18. Scientific name (genus and species)	
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163. No. of specimens		164. Scientific name (genus and species)	
165. No. of specimens		166. Scientific name (genus and species)	
167. No. of specimens		168. Scientific name (genus and species)	
169. No. of specimens		170. Scientific name (genus and species)	
171. No. of specimens		172. Scientific name (genus and species)	
173. No. of specimens			



Todos estos documentos, incluidos los permisos CITES requeridos, son esenciales para el despacho aduanero. Asegurarse de que toda la información sea precisa y coherente en todos los documentos para evitar retrasos o la posible destrucción de las muestras por parte de las autoridades de bioseguridad.

Formulario de donación

Proforma Invoice	 Meise Botanic Garden
 WORLD FOREST ID	
SHIPPING DETAILS:	SENDER'S INFORMATION:
Date:	Name:
Airway Bill Number:	Institution:
Courier:	Address:
Tracking Number:	Email:
Package Dimensions:	Phone:
Package Weight:	

RECIPIENT INFORMATION:	DESCRIPTION OF GOODS:
Name: Dr. Victor Delgado (c/o Ann Bogerts)	Description: Wood are samples and economic
Institution: Meise Botanic Garden	verification samples (leaves, wood) for
Address: Hezevesten 164, 1800 Meise, Belgium	scientific research, no commercial use
Email: victor.delgado@plantier.knmi.nl	HS Code: 970502
or: ann.bogerts@plantier.knmi.nl	(Collection of botanical interest)
Phone: +32 2 200 0960	Value: 1€ (nominal value for customs purposes)
+32 2 200 0968	
+32 2 200 0967	

Declaration: – This shipment contains wood, processed plant material, destined for non-commercial scientific research, conservation, and education within the World Forest ID (non-commercial Species Collection (SCS) Samples are fully declared, free of live insects, pathogens, soil, or contaminants, and are fragile. Please handle and re-pack carefully during transport to preserve their scientific value. (RHS: 9504/5402/700.205)

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

Sender's Name: _____

Signature: _____

Date: _____

[illegible][illegible]

Etiqueta de contenido

**This package contains
dead, preserved
plants for scientific
research only**

Etiqueta de envío

Meise Botanic Garden

WORLD FOREST ID

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 0959 / +32 2 260 0957

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Se requiere un formulario de donación para confirmar la donación legal de muestras a la Colección de Muestras Georreferenciadas (GSC) de World Forest ID para investigación no comercial, garantizando el cumplimiento de las leyes internacionales como el Convenio sobre la Diversidad Biológica.

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Factura proforma

Proporciona a las autoridades aduaneras los detalles del envío, el valor declarado y la confirmación de que los bienes son para investigación científica y no tienen valor comercial. Debe estar presente en el portadocumentos exterior, con una copia dentro de la caja.

Proforma Invoice		 Meise Botanic Garden	 WORLD FOREST ID
SHIPPING DETAILS:		SENDER'S INFORMATION:	
Date:		Name:	
Airway Bill Number:		Institution:	
Courier:		Address:	
Tracking Number:		Email:	
Package Dimensions:		Phone:	
Package Weight:			
RECIPIENT INFORMATION:		DESCRIPTION OF GOODS:	
Name: Dr. Victor Deklerck c/o Ann Bogaerts		Description: Wood core samples and taxonomic verification samples (leaves, etc.) for scientific research, no commercial value	
Institution: Meise Botanic Garden		HS Code: 9705.00 (Collections of botanical interest)	
Address: Nieuwelaan 38, 1860 Meise, Belgium		Value: 1€ (nominal value for customs purposes)	
Email: victor.deklerck@plantentuinmeise.be ann.bogaerts@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 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 Name:			
Signature:			
Date:			

Etiqueta de envío

Garantiza que el paquete llegue al contacto correcto en el Jardín Botánico de Meise en Bélgica y enfatiza que el contenido son especímenes científicos sin valor comercial.



**Meise
Botanic Garden**



**WORLD
FOREST
ID**

**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

Etiqueta de contenido

Esta etiqueta declara que el paquete contiene material vegetal muerto y preservado para investigación científica, garantizando que las autoridades aduaneras reconozcan su finalidad no comercial y facilitando un despacho sin contratiempos.

**This package contains
dead, preserved
plants for scientific
research only**



**Meise
Botanic Garden**



**WORLD
FOREST
ID_____**

Antes del envío

1. Confirmar que todos los documentos (Factura Proforma, Lista de Muestras, Formulario de Donación y permisos CITES si corresponde) son precisos y coherentes, con copias en un portadocumentos en el exterior de la caja y duplicados en el interior.
2. Enviar copias de todos los documentos por correo electrónico a:
 - Dr. Victor Deklerck: victor.deklerck@plantentuinmeise.be
 - Ann Bogaerts: ann.bogaerts@plantentuinmeise.be
 - World Forest ID: collections@worldforestid.org
3. Asegurarse de que cada bolsa de muestras esté sellada, etiquetada con el código de barras correcto y, opcionalmente, conservada con gel de sílice si es necesario.
4. Adjuntar la etiqueta de envío y la etiqueta de contenido en la caja.
5. Verificar que la caja esté bien sellada y lista para el envío.

Glosario

1. **CITES**— Convención sobre el Comercio Internacional de Especies Amenazadas de Fauna y Flora Silvestres. Regula el comercio internacional de las especies incluidas en sus listas mediante permisos de exportación e importación para garantizar la sostenibilidad y prevenir la explotación ilegal.
2. **PROTOCOLO NAGOYA**— Acuerdo internacional en el marco del Convenio sobre la Diversidad Biológica (CDB). Regula la participación justa y equitativa en los beneficios derivados del uso de los recursos genéticos, exigiendo el consentimiento previo informado y acuerdos de distribución de beneficios con el país de origen.
3. **CERTIFICADO FITOSANITARIO**— Certificado emitido por una autoridad de sanidad vegetal que confirma que el material vegetal exportado ha sido inspeccionado y está libre de plagas y enfermedades. Puede ser necesario para muestras que ingresen a la UE, dependiendo de la especie y el país de origen.
4. **AUTORIDAD COMPETENTE** — Organismo gubernamental legalmente reconocido y autorizado para emitir permisos (p. ej. CITES, fitosanitarios) o regular la recolección y exportación de material vegetal.
5. **NÚMERO EORI**— Número de Registro e Identificación de Operadores Económicos requerido para el despacho aduanero en la UE. El número EORI de Meise Botanic Garden: BE0540.708.286.

Apéndice

Proforma Invoice



SHIPPING DETAILS:

Date:

Airway Bill Number:

Courier:

Tracking Number:

Package Dimensions:

Package Weight:

SENDER'S INFORMATION:

Name:

Institution:

Address:

.....

Email:

Phone:

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

DESCRIPTION OF GOODS:

Description: Wood core samples and taxonomic verification samples (leaves, etc.) for scientific research, no commercial value

HS Code: 9705.00
(Collections of botanical interest)

Value: 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 Name:

Signature:

Date:

Sample List



Meise Botanic Garden



**WORLD
FOREST
ID** _____

[illegible]

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	Number of samples

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):

**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

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

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Email: victor.deklerck@plantentuinmeise.be / ann.bogaerts@plantentuinmeise.be

Phone: +32 2 260 0960 / +32 2 260 0956 / +32 2 260 0957

**This package contains
dead, preserved
plants for scientific
research only**



**Meise
Botanic Garden**



**WORLD
FOREST
ID_____**

**This package contains
dead, preserved
plants for scientific
research only**



**Meise
Botanic Garden**



**WORLD
FOREST
ID_____**



worldforestid.org info@worldforestid.org

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