INTERNATIONAL NARCOTICS CONTROL BOARD

Guidelines for the import and export of drug and precursor reference standards

for use by national drug testing laboratories and competent national authorities

UNITED NATIONS

UNITED NATIONS OFFICE ON DRUGS AND CRIME
Vienna

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Preface

National drug testing and forensic laboratories are engaged in the important work of the identification and analysis of seized materials suspected of being narcotic drugs, psychotropic substances or precursors. In order to fulfil the role expected of them, laboratory scientists must not only possess basic skills for identifying and analysing such substances, but also have access to the facilities and tools required to discharge their duties.

The International Narcotics Control Board recognizes that analytical services in some countries may be inadequate because of a lack of fully trained personnel or laboratory equipment and materials. However, functioning laboratories everywhere should have ready access to the high-quality reference standards required to ensure that the results produced are correct. That process of ensuring correct results is critical for the successful prosecution of the guilty and the protection of the innocent. In addition, it provides a cost-effective way to prevent time-consuming challenges to findings in court.

In most cases, national drug testing laboratories can obtain without difficulty small quantities of the reference standards required for the reliable identification and analysis of drugs and precursors. However, problems are sometimes encountered.

These guidelines have been published to assist national laboratories and other relevant scientific institutions in obtaining, in a timely fashion, the reference standards that they require. They address some of the most frequently encountered difficulties and provide guidance on how to overcome obstacles. They are intended for use by laboratories that are in need of reference standards and by competent national authorities that are responsible for the control of drugs and precursors and that issue the import and export authorizations required to exercise that control.

The Board welcomes observations on the contents and usefulness of the present guidelines. Comments and suggestions should be sent to the following address:

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International Narcotics Control Board
Vienna, May 2007

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Contents

I. Introduction

1. At its eighty-fourth session, in November 2005, the International Narcotics Control Board reviewed a special study concerning the various difficulties faced by drug testing laboratories in obtaining reference standards of drugs under international control. Following that review, the Board, in its report for 2005, noted the importance of ready access to reference standards for maintaining reliable drug testing and forensic services at the national level, as well as the nature of ongoing problems that lead to delays in obtaining those reference standards.[1] The Board decided that guidelines on obtaining reference standards/samples of drugs under international control should be produced based on the special study prepared by the Laboratory and Scientific Section of the United Nations Office on Drugs and Crime (UNODC). The Board also decided that the guidelines should be distributed to competent national authorities, drug testing laboratories and research institutions, in order to highlight potential problems and provide practical guidance for the timely issuance of the import and export authorizations[2] required under the international drug control treaties.

2. The Laboratory and Scientific Section provides technical assistance, on request, to countries in the regions most affected by illicit drug production, manufacture, trafficking and abuse in order to help establish and strengthen their national drug testing laboratories. Ongoing global support services include the provision of expert advice and guidance, as well as basic laboratory equipment and materials, recommended analytical methods, technical guidelines, scientific literature and the reference standards necessary for analysis and research.

3. In most cases, small quantities of reference standards of narcotic drugs, psychotropic substances and precursors can be obtained without difficulty, but problems are sometimes encountered. The Single Convention on Narcotic Drugs of 1961,[3] that Convention as amended by the 1972 Protocol,[4] the Convention on Psychotropic Substances of 1971,[5] the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988[6] and the related resolutions of the Economic and Social Council clearly provide for the international trade of controlled substances. The Board has previously reviewed the issue

[1]United Nations publication, Sales No. E.06.XI.2, paras. 216-218.

[2]For the purposes of these guidelines, the term "import and export authorizations" includes the pre-export notifications required for the international shipment of precursors pursuant to the United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances of 1988.

[3]United Nations, *Treaty Series*, vol. 520, No. 7515.

[4]Ibid., vol. 976, No. 14152.

[5]Ibid., vol. 1019, No. 14956.

[6]Ibid., vol. 1582, No. 27627.

of the control of international trade of drug and precursor reference standards. In its report for 2000, the Board stated that the relevant treaty provisions should be fully applied to such reference samples, since those products usually contain relatively pure active substances (raw materials) and may be transmitted in quantities liable to abuse.[7] However, the practical application of the controls in place at the national level to meet the requirements of the international drug control conventions can lead to significant delays.

A. Purpose of the guidelines

4. These guidelines have been developed primarily to assist national laboratories and research institutes in obtaining in a timely manner reference standards of narcotic drugs, psychotropic substances and precursors under international control. The guidance provided is intended to remove or minimize the obstacles often encountered when reference standards are required. Obstacles may arise because of: *(a)* inadequate awareness of procedural requirements for issuing import authorization; *(b)* the length of time sometimes required for issuing authorization; *(c)* legislation or other regulations that impede the import of controlled substances; or *(d)* a lack of appropriate infrastructure for the shipment of controlled substances into or out of a country.

5. The guidelines are intended to provide practical guidance to overcome obstacles in order to facilitate implementation of national controls. They are aimed at those laboratories which are in need of reference standards for the proper and reliable identification and analysis of drugs and precursors and which therefore need to follow domestic requirements to request import and export authorizations. They are also aimed at the competent national authorities responsible for issuing those authorizations.

6. Broad implementation of the guidelines will help to optimize regulatory procedures and facilitate the work of national laboratories and research institutes. That will reduce frustration and friction between agencies and institutions at the national level. It will also enable UNODC to immediately provide the technical assistance and support required if those laboratories are to meet internationally recognized standards of performance, and to provide the required support to national criminal justice systems and law enforcement, health and regulatory authorities.

[7] United Nations publication, Sales No. E.01.XI.1, para. 140.

B. Content of the guidelines

Requirement of reference standards

7. Reference standards are required both for simple field screening tests used for the presumptive detection and identification of seized drugs and precursors and for more sophisticated methods used for the qualitative and quantitative analysis of drugs in biological samples. They are an essential element of laboratory routines used for control purposes (that is, to ensure that the test being performed is functioning properly) in qualitative analysis, and they are essential for calibration when the purity of a drug sample, or the concentration of a drug or metabolite in a biological sample, is being measured. They are also essential for the validation and evaluation of both qualitative and quantitative analytical methods and for the implementation of good laboratory practices.

8. Reliable drug testing and forensic expert services are a key element of drug and crime control activities at the national, regional and international levels. Thus, it is critical that forensic laboratories are able to provide those services at all times. Given that the quality of analytical services in some countries may be compromised because of a lack of equipment, materials or fully trained personnel, it should be stressed that functioning laboratories everywhere must have ready access to the reference standards and controls required to ensure reliable results.

Availability of reference standards

9. Authentic reference standards are commercially available from a number of sources. Laboratories that have no independent access to such standards for drug and precursor substances may obtain small quantities of them from the Laboratory and Scientific Section as part of the ongoing global support services that UNODC provides to Member States.

10. Unfortunately, laboratories sometimes encounter difficulties when they try to obtain the reference standards that they require, especially when those standards are not available from domestic sources and must be imported. Since those difficulties are mostly related to national legislation and administrative procedures for issuing import and export authorizations, the problems multiply when reference standards must be imported from a number of different sources outside the country or when a series of separate import authorizations must be obtained.

11. The guidelines are based on the relevant experiences of various laboratories worldwide and in some cases their respective national authorities, as well as on the experiences of the Laboratory and Scientific Section in handling requests for reference standards from those laboratories.

The guidelines include general guidance notes for the request of reference standards/samples from the Laboratory and Scientific Section (annex I), simplified flow charts outlining the most important steps for the granting of import and export authorizations for drugs (annex II), a model authorization form for the import of reference standards of narcotic drugs or psychotropic substances (annex III) and a model application form for the import of controlled chemicals (annex IV).

II. Guidelines

A. Legislative and regulatory context for the issue of import and export authorizations for reference standards containing internationally controlled substances

12. The 1961 Convention, the 1971 Convention and the 1988 Convention and related resolutions of the Economic and Social Council provide the framework for international cooperation in preventing the diversion of narcotic drugs, psychotropic substances and precursors. The three conventions contain special provisions relating to the international trade of controlled substances and impose a general obligation on States parties to cooperate with each other to prevent diversion. For example, States parties must participate in the control of international trade by controlling exports and imports.

13. The most important provisions in that regard relate to the requirement of import and export authorizations covering international trade in controlled substances[8] and the requirement of a licensing regime for the issue of such authorizations. To that end, and for such a regime to function, each State must have a competent authority empowered to issue export and import authorizations for narcotic drugs and psychotropic substances and some form of pre-export notification for precursors. Note that the name and address of the designated national competent authority must be communicated to the Secretary-General of the United Nations (through the Executive Director of UNODC) in order for the authority to be recognized.

14. The practical procedures for issuing import and export authorizations introduced by Governments must be consistent with national legal and administrative frameworks. Simplified flow charts outlining the most important steps for the granting of import and export authorizations for drugs under a typical national licensing regime are contained in annex II. A model import authorization form, adapted from the import authorization model established by the Commission on Narcotic Drugs for the import of narcotic drugs or psychotropic substances, is contained in annex III. Because requirements for the international shipment of precursors are slightly different, a model application form for the import of controlled chemicals is contained in annex IV.

[8]For precursors, the 1988 Convention requires States parties to monitor the international trade of substances listed in its Tables I and II and, in particular, to provide advance notice of the export of substances listed in Table I to all parties that request such advance notice.

B. Difficulties encountered

15. When a request to import a reference sample is accompanied by a properly completed original import authorization issued by the designated national competent authority, with an appropriate period of validity (expiry date), there is usually no problem in providing laboratories with reference standards of narcotic drugs, psychotropic substances and precursors. For reference standards provided by UNODC, for example, the Austrian authorities responsible for issuing authorizations are helpful and efficient and provide the necessary export authorization without delay.

16. However, problems have been encountered in providing reference standards in a timely manner to drug testing laboratories in some countries, primarily because those laboratories face difficulties in obtaining the relevant import authorizations. Those difficulties are ongoing, cause delays and create frustration and friction at the national level. Most important, as a result of those difficulties, UNODC is unable to immediately provide the technical assistance and support that are clearly required, and drug testing laboratories cannot meet internationally recognized standards of performance or provide critical support to national criminal justice systems and law enforcement, health and regulatory authorities. The problems encountered include:

(a) Problem 1. Legislation or regulations that impede or prohibit the import or export of controlled substances, including reference standards and test samples;

(b) Problem 2. Inadequate awareness on the part of competent national authorities of the requirements of drug testing laboratories in order to fulfil their role and functions (for example, why laboratories need reference standards) and inadequate awareness on the part of laboratories of the requirements for accurate and comprehensive completion of application forms requesting import and export authorizations from competent authorities. Note that the Laboratory and Scientific Section provides general guidance for issuing authorizations and details on the information required in preparing requests for reference standards and other test and research samples containing internationally controlled substances (see annex I and the model import authorization form contained in annex III);

(c) Problem 3. Undue delays and other complications caused by national authorities in issuing authorizations with an appropriate period of validity (expiry date), including delays caused by the preference for issuing a series of single authorizations (one for each of the controlled substances required) rather than an individual authorization that lists all the substances required;

(d) Problem 4. Charges levied by national authorities for issuance of authorizations, a problem compounded when multiple authorizations are required or when expired authorizations need to be reissued, and customs clearance charges levied by the relevant authorities at the time of importation. Delays may also be introduced because of the additional

need, for customs purposes, to provide a note or pro forma invoice indicating the value of the reference standards provided;

(e) Problem 5. Lack of appropriate infrastructure for shipment of controlled substances (reference standards and test samples) into or out of a country.

C. Recommendations for overcoming obstacles

17. The competent authority, as a key player in national drug control efforts, has a prime responsibility in ensuring that its laboratory counterparts are afforded the fullest support in providing reliable drug testing and forensic expertise. At the same time, some general awareness-raising is required on both sides to minimize the impact of potential problems. A number of specific recommendations aimed at overcoming the difficulties encountered are listed below.

Awareness-raising

18. Competent authorities should be made aware of, and recognize, the critical importance of the reference standards and other materials required by drug testing laboratories in order to provide a reliable service in support of national drug control efforts. At the same time, laboratories requesting reference standards should familiarize themselves with the relevant steps and information requirements for issuing of import and export authorizations (see annexes). Relevant training programmes and awareness-raising exercises for both competent authorities and laboratories should therefore be extended, where necessary to address: *(a)* the importance and value of drug testing laboratories as part of the national drug control infrastructure, and the requirements of laboratories in fulfilling their role and functions (that is, the specific need for reference materials and test samples for routine operational work); *(b)* the procedural and comprehensive requirements for application for import and export authorizations by laboratories, and for completion of relevant forms; and *(c)* the need for a close and constructive working relationship between competent authorities and national laboratories.

Minimizing legislative and regulatory impediments

19. Governments should review the adequacy of existing domestic legislation and regulations to ensure that no unnecessary obstacles prevent or otherwise complicate the acquisition by bona fide drug testing laboratories of reference standards or test samples containing internationally controlled substances. Where necessary, Governments should consider amending legislation and regulations, using some form of rapid amendment scheme or exemption procedure if required, to overcome the often

lengthy time frame for such legislative changes, so that domestic drug controls can be effected without hindering fulfilment of the practical requirements of laboratories.

Minimizing delays and other related complications

20. Competent authorities should seek at all times to improve their response to requests for import and export authorizations for controlled substances to be used as reference standards or test samples by drug testing laboratories and should provide the necessary technical support and guidance to ensure a rapid response to requests. They should treat such requests as a priority and take all steps to ensure the timely issuance of import and export authorizations in order to help national forensic laboratories quickly obtain the standards required. To that end, authorities should consider establishing fast-track procedures for the timely issuance of authorizations for controlled substances to be used as reference standards or test samples.

21. For their part, laboratories should ensure that application forms and other documentation related to requests for standards are fully completed and that all information provided is accurate.

Eliminating charges levied by competent national authorities and customs clearance charges

22. Competent authorities, especially in countries where laboratory resources are limited, are requested to consider waiving any charges normally applied for the issuance of import and export authorizations in those cases involving controlled substances to be used as standards/test samples by drug testing laboratories for routine operational work.

23. Similarly, national authorities should also consider waiving charges normally applied for customs clearance at the time of importation. When requesting standards, laboratories should indicate if a note is required stating the value of the reference materials to be provided. In the case of the reference standards distributed by UNODC, a note or invoice is provided stating the total nominal value of the samples and the fact that the samples have been provided free of charge and are for scientific purposes only.

Shipment of standards to and from countries with inadequate infrastructure

24. Where there is no easy physical means of shipping controlled substances into or out of a country, all those involved should be flexible in finding solutions, in accordance with the provisions of the international drug control treaties and national and international legislation,

to facilitate delivery of reference standards and test samples for use by drug testing laboratories.

D. Summary

25. These guidelines emphasize the value and importance of laboratory drug testing. They highlight some of the difficulties that laboratories experience in obtaining reference standards and the fact that, without such standards, laboratories cannot provide essential support services to national criminal justice systems and law enforcement, health and regulatory authorities.

26. To avoid difficulties and to prevent similar problems from arising in the future, laboratories should be made aware of the relevant steps and information required for the issuing of import and export authorizations. They should also ensure that application forms and other documentation related to requests for standards are fully completed and that the information provided is accurate.

27. Competent national authorities should also: *(a)* give priority to requests for import and export authorizations for reference standards or test samples containing internationally controlled substances for use by drug testing laboratories; and *(b)* take all necessary steps to ensure the timely issuance of the authorizations required under the international drug control treaties.

Annex I

Guidance notes for the request of reference standards/samples of drugs under international control

1. Samples of reference substances of drugs under international control are made available by the United Nations Office on Drugs and Crime (UNODC), upon request, to national drug testing laboratories and research institutes in countries with limited resources.

2. A covering letter is required listing the individual drugs and quantities requested, to be sent to the following address:

Chief
Laboratory and Scientific Section
Division for Policy Analysis and Public Affairs
United Nations Office on Drugs and Crime
P.O. Box 500
1400 Vienna, Austria

Facsimile: (+43-1) 26060-5967
E-mail: Lab@unodc.org

3. For requests to be considered, the following information must be provided:

(a) An original import authorization issued by the national competent authority under the international drug control treaties is required if substance is internationally controlled. No photography or facsimile will be accepted;

(b) Import authorizations should be prepared to include all substances required, in their respective quantities;

(c) The name of the exporter must be written on the import authorization as follows:

Laboratory and Scientific Section
Division for Policy Analysis and Public Affairs
United Nations Office on Drugs and Crime
Wagramerstrasse 5
1400 Vienna, Austria

(d) The import authorization must contain a clear street address and the name of the person responsible, to whom the requested sample(s) should be delivered (not a post office box), and be valid for 3-6 months, thus allowing ample time to obtain the export authorization from the Austrian authorities and arrange for the dispatch of the samples;

(e) "Shipment by air" should be indicated on the import authorization;

(f) The appropriate port of entry for customs clearance purposes should be specified;

(g) A facsimile number or e-mail address, should be provided, if available;

(h) An import authorization that does not contain an appropriate address or delivery address will not be honoured.

Annex II

Simplified flow charts outlining the most important steps for the granting of import and export authorizations for drugs under a typical national licensing regime

1. Before authorizing an import, the competent authority of the importing country must be satisfied that the following criteria have been met:

(a) The International Narcotics Control Board has confirmed an estimate for the drug to be imported (in the case of narcotic drugs);

(b) The quantity to be imported does not exceed the total of the estimates for that drug (in the case of narcotic drugs), taking into account the quantities already ordered and excluding the quantities to be re-exported in the course of the year;

(c) If the country has no estimate for the drug in question or if the estimate is too low, the competent national authority should furnish the Board with a supplementary estimate and an explanation of why the supplement is needed. The importing country must wait until the supplementary estimate has been confirmed by the Board before authorizing the import;

(d) The importer holds a currently valid licence for the trade and/or distribution of drugs (except in the case of State enterprises or doctors, dentists, veterinarians or scientists making their request as part of their therapeutic or scientific functions.

2. Once an import authorization is issued, a copy of the authorization should be sent to the competent authorities of the exporting country. Two copies should go to the importer (which will send one copy to the exporter and keep the second copy for the customs declaration). One copy should go to the customs authorities of the importing country, and the final copy should be kept in the records of the competent authority of the importing country.

3. The flow chart in figure I shows the most important steps for the granting of an import authorization under a typical national licensing regime.

4. Before authorizing an export, the competent authority of the exporting country must be satisfied that the following criteria have been met:

(a) The competent authority of the country of destination has issued an import authorization in good and due form. In case of doubt with respect to the authenticity of that document, the exporting country should contact the Board and/or the competent national authority of the importing country for clarification;

(b) The country of destination has an estimate for the drug it is seeking to import (in the case of narcotic drugs). In case of doubt, the exporting country should contact the Board and/or the competent national authority of the importing country for clarification;

(c) The quantity requested in the import authorization does not exceed the total of the estimates of the country of destination (in the case of narcotic drugs), taking into account exports already known to have been made to that country and deducting any re-exports that may have taken place. In case of

doubt, the exporting country should contact the Board and/or the competent national authority of the importing country for clarification;

(d) The exporter holds a valid licence permitting trade in drugs.

5. Once an export authorization is issued, a copy should be sent to the competent authorities of the importing country. Two copies should go to the exporter, one of which must accompany the consignment. One copy should go to the customs authorities of the exporting country, and another copy should be kept in the records of the competent authority of the exporting country.

6. Export and import authorizations should be in a standard format that is protected against falsification. Models of the export and import authorizations should be furnished to the Board and should contain the following information: the name of the substance (the international non-proprietary name (INN) if available), the quantity to be exported or imported, the name and address of the exporter and the importer and the period within which the export or import must be effected (expiry date). The export authorization must state the number and date of the corresponding import authorization and the name of the issuing authority.

7. After receiving the shipment, the importing authority shall return the accompanying export authorization with an endorsement certifying the amount actually imported.

8. The flow chart in figure II shows the most important steps for the granting of an expert authorization under a typical national licensing regime.

Figure I. Simplified flow chart for granting import authorizations (e.g. for a narcotic drug)

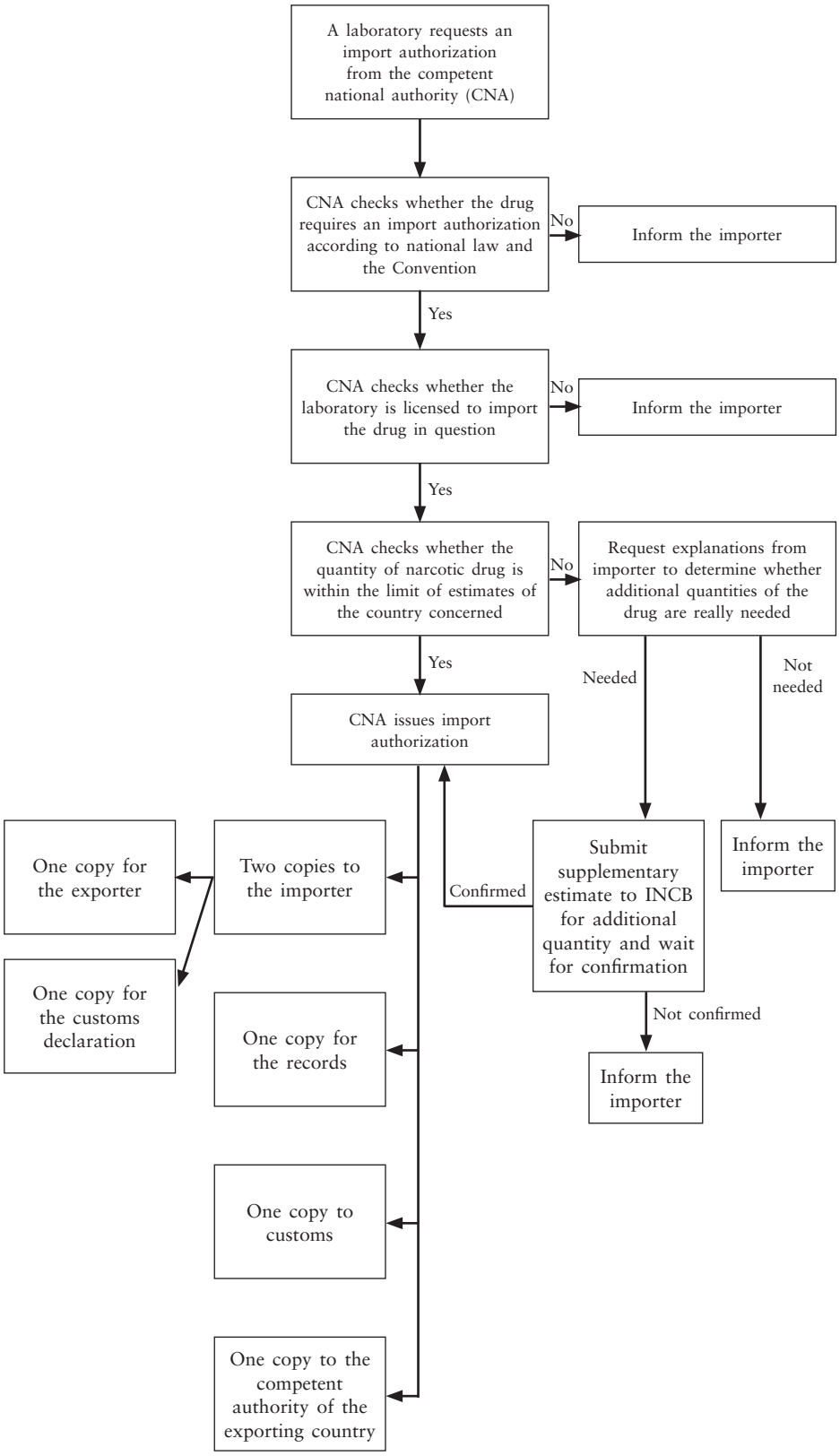
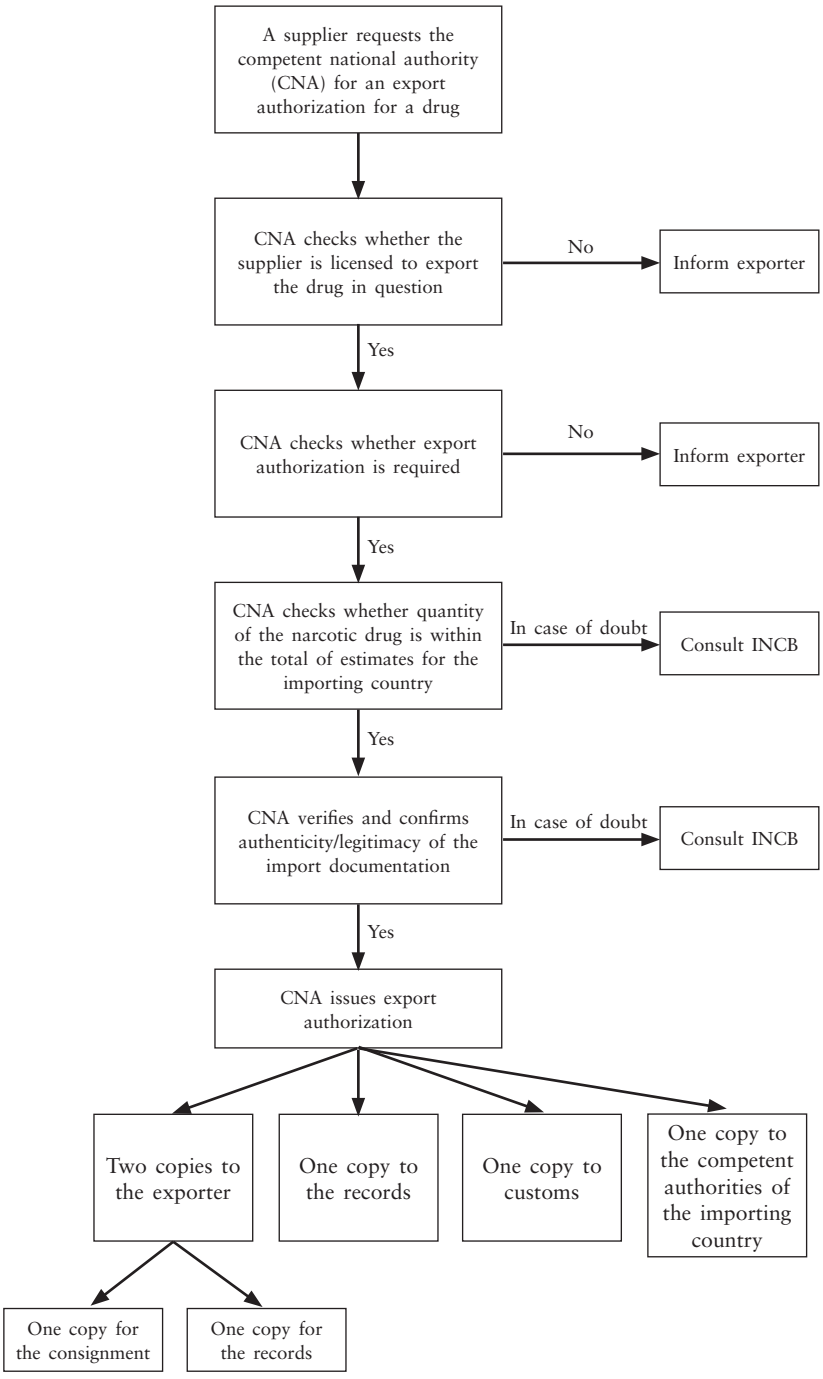


Figure II. Simplified flow chart for granting export authorizations (e.g. for a narcotic drug)



Annex III

Model authorization form for the import of reference standards of narcotic drugs or psychotropic substances*

(In accordance with the Single Convention on Narcotic Drugs of 1961 and the Convention on Psychotropic Substances of 1971)

<table>
<tr><td>1. Name of competent national authority (logo/letterhead/country):

. . . . . .
. . . . . .</td><td>2. Import authorization number: . . . . . .

Date of expiry: . . . . . .</td></tr>
<tr><td>3. Importer (name and street address): . . . . . .
. . . . . .
. . . . . .
. . . . . .
. . . . . .
. . . . . .</td><td>4. Exporter (name and street address):
. . . . . .
. . . . . .
. . . . . .
. . . . . .
. . . . . .</td></tr>
<tr><td>5. Narcotic drug(s) or psychotropic substance(s) to be imported:
a. Name and quantity of the narcotic drug(s) or psychotropic substance(s) to be imported:</td><td>b. Weight in grams of the narcotic drug(s) or psychotropic substance(s) to be imported, expressed in terms of anhydrous base content:</td></tr>
<tr><td colspan="2">6. Special conditions or notes:
. . . . . .
. . . . . .
. . . . . .</td></tr>
<tr><td colspan="2">7. Issuing officer:
Name: . . . . . .
Title: . . . . . .
Signature: . . . . . .</td></tr>
<tr><td>Date of issue: . . . . . .</td><td>Stamp</td></tr>
</table>

*This model import authorization has been prepared on the basis of the model import authorization established by the Commission on Narcotic Drugs for the import of narcotic drugs or psychotropic substances.

Notes on the model authorization form for the import of reference standards of narcotic drugs and psychotropic substances

The import authorization should consist of five copies: one copy for the records of the issuing competent national authority, one copy to be sent to the competent authorities of the exporting country, one copy to be sent to the customs authorities of the importing country and two copies for the importer (of which one copy is to be sent to the exporter and the other copy is to be used for the customs declaration).

Box 1: Enter the name of the competent authority empowered to issue authorizations to import the narcotic drugs listed in the Single Convention on Narcotic Drugs of 1961 or the psychotropic substances listed in the Convention on Psychotropic Substances of 1971. The official logo or letterhead of the competent authority should appear clearly.

Box 2: Enter the number of the import authorization and the expiry date.

Box 3: Enter the full name, street address and, if available, the telephone and facsimile numbers of the importer. Sending consignments to or from a post office box is not permitted.

Box 4: Enter the full name, street address and, if available, the telephone and facsimile numbers of the exporter. Sending consignments to or from a post office box is not permitted.

Box 5 (a): Enter the international non-proprietary name of each narcotic drug or psychotropic substance or, in the absence of such a name, the designation of the narcotic drug or psychotropic substance in the respective schedule of the 1961 Convention or the 1971 Convention. In addition, enter the quantity (weight or volume) of each narcotic drug or psychotropic substance to be imported.

Box 5 (b): Enter the weight (in grams) of each narcotic drug or psychotropic substance to be imported, expressed in terms of anhydrous base content. For that purpose, the list of narcotic drugs under international control ("yellow list") or the list of psychotropic substances under international control ("green list") may be consulted.

Box 6: Examples: "Partial shipments prohibited", "Shipment by air". The transportation details and entry points into the importing country may also be indicated in this box.

Box 7: Enter the name and title of the issuing officer, his/her signature and the date of issue. The stamp of the competent national authority should be applied in the designated space.

Annex IV

Model application form for the import of controlled chemicals (import authorization)

1. Importer (name and address):	2. Authorization number:	
	Date of issue:	
	Place of issue:	
Licence or registration number:	3. Date of entry envisaged:	
4. Exporter in the country of origin (name and address):.	5. Issuing authority (name, address, telephone and facsimile numbers):	
Licence or registration number:		
6. Other operator/agent (name and address):.	7. Customs office where import authorization will be lodged (name and address):.	
8. Ultimate consignee (name and address):	9. Point of entry into importing country:	10. Means of transport: . . . . .
	11. Point of exit from exporting country:	12. Itinerary: . . . . .

13(a) Full name of substance to be imported:	14*(a)* HS number: . . . . .
	15*(a)* CAS number: . . . . .
	16*(a)* Net weight: . . . . .
	17*(a)* Percentage of mixture: . . . . .
Number of units: . . . . . Weight or volume of each unit:.	18*(a)* Invoice number: . . . . .
13(b) Full name of substance to be imported:	14*(b)* HS number:. . . . .
	15*(b)* CAS number:. . . . .
	16*(b)* Net weight:. . . . .
	17*(b)* Percentage of mixture:. . . . .
Number of units: . . . . . Weight or volume of each unit:.	18*(b)* Invoice number:. . . . .

19. Declaration by applicant (see note 11)	21. (For completion by customs office where import authorization is lodged)	
Name:		
Representing: . . . . . (applicant)	Number of customs import authorization:	Stamp
Signature: . . . . . Date:	. . . . .	
20. (For completion by issuing authority)	22. CONFIRMATION OF ENTRY INTO IMPORTING COUNTRY: (For completion by the Customs Authority at the point of entry)	
Information for Box 18 still required: ☐ Yes ☐ No	Date of entry:	
Information for Boxes 9, 10, 11 and 12 still required: ☐ Yes ☐ No	Signature of officer:	
Signature:	Function:	
Function:		
Date: . . . . . Stamp	Date:	Stamp

Notes on the model application form for the import of controlled chemicals (import authorization)

1. Three copies of the import authorization are required: one copy for the issuing authority, one copy to accompany the chemicals and the third copy for the importer. In addition, the competent authority of the exporting country should be provided with a copy of the import authorization.

2. *Boxes 1, 3, 4 and 6-19:* These boxes are to be completed by the applicant at the time of the request. However, the information required in boxes 9-12 and 18 may be supplied at a later stage if the information is not known at the time of the request. In that case, the information for box 18 is to be supplemented at the latest when the import declaration is lodged, and the supplementary information for boxes 9-12 is to be given to the customs or other authority at the point of entry into the importing country at the latest at the time of the physical entry of the chemicals.

3. *Boxes 1, 4, 6 and 8:* Enter full names, addresses and, if available, telephone and facsimile numbers, as well as trading names.

4. *Box 4:* In country of origin. Provide the licence or registration number of the exporter, if applicable.

5. *Box 6:* Enter full name, address and, if available, the telephone and facsimile numbers of all other operators involved in the import operation, such as the transporter, broker or customs agent.

6. *Box 8:* Enter full name, address and, if available, the telephone and facsimile numbers of the person or company to which the chemicals are to be delivered in the country of destination (not necessarily the end-user).

7. *Boxes 9* and *10:* Give the name of the port, airport or border point expected to be used, as appropriate.

8. *Box 11:* Specify all envisaged means of transport to be used (e.g. truck, ship, airplane or train).

9. *Box 12:* Describe the envisaged route to be taken in as much detail as possible.

10. *Boxes 13, 14* and *15:* Enter both the name of the substance and the Harmonized System (HS) and Chemical Abstracts Service Registry (CAS) numbers.

11. *Boxes 13(a)* and *(b):* Identify packages and substances with precision (e.g. 2 cans of 5 litres each). In the case of mixtures, indicate commercial name and the relevant quantitative data. Also indicate the number of units and weight or volume of each unit.

12. *Box 19:* Indicate in block letters the name of the applicant or, where appropriate, of his or her authorized representative who signed the application. The signature of the applicant or his or her authorized representative shall indicate that the person concerned is declaring that all information provided on the application is correct and complete. Without prejudice to the possible application of penal provisions, the declaration shall be equivalent to the engagement of responsibility, under the provisions in force in the importing country, in respect of the accuracy of the information given in the declaration and the authenticity of all documents attached. Please note that when the authorization is issued by means of a computerized procedure, that authorization may not contain the signature of the applicant in this box.

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