

**LST GUIDELINES FOR SHIPPING GOODS TO TENERIFE**

Author	Laboratory
Otger Ballester (IFAE)	
Javier Herrera (IAC)	
Patricia Marquez (IFAE)	
Martin Will (MPP)	

Approved by	Laboratory

**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		

**History**

Version	Date	Observation
1.0	18-07-2016	Initial document
2.0	07-05-2018	New revision
3.0	08-02-2022	New revision, change to IAC TEC, add recycling
3.1	07-03-2022	Insert Step 3 on customs control
3.2	21-03-2022	Add CIF and correct email for Agencia Cañizares
3.3	07-02-2023	Add info about excise duty on non-reusable plastic packaging

**Distribution** Open

## Table of Contents

<b>GUIDELINE FOR SHIPPING GOODS TO TENERIFE</b>	<b>2</b>
<b>PROCEDURE</b>	<b>3</b>
Step 1	3
Step 2	4
Step 3	4
Step 4	5
Step 5	6
Step 6	6
Step 7	6
<b>REMARKS</b>	<b>7</b>

### 1 Guideline for shipping goods to Tenerife

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 Tenerife 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](mailto: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](mailto:lst-logistics@cta-observatory.org)) and Javier Herrera ([jaherllo@iac.es](mailto:jaherllo@iac.es)) and provide the following information that will be included in the database:

1. Sender name
2. Sender Institution
3. Description of the contents
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: IACTEC
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”<sup>1</sup> (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. Tenerife is an island with limited recycling facilities, take this into account.

---

1

[https://sede.agenciatributaria.gob.es/Sede/en\\_gb/impuestos-especiales-medioambientales/impuesto-especial-sobre-envases-plastico-reutilizables.html](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 IACTEC offices in La Laguna.

The address of the delivery destination **must** be written as follows:

Instituto de Astrofísica de Canarias  
CIF: Q-3811001-A  
Edificio IACTEC  
Parque Tecnológico y Científico de las Mantecas  
E-38320 La Laguna (Tenerife)  
Spain

Contact persons:

Javier Herrera, [jaherllo@iac.es](mailto:jaherllo@iac.es)

Patricia Márquez, [pmarquez@ifae.es](mailto:pmarquez@ifae.es)

Alice Donini, [alixd90@gmail.com](mailto:alixd90@gmail.com)

## 2.3 Step 3

Shipments from outside the EU need to pass customs control. Shipments from within the EU but 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 Tenerife. 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 Cañizares  
CIF: B38479937  
C/ Pérez Galdos, 20, 4º  
38002 Santa Cruz de Tenerife

Contact person:

Francisco Cañizares, [franciscoagenciatenerife@gmail.com](mailto:franciscoagenciatenerife@gmail.com)

Phone: +34 922 242795 / +34 922 242796 / +34 605 954 664

Fax: 922-24-34-45

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, IAC can not pay any bills.

## **2.4 Step 4**

The transport of the shipping should be done directly to Tenerife harbour or airports (IATA code TCI). Transfer at Las Palmas de Gran Canaria (another island) that could require 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 should 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 IAC facility, 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, IAC can not pay any bills.

In case that you can not arrange the delivery with your transport company, contact Javier Herrera to discuss the options. If an alternative delivery modality is agreed, 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 can the delivery be arranged to a different place. In such cases, contact Javier Herrera well in advance.

Inform your transport company that they must contact Javier Herrera in advance to arrange the date and hour of the delivery.

## 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](mailto:lst-logistics@cta-observatory.org) and Javier Herrera ([jaherllo@iac.es](mailto:jaherllo@iac.es)):

- 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".

This information will be forwarded 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 Tenerife 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](mailto: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 Gran Canaria.

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

- DHL
- Nacex
- UPS