



**LIGO LABORATORY**

Property / Logistics  
MC 18-34  
PASADENA CA 91125

TEL: 626.395.3186  
FAX: 626.304.9834

## UK (United Kingdom) Shipping Process

Before starting any shipping process please notify Rod Luna / Cleveland Mak at [shipping@ligo.caltech.edu](mailto:shipping@ligo.caltech.edu) at least two weeks prior of shipping date and include a copy of the commercial invoice/proforma invoice.

### Shipping Process:

\*see notes below.

- Provide name and contact of both shipping company and shipping destination.
- Include detailed parts list, a copy of the [ADL shipping letter](#) and a statement identifying the shipment as a “Scientific Instrument on the commercial invoice”.
- Flight Details/Air Way Bill Number.
- Shipping Date
- Country of Origin
- Type of Import \*\*Permanent or \*\*\*Temporary
- Value of shipment.
- Provide UK forward documentation, delivery address, and return address to the US shipping agents (for MIT - Rich Aufrey @ E. Sidney Stockwell Co.
- All other LIGO sites Roger Bachar @ PackAir).
- CIT LIGO Property office prepares US Customs forms, provides proper classification numbers and submits to Customs, send copies to US Custom Brokers.
- UK sites (RAL/Glasgow/Birmingham) arrange and pay for shipment to be taken to port site. [This step requires insurance.]

- UK shipping agents notify the US shipping agents on arrival to US (e.g. for CIT Roger Bachar @ PackAir).
- Customs broker will process shipment thru US Customs than notify Rod Luna of delivery date.
- Rod Luna handles the final part of the shipment including payment for transportation, duties, custom broker fees associated with shipment after it clears customs.

\*\* **Not duty free** and will stay in the US permanently (exceptions to scientific equipment).

\*\*\* Is duty free and only allowed a maximum of three (3) years in the US.

#### **CIT Point of Contacts (POC)**

Rod Luna, Property Manager (626) 395-3186 [rluna@ligo.caltech.edu](mailto:rluna@ligo.caltech.edu)

Cleveland Mak (626) 395-3314 [mak@ligo.caltech.edu](mailto:mak@ligo.caltech.edu)

Ed Jasnow, Sub Contracts Manager (626) 395-3044 [jasnow@ligo.caltech.edu](mailto:jasnow@ligo.caltech.edu)

#### **MIT POC**

Marie Woods (617)253-4824 [mwoods@ligo.mit.edu](mailto:mwoods@ligo.mit.edu)

Rich Aufrey, Customs Broker - E. Sidney Stockwell (339) 203-4276

#### **Other POC**

Roger Bachar, Customs Broker – PackAir (310) 342-6051 [roger@packair.com](mailto:roger@packair.com)

#### **Port Sites**

Los Angeles, CA – LIGO Caltech

Seattle, WA – LIGO Hanford

New Orleans – LIGO Livingston

Boston, MA – LIGO MIT