

Instructions for Shipping MINOS Hardware Items to FNAL

These instructions assume the hardware is for the Near Detector, which is most of the MINOS shipments expected over the coming year or so. Even if the hardware is not for the Near Detector, you can still use this address and instructions, and we'll make sure the equipment gets to the right place. EXCEPTIONS to that statement are returns of Far Detector readout hardware to PREP, which should go directly to PREP.

For shipments from within the U.S.

Address the shipment –

Cat James c/o Jesse Guerra
New Muon Lab
Fermi National Accelerator Laboratory
Wilson & Kirk Roads
Batavia, IL 60510

Notes on Address

- ❖ Jesse Guerra is one of the head techs working on Near Detector Assembly, and has his office at New Muon Lab. However, he works on OTHER Lab projects besides MINOS, so also use Cat's name, c/o Jesse, so that Jesse knows the box contains stuff for MINOS.
- ❖ Always include "New Muon Lab" as the on-site destination, or your shipment may end up being delivered to the 12th floor of the High Rise
- ❖ Use "Wilson & Kirk Roads", which is the Lab's delivery and truck entrance. DO NOT use the "PO Box 500" address for boxes. The PO box is fine for letters, documents, etc, but when you use the PO Box, that mail gets routed through the Batavia Post Office on the west side of town, BEFORE it comes to the Lab.
- ❖ If your shipper requires a recipient phone number, use the office phone numbers for Cat, 630-840-2287 and/or Jesse 630-840-4305

INFORM US THAT YOU ARE SENDING US A SHIPMENT.

[Email Cat James](#)

Include the Shipping Company name and their tracking number or shipping bill number. Also include the number of boxes, and approximate size and weight.

For shipments coming from OVERSEAS, mostly from the U.K.

The experiment WILL have to pay duty. There is NO duty-free method of shipping scientific equipment except in very special circumstances. Our equipment should be classified as "particle accelerators" and this has a duty of 2.6% of the declared value. See the [Notes on Duty](#) below for comments on what value to declare.

Use the same address as above, and ALSO ADD, written on the box(es) themselves AND on the shipping forms –

NOTIFY UPON ARRIVAL -- E. Besler & Co. -- 847-364-0300

U.S. Customs requires that a packing slip or commercial invoice be attached to the shipment. This invoice must contain, at minimum, a description of the contents, the dollar (\$) value of the shipment, and the country of origin. * * it used to be ** that we here at FNAL could give Customs this information after the shipment arrived, but they will no longer accept that – the information must come from the source, and must accompany the shipment.

- ❖ You must request "door to airport" shipping, meaning from your door to our airport (Ohare, Chicago), as the shipment must go through Customs at the airport.
- ❖ E. Besler & Co. is Fermilab's customs broker. They receive the shipment at the airport and get it through Customs. Once through Customs, E. Besler and Co. take care of

- calling Fermilab Receiving, and arranging for a FNAL truck to go to the airport and pick up the shipment. The shipment will go straight from the airport to the New Muon Lab.
- ❖ For the above to work properly, you MUST [email to Cat James](#) the Shipping Company, and their tracking number and/or airbill number. We in turn give this information to E. Besler & Co so they know to expect the shipment. Also useful is the number of boxes, their size, and weight, so FNAL Receiving knows what size truck to send to the airport.

When everything is done right, it takes about 1 week for a shipment to get through Customs – that means, a week from when it landed at the airport and arrived here on-site.

If you don't put the customs broker's name on the shipment, or don't notify us that something is coming, the above process probably still works, but the shipment will be held at Customs at the airport while FNAL Receiving is contacted, and they in turn contact Cat or Jesse, and we all try to figure out exactly what it is waiting for us over at the airport. Estimate an additional week for all that to occur. So please expedite the entire process and follow the above steps.

You can use any Shipper you choose, as long as you are paying from your end.

If you have arranged with the MINOS Project to have the shipping costs paid from this end, via FNAL budget code, then the process is a little different. Use the same address, with the same customs broker Note. But then contact Cat, and give her all other information as to box size, weight, and where to pick it up. The FNAL Shipping Dept. will then contact one of the companies with whom they hold charge accounts, and one of those companies will arrive at your door to pick up the shipment. This takes more coordination (pick up times, etc) but it can be done.

Notes on Duty

There is no "duty free" shipping from overseas, unless you can show (and prove) that the equipment was on loan for less than 3 years. This can be done for the Far Detector phototubes being tested at Athens, for example. However, ALL the Near Detector hardware being fabricated overseas will be at FNAL for longer than 3 years, so that particular exception cannot be applied.

The goal then is to MINIMIZE the duty paid. Duty is based on "fair market value". This is not an insurance replacement cost, but what you think you could get if you decided to sell the equipment on the open market. Something custom-made for the detector, like the LED system, the fiber cables, or the Aler boxes, have LITTLE "fair market value" – certainly the fair market value is not what MINOS had to pay to get this customized equipment fabricated. No one would buy this stuff "as is" and use it for something else. Other "off the shelf" components, however, like the 9u crates, can be used on something besides our experiment - so fair market value for those would be equivalent to the price we paid for it.

So, keep in mind this definition of the "fair market value", and minimize the duty you pay; but not so low as to seem silly and then attract undue attention from Customs (i.e. not zero). Use judgement. If you ship it as "zero value", and think that you are saving yourself from paying duty – well it is true that you saved yourself from paying it, but you didn't save the MINOS Project from paying it – we will end up getting charged for duty at this end.

What is the duty? All of our equipment can be, and should be, classified under the Customs heading of "particle accelerators". Use this phrase when describing what the equipment is. The duty on this classification is 2.6% of the declared fair market value.

Customs Inspections

The FNAL Shipping people here say that they have had a long and trusting relationship with Customs, and very few boxes have ever been opened up and inspected. But given the current security climate, there are no guarantees. We have requested, via the Lab's customs broker, that if Customs wishes to open up and inspect anything, then FNAL MINOS people be present - this helps equipment from getting busted accidentally if an inspection is requested.

