POLICY:

1. PURPOSE

To carry out all details related to the importation of foreign goods.

2. SCOPE

This policy applies to all international purchases, collaborations, samples, replacements (warranty and non-warranty), repairs (warranty and non-warranty), and donations.

3. RESPONSIBILITY

It is the responsibility of the Customs & Traffic Office to act as a liaison between the University and the University's Customs Broker, to determine the correct customs tariff classification for the commodity, and to submit the entry to Canada customs for customs release.

4. GENERAL

The average transit time for foreign shipments is 48 – 72 hours.

To avoid loss of perishable commodities, shippers/vendors are asked to ship to McMaster only on Mondays & Tuesdays.

When rush delivery of an order is required, please pre-notify the Customs & Traffic Office of the shipment details (shipper/vendor name, courier name, tracking number,
commodity description, quantity, value, currency, and Mosaic chart field) so that an expedited release of the goods from Canada customs can be attempted.

All importations of live animals must be purchased through the Central Animal Facility located in the Health Sciences Centre - 1U50, Extension 22366.

The electronic copy of this policy is maintained by CIS