

AIR NATIONAL GUARD GREENLAND CARGO

Due to security and military shipping requirements, it is imperative that all cargo transiting to Greenland by Air National Guard (ANG) meet the requirements outlined below. All ANG cargo requires customs and military review/approvals.

Cargo is due in NY three weeks prior to flight date. Cargo will **NOT** be accepted on the day of an ANG flight.

CUSTOMS REQUIREMENTS

Sending Cargo to Greenland from the U.S. via ANG

All cargo shipped to Stratton Air Base for delivery to Greenland must be **registered** (examined and certified) with U.S. Customs & Border Patrol (CBP) before leaving the country. www.cbp.gov

NOTE: Cargo in the categories of food, clothing or “tools of the trade” does not generally require customs registration. Please contact Dino Guthrie (dino@polarfield.com) with specific questions.

Step 1: Complete Customs Forms

A Certificate of Registration (form CBP-4455) is **required**. <http://www.cbp.gov/xp/cgov/toolbox/forms/>
Select “**CBP Form 4455**” from “Forms” page. (Examples at end of document.)

Include the following information to complete Form CBP-4455:

- **Carrier:** Air National Guard
- **Date:** [Insert Current Date]
- **Name, address, and zip code:** You, the shipper
- **Articles exported for:** “Other - science use in Greenland”
- **Number packages:** [total number of items] Item number must be marked on ea package.
- **Kind of packages:** Examples: Hardiggs, steel boxes, aluminum poles, wooden crate
- **Description:** “See following (#) pages.”
 - Attach a packing list to each CBP-4455 Form. This list will be automatically generated when using the Battelle ARO Cargo Tracking System (CTS) to send cargo to the Air National Guard Base.
 - The number of items must match the information presented on the packing list.
 - One CBP-4455 Certificate covers all items listed in the shipment. (not a separate Certificate per item)
 - Do not certify tools, personal clothing, or food.
- **Sign and date.**

Print two copies of completed CBP-4455 form. (*See Example CBP-4455 & Packing List*)

Complete CBP-4457 for shipment of personal gear. This form eliminates any questions or problems with personal equipment such as computers, electronic gadgets, etc.

Step 2: Cargo Registration & Inspection by Customs at Stratton Air Base

- The CBP-4455 Certificate **MUST** be signed by a customs agent to be valid. A customs agent will inspect the shipment contents and check the corresponding packing list for accuracy.
- Cargo **MUST** arrive **three weeks** prior to the scheduled ANG flight.



2026 Greenland ANG Customs & Cargo

- Mail two completed and signed CBP-4455 forms with corresponding packing lists to the *shipping address* listed below.
 - Pick up the CBP approved CBP-4455 from B-ARO NY Office when transiting through NY.
 - If not flying with the ANG, plan for Battelle ARO NY Office to send a stamped copy of the approved forms.
 - Approved CBP-4455 forms are needed when cargo is returned to the U.S.
- A signed/stamped Certificate of Registration (CBP-4455) is valid for one year.

Returning Cargo to the U.S. from Greenland via ANG

The export signed/stamped Certificate of Registration (CBP-4455) and packing list provides proof that the cargo originated in the U.S. To bring cargo back into the U.S. via the ANG the following is needed:

- A copy of the outbound approved CBP-4455
- Detailed signed packing list including a statement as follows: *“The above articles were exported from the USA on (date) by (actual shipper address). Said articles were exported solely for temporary scientific purposes and for no other use abroad than for exhibition, examination or experimentation, and they are being returned without condition having been changed in any manner.”*

If cargo was not registered prior to being sent to Greenland or it has been altered or repaired in any way, it may be subject to duty and will require separate forms. (Form 7253 Entry and Manifest of Merchandise Free of Duty, Carriers Certificate and Release.)

If not traveling with the cargo, additional customs forms are needed to be compliant. Contact the NY Battelle ARO cargo office with questions regarding customs forms for retro cargo.

Cargo returns from Greenland on ANG flight available space. Researchers are responsible for payment of cargo shipments from Stratton ANGB to the home institution. Battelle-ARO has regular FedEx pickups at the base.

Prohibited and Restricted Items

Some items, including samples, may be prohibited or require a special permit to import to the U.S. Review CBP’s website for a list of Prohibited/Restricted items: <https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>

Sending Cargo to/from Greenland via Carrier OTHER than ANG

Check with a local Customs and Border Patrol office if cargo will originate or return via a different Port of Entry (than NY ANG.) There may be additional requirements to process this cargo. A local customs office is the best resource for all non-ANG shipments.

HAZARDOUS CARGO REQUIREMENTS for Customs

All hazardous cargo shipped via the ANG to Greenland **MUST** be registered by B-ARO.

- This includes creating a TCN for the shipment. See **Cargo Tracking System (CTS)**.
- An SDS (safety data sheet) must accompany all shipments of hazardous materials.

Battelle ARO cargo representatives must be notified of hazardous cargo **6 weeks** prior to arrival on base.

Hazardous cargo must arrive at least **3 weeks** prior to the requested ANG flight date.

GENERAL CARGO PACKAGING INFORMATION

Packing Cargo

All cargo is segregated by type (normal, hazardous, special handling) and destination by Battelle ARO to expedite delivery to field sites. Do not mix cargo of different types or destinations in the same container.

Labeling Cargo

Attach the CTS-generated shipping labels to the side and top of the container. Clearly label special handling information to the container. Label hazardous material in accordance with applicable regulations, with border marked in red.

Packing Slips

Include the CTS-generated packing slips with the shipment – one in adhesive sleeve on exterior and one inside.

Hazardous Cargo

Hazardous cargo must be packed and labeled according to the Code of Federal Regulations Title 49 (CFR-49) parts 100-199, and current versions of the Air Force Joint Manual (AFMAN) and International Air Transportation Association (IATA) Dangerous Cargo Regulations. It is the sole responsibility of the shipper to ensure hazardous cargo is packaged appropriately with proper documentation.

If shipping by ground to Stratton, package according to CFR-49 regulations and prepared for air transport. If shipping by air to Stratton, package according to IATA and CFR-49 regulations.

Obtain five copies of the Safety Data Sheet (SDS) for each hazardous material and distribute as follows:

- 1) Inside container
- 2) with shipping papers
- 3) SDS binder at site
- 4) with material at site
- 5) provide to Battelle ARO staff for retrograde shipment

EXAMPLE OF CBP 4455 PACKING LIST AND FORM.

Project Name - Institute						
Cargo Tracking System (CTS) Code	Weight (lbs)	Length	Width	Height	Kind of Package	Contents
XX-Project-0061	150	30	27	17	Hardigg	weather station & hardware/parts, data loggers
XX-Project-0062	105	30	27	17	Hardigg	GPS receivers, antenna cable, computer, charge controllers
XX-Project-0063	40	24	18	9	Fibreboard box	GPS & power cables, seismometer, antenna cables
XX-Project-0064	80	30	20	11	Fibreboard box	GPS, connectors & cables, tools



2026 Greenland ANG Customs & Cargo

EXAMPLE CBP 4455 & PACKING LIST

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

OMB Control Number: 1651-0010
Expiration Date: 08/31/2019

CERTIFICATE OF REGISTRATION

19 CFR 10.8, 10.9, 10.68,
148.1, 148.8, 148.32, 148.37

(NOTE: Number of copies to be submitted varies with type of transaction.
Inquire at Port Director's office as to number of copies required.)

NO.

VIA (Carrier) 109th -or- 105th Air National Guard	B/L or INSURED NO.	DATE Insert Date
NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED (If Applicable) Name Address Zip Code	ARTICLES EXPORTED FOR:	
	<input type="checkbox"/> ALTERATION* <input type="checkbox"/> PROCESSING* <input type="checkbox"/> REPAIR* <input checked="" type="checkbox"/> OTHER, (specify) <input type="checkbox"/> USE ABROAD Science use in Greenland <input type="checkbox"/> REPLACEMENT	
* NOTE: The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.		

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description
2	Hardigg	*See following [insert #] pages
1	Wood Crate	
4	Fibreboard box	

SIGNATURE OF OWNER OR AGENT (Print or Type and Sign) Print Name	Insert Signature	DATE Insert Date
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The Above-Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER (Print or Type and Sign)	DATE
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NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Notice: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 10 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.



SHIPPING ADDRESS for Stratton Air Base, Scotia, NY

Battelle ARO
109th Small Air Terminal, Bldg. 20
1 Air National Guard Road
Scotia, NY 12302-9752
Attn: Dino Guthrie Phone: 518.344.2095

CONTACT INFORMATION

Please contact **ARO** with questions regarding cargo, hazardous materials shipping, or customs documentation.

ARO New York Cargo Office	dino@polarfield.com	518.344.2095 (US)
ARO Kangerlussuaq Cargo Office	dave@polarfield.com	+299.524281 (GL)
		541.550.8319 (US)

For additional Customs information, refer to the **U.S. Customs and Border Protection** service online:

CBP-4455 Certificate of Registration Form	http://www.cbp.gov/xp/cgov/toolbox/forms/	
Prohibited/Restricted Item List	https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items	
“Know Before You Go” Brochure	http://www.cbp.gov/travel/us-citizens/know-before-you-go	
CBP homepage	http://www.cbp.gov/	518.431.0200