



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR CLIMATE ACTION
Directorate C — Mainstreaming Adaptation and Low Carbon Technology
CLIMA.C.2 — Transport and Ozone

ODS Licensing System

Manual

PART IV

MANUAL FOR CUSTOMS OFFICES

Version 1.0

May 2015

ODS Licensing System v 1.10

Important note:

This document has been prepared by European Commission for information purposes only. It is not legally binding. It may be subject to change without notice, in particular following revisions of the Montreal Protocol or other relevant acts. The user is responsible for ensuring compliance with existing legislation and should keep in mind that this document might not be up-to-date. The European Commission cannot be held liable for the use of this document.

Contents — Part IV

EXECUTIVE SUMMARY	4
1. INTRODUCTION.....	5
2. ODS TRADE CONTROL.....	6
3. HOW TO RECOGNISE ODS?.....	6
4. ROLE OF CUSTOMS OFFICERS.....	7
4.1. Check paperwork.....	8
4.2. Check if the licence is valid.....	9
4.3. Check consistency of the ODS licence with the SAD.....	11
4.4. Close the licence.....	12
4.4.1. Simplified procedure for civil aviation.....	14
5. ODS LICENSING SYSTEM	15
5.1. Log in.....	15
5.2. Find a licence.....	16
5.3. Cancel a licence.....	17
5.4. Change information in profile	17
5.5. Manage access — adding and removing users.....	18
6. TARIC AND ODS	19
7. CONTACT INFORMATION	21
ANNEXES	22
Annex 1: Licence status overview (ODS Licensing System)	22
Annex 2: Consistency check between the ODS licence and the SAD.....	23
Annex 3: Record of changes to the document.....	24
REFERENCES	24

EXECUTIVE SUMMARY

The main responsibilities of customs officers in controlling the trade of ozone-depleting substances (ODS) are listed below.

1. Check paperwork. The SAD in box 44 should have the ODS licence number.
2. Check if the licence number is valid:
<https://webgate.ec.europa.eu/ods2/public/licence/status/>
3. Check consistency of the ODS licence with the SAD. The ODS Licensing System shows the complete licence form:
<https://webgate.ec.europa.eu/ods2> (password-protected)
4. Close the ODS licence in the ODS Licensing System*.
*Closing is not applicable to aviation licences.

① You may come across paper copies of ODS licences attached to customs declarations. Please disregard them. The only valid version of an ODS licence is online in the ODS Licensing System.

ODS Licensing System: <https://webgate.ec.europa.eu/ods2>

1. INTRODUCTION

Regulation (EC) No 1005/2009 of the European Parliament and of the Council on substances that deplete the ozone layer (the Regulation)¹ includes requirements for the import and export of controlled substances². In this manual, these substances are referred to as ozone-depleting substances (ODS).

The Regulation prohibits imports and exports of ODS and products and equipment containing or relying on ODS. However, there are exemptions to the trade ban and these generally require a licence issued by the European Commission (the Commission)³ under the ODS Licensing System.

There are four manuals available for users of the ODS Licensing System:

- Part I: General information on ODS licensing;
- Part II: Registration of an organisation;
- Part III: Manual for undertakings (importers / exporters / producers);
- Part IV: Manual for customs offices.⁴

This manual is addressed to customs authorities who control the import and export of ODS.

It describes the following processes:

- checking the validity of an ODS licence;
- closing an ODS licence;
- administration of the account in the ODS Licensing System.

The annexes contain:

- a list of statuses used in licences in the ODS Licensing System;
- a comparison of the SAD and ODS licence.

In summary, Manual Part IV provides practical information for customs authorities on how to identify an ODS shipment and use the ODS Licensing System to check licences for import and export of ODS.

¹ <http://eur-lex.europa.eu/> search – year: 2009, number:1005, type: Regulation

² The controlled substances are listed in Annex I to Regulation (EC) No 1005/2009.

³ European Commission, Directorate-General for Climate Action, Unit C.2; email: clima-ods@ec.europa.eu.

⁴ <https://circabc.europa.eu/w/browse/d514949d-f5cf-484c-b274-fdafaeb87ae4>; also available on the CIRCABC online forum – go to the ‘Library’ tab and the ‘1. Manuals’ folder.

2. ODS TRADE CONTROL

Customs officers have a major role to play in the control of ODS trade. Customs authorities examine documents and cargo at the borders and points of entry for cargo. Initial examination is an efficient way to identify shipments of ODS and to distinguish between legal and illegal shipments of ODS.

Large quantities of ODS are still being traded, sometimes illegally through falsifying the name or mislabelling. The role of customs officers is to carry out targeted checks on declarations and to detect possible fraud. The primary driving force behind the illegal trade in ODS is the high profit margin between the cheap price of ODS on world markets and the rising prices of ODS within national markets with import restrictions. Alternatives to ODS are often more expensive than ODS, or the cost of converting equipment to use the alternative is high, thereby creating a higher demand for ODS and increasing the risk of illegal trade, in particular for hydrochlorofluorocarbons (HCFCs).

Systematic monitoring of all ports of entry and exit helps to control legal imports and exports to prevent illegal trade of ODS.

3. HOW TO RECOGNISE ODS?

ODS can be contained in a wide range of products. Trade controls apply to:

- ozone-depleting substances and mixtures containing ODS;
- products and equipment containing ODS; and
- equipment whose functioning relies on the continuous use of ODS.

ODS trade controls apply to second-hand goods or waste, such as fridges, air-conditioners, vehicles, ships or aircraft. The measures also cover spare parts for exclusive use in such equipment.

The Combined Nomenclature code (CN code) of the good helps in the identification process. A list of CN codes of goods that may contain ODS is provided in a separate information document⁵.

The TARIC consultation tool flags TARIC codes (and CN codes) where the good may contain ODS. For more information see chapter 6.

Eligible trade is always accompanied by an ODS licence, which makes it easier to distinguish legal trade from illegal trade. In general, a licence is required for each shipment (with the exception of aviation licences, see chapter 4.4.1). One shipment can comprise numerous containers, provided they are shipped together. Containers shipped

⁵ <https://circabc.europa.eu/w/browse/9136e64c-94d5-4642-ae6d-119406d4d69c> also available on the CIRCABC online forum – go to the ‘Library’ tab and the ‘6. List of CN codes of ODS (Article 21 list)’.

on different dates will usually require individual licences. In general, one licence is required per single administrative document (SAD).

4. ROLE OF CUSTOMS OFFICERS

The role of the customs officers is to inspect and analyse the goods in question and identify shipment papers that are suspect or incomplete. The customs authorities should check if the ODS is labelled and if there is any indication of mislabelling. Trained and authorised customs officers can also screen ODS refrigerants by using refrigerant identifiers, the temperature-pressure method or leak detectors.

Box 1: The responsibilities of a customs officer in controlling ODS trade

1. Check paperwork. The SAD in box 44 should have the ODS licence number.
2. Check if the licence is valid (no password required):
<https://webgate.ec.europa.eu/ods2/public/licence/status/>
3. Check consistency of the ODS licence with the SAD. The ODS Licensing System shows the complete licence form (password-protected):
<https://webgate.ec.europa.eu/ods2>
4. Close the ODS licence in the ODS Licensing System*.
*Closing is not applicable to aviation ODS licences (see chapter 4.4.1).

4.1. Check paperwork

Verify if the customs declaration has an ODS licence number indicated in box 44. See Picture 1 below.

Copy for the country of dispatch/export	5 Items		6 Total packages		7 Reference number			
	8 Consignee No				9 Person responsible for financial settlement No			
	10 Country first destin.				11 Trading country		13 C.A.P.	
	14 Declarant/Representative No				15 Country of dispatch/export		15 C. disp./exp. Code	
					a)	b)	17 Country destin. Code	
					a)	b)		
	16 Country of origin				17 Country of destination			
	18 Identity and nationality of means of transport at departure				19 Ctr.		20 Delivery terms	
	21 Identity and nationality of active means of transport crossing the border				22 Currency and total amount invoiced		23 Exchange rate	
							24 Nature of transaction	
1	25 Mode of transport at the border		26 Inland mode of transport		27 Place of loading			
					:	:		
29 Office of exit			30 Location of goods					
31 Packages and description of goods	31 Packages and description of goods				32 Item No		33 Commodity Code	
					a)	b)	35 Gross mass (kg)	
					37 PROCEDURE		38 Net mass (kg)	39 Quota
					40 Summary declaration/Previous document			
					41 Supplementary units			
44 Additional information/ Documents produced/ Certificates and authorizations	Check if the ODS licence number is in box 44 of the SAD						A.I. Code	
							46 Statistical value	
47 Calculation of taxes	Type	Tax base	Rate	Amount	MP	48 Deferred payment		
						49 Identification of warehouse		

Picture 1: The Single Administrative Document (SAD)

If the good contains ODS and there is no ODS licence number in the SAD then the import or export is most likely prohibited. In such case please contact us for more information (see chapter 7).

If the good contains ODS and there is an ODS licence number in the SAD then move to further checks described below.

4.2. Check if the licence is valid

Verify if the ODS licence number from box 44 of the SAD is valid by consulting the online ODS Licence Register: <https://webgate.ec.europa.eu/ods2/public/licence/status/>.

See Picture 2 for the result of a search in the ODS Licence Register for a valid licence and Picture 3 for a non-valid licence.

The screenshot shows the 'LICENCE VALIDITY CHECK' page of the ODS Licensing System. At the top right, there is a language dropdown menu set to 'ENGLISH (EN)' with a red arrow pointing to it and the text 'change the language'. The page header includes the European Commission logo and 'CLIMATE ACTION ODS Licensing System'. The breadcrumb trail is 'European Commission > Climate Action > Policies > Ozone > Licensing and reporting'. The main heading is 'LICENCE VALIDITY CHECK' with a sub-heading 'Enter the licence number to check the validity of an ODS licence.' Below this is a 'VALIDITY CHECK' section with a text input field containing '00015674' and a 'CHECK' button. The results show 'LICENCE IS' followed by a green 'VALID' button. The 'LICENCE TITLE' is 'IMPORT LICENCE in accordance with Article 18 of Regulation (EC) No 1005/2009 (L100)'. The 'ORGANISATION' is 'Schäfer, Hubert GmbH (DE)', 'CN CODE(S)' is '2903 72 00 00', and 'COUNTRY' is 'China (excluding Hong Kong and Macao)'. A 'MORE INFORMATION' section at the bottom provides instructions on how to obtain more information, close the licence, and log in.

Picture 2: ODS import or export allowed

The screenshot shows the 'LICENCE VALIDITY CHECK' page of the ODS Licensing System. At the top right, there is a language dropdown menu set to 'ENGLISH (EN)'. The page header includes the European Commission logo and 'CLIMATE ACTION ODS Licensing System'. The breadcrumb trail is 'European Commission > Climate Action > Policies > Ozone > Licensing and reporting'. The main heading is 'LICENCE VALIDITY CHECK' with a sub-heading 'Enter the licence number to check the validity of an ODS licence.' Below this is a 'VALIDITY CHECK' section with a text input field containing '00012107' and a 'CHECK' button. The results show 'LICENCE IS' followed by a grey 'NOT VALID.' button. The 'MORE INFORMATION' section at the bottom provides instructions on how to obtain more information, close the licence, and log in.

Picture 3: ODS import or export prohibited

The ODS Licence Register is a database with general information about all ODS import and export licences issued by the Commission. Customs officers have direct online access to the Register because no password is required for access. The site is available in English, French, German, Italian, Dutch, Polish and Spanish.

The licence number from box 44 of the SAD has to be recognised by the ODS Licence Register for the import or export to be allowed.

In order to find the licence, go to 'Validity Check' and press '**Check**'.

① Type in the licence number or the last 7 digits of the licence number in the ODS Licence Register: <https://webgate.ec.europa.eu/ods2/public/licence/status/> and check the licence.

After selecting the button '**Check**'⁶ information about the licence will be displayed. It will show that the licence is valid (see Picture 2) and that the trade is allowed or that the licence is not valid (see Picture 3) and that the trade is prohibited. It can also indicate that the licence number was not found.

If the Register check produces a negative result then the import or export is most likely prohibited. In such case please contact us for more details (see chapter 7) or find the licence in the ODS Licensing System (see chapter 5.2.) and check the status of the licence (see Annex 1).

① Paper copies of ODS licences are not required and do not need to be attached to the customs declaration.

Sometimes paper copies of ODS licences are attached to customs declarations. Although the paper copy might indicate that the licence is **VALID**, in fact it may be **EXPIRED** or **CANCELLED** (see Annex 1). The print-outs do not constitute proof that the licence is valid. Customs offices must verify the validity of a licence online in the ODS Licence Register.

⁶ In this manual, words written in bold and in inverted commas (‘’) refer to command buttons.

4.3. Check consistency of the ODS licence with the SAD

Log into the ODS Licensing System (see chapter 5.1), find the ODS licence in question (see chapter 5.2) and compare the ODS licence with the SAD. Below is a checklist which may be useful when comparing the ODS licence with the SAD. For more information see Annex 2.

CHECKLIST		Yes/No
1	<p>Is the No in the SAD (box 2 or 8) identical to the EORI number on the ODS licence?</p> <p>The ODS licence indicates the EORI number of the applicant to facilitate identification. Licences are issued for one legal entity. A licence is not valid for subsidiaries of a company.</p>	
2	<p>Is the commodity code in the SAD (box 33) the same as the CN code in the ODS licence?</p>	
3	<p>Does the customs procedure match (box 37 of the SAD)?</p> <p>The procedure under which the goods are declared must match the procedure indicated in the ODS licence.</p>	
4	<p>Is the net mass in the SAD (box 38) the same as licensed?</p> <p>The net quantity indicated on the ODS licence <u>CANNOT</u> be exceeded.</p>	
5	<p>Check the commercial description on the licence.</p> <p>Do the goods shipped actually match the goods declared? The commercial name indicated on the packaging must be indicated in the ODS licence in the field 'commercial description'.</p>	
6	<p>Is your customs office name indicated in the ODS licence (section 'customs office of import/export')?</p> <p>Imports or exports of ODS must be declared at the customs office of import or export stated on the ODS licence.</p>	
<p>If all answers are YES, the trade is allowed. CLOSE THE LICENCE AFTER CLEARANCE (see chapter 4.4 below)</p> <p>If any answer is NO please contact us (see chapter 7).</p>		

The checklist is not applicable to the simplified licences for civil aviation as described in chapter 4.4.1.

4.4. Close the licence

Log into the ODS Licensing System (see chapter 5.1), find the ODS licence in question (see chapter 5.2) and close the licence.

To close a licence, complete the fields in section 4 ‘Customs clearance’ of the ODS licence form (see Picture 4).

The screenshot shows a web form titled 'CLEARANCE BY CUSTOMS:'. It contains several input fields: 'CUSTOMS OFFICE OF IMPORT' with a dropdown menu showing 'code--5247', 'DATE OF CUSTOMS CLEARANCE' with a date picker, 'NET MASS ACTUALLY IMPORTED' with a text input and 'Kg' unit, and 'MOVEMENT REFERENCE NUMBER (MRN)' with a text input. Below these is a large text area for 'COMMENTS FROM CUSTOMS'. Underneath is a 'LICENCE HISTORY:' section with a descriptive text and a 'SHOW HISTORY' button. At the bottom of the form are five buttons: 'UNDO', 'CANCEL LICENCE', 'SAVE', 'PRINT', and 'CLOSE LICENCE'.

Picture 4: ‘Customs clearance’ section of the ODS licence

Below is an explanation of the content of fields in section 4 ‘Customs clearance’.

Title	Content
Date of customs clearance	Enter the date when the goods were cleared. It cannot be earlier than the licence validity period.
Net mass actually imported/exported	Type in the net mass from the SAD (box 38). Decimal points or commas should not be used. If necessary, rounding to the nearest kilogram is allowed.
Movement Reference Number (MRN)	Type in the Movement Reference Number (MRN). The MRN is an 18-digit unique number that is automatically allocated by the customs office of import or export.
Comments from customs	Optionally, enter a comment to describe the particular import or export.

Closing the licence by the Customs authorities after the goods are cleared is an important step in preventing deliberate or accidental re-use of the licence.

Additionally, part of the licenced quantity could have not been imported or exported. If the licence is closed then the licenced remainder will automatically be credited back to the account of the licence-holder. This quantity can later be re-used by the applicant.

In order to close a licence, go to the bottom of the screen and press '**Close Licence**'.

❶ Complete the fields in section 'Clearance by customs' and close the licence.

To execute the action, click '**Close licence**'. The status of the licence will then change to CLOSED. You may save the content of the fields in section 'Clearance by customs' before closing the licence by using the button '**Save**'.

The following procedure applies to all types of licences with the exception of aviation ODS licences (see below section 4.4.1).

4.4.1. Simplified procedure for civil aviation

A licence is usually issued for a single shipment. However, a simplified procedure applies to licences issued for civil aviation. Such licences can be used for multiple shipments, valid for a calendar year and **do not require closing after clearance**.

Halons (one of the common ODS), are widely used in fire protection systems in aircrafts (portable and fixed) because non-ODS alternatives cannot yet be applied. Due to timing issues specific to the aviation sector, as in some cases, licences are needed within a very short time to avoid grounding of flights. Compared to other sectors of critical uses of halons, the aviation sector is by its nature importing and exporting more frequently and the process is very repetitive. Therefore, the simplified procedure was introduced for the import and export of products and equipment containing or relying on halons for critical uses in aircrafts.

Picture 5 presents the simplified licence form for an export licence for products and equipment containing or relying on halons for critical uses in aircrafts.

The screenshot displays the ODS Licensing System interface. At the top, it features the European Commission logo and the text 'CLIMATE ACTION ODS Licensing System'. A navigation breadcrumb shows 'European Commission > Climate Action > Policies > Ozone > Licensing and reporting'. The user is logged in as 'NMORGANIZATION--4704' and is viewing the 'LICENCES' tab. A table shows the licence status as 'VALID' with a validity period from 23/04/2015 to 31/12/2015, licence number EXP-TH06-EPEA-2015-00015720, and issued on 23/04/2015. Below this, the 'LICENCE TYPE' is 'Export of products or equipment for critical uses of halons on aircrafts (EPEA)' for the year 2015. The 'GENERAL INFORMATION' section includes 'CONSIGNOR/EXPORTER' details: Organisation Name (NMORGANIZATION--14731), EORI Number (NREORI14731), Street (street--11807), Number (nrstreet--11807), Postal Code (zipcode--11807), City (city--11807), and Country (Germany (DE)). The 'IDENTIFICATION OF GOOD' section shows a table with CN Code(s) 8802 40 00 00 and Description 'Other aircraft... aeroplanes of an unladen weight exceeding 15 000 kg'. Finally, the 'SUBSTANCES AND USES' section lists Halon-1301 for engine nacelles and auxiliary power units, and Halon-1211 for cabin and crew compartments.

Status	Validity period	Number	Issued on
VALID	23/04/2015 - 31/12/2015	EXP-TH06-EPEA-2015-00015720	23/04/2015

LICENCE TYPE:

YEAR	TYPE
2015	Export of products or equipment for critical uses of halons on aircrafts (EPEA)

GENERAL INFORMATION:

CONSIGNOR/EXPORTER

ORGANISATION NAME	EORI NUMBER
NMORGANIZATION--14731	NREORI14731

STREET	NUMBER	POSTAL CODE	CITY	COUNTRY
street--11807	nrstreet--11807	zipcode--11807	city--11807	Germany (DE)

IDENTIFICATION OF GOOD:

CN CODE(S)

CN CODE(S)	DESCRIPTION
8802 40 00 00	Other aircraft... aeroplanes of an unladen weight exceeding 15 000 kg

SUBSTANCES AND USES

SUBSTANCE	USE
Halon-1301	Export of products or equipment - aircrafts - protection of engine nacelles and auxiliary power units (fixed systems)
Halon-1211	Export of products or equipment - aircrafts - protection of cabins and crew compartments (portable extinguishers)

Picture 5: An example of a multi-entry annual licence for civil aviation

5. ODS LICENSING SYSTEM

Import and export licensing systems of countries around the world provide for worldwide monitoring and controlling the flow of ODS.

In the European Union, all ODS licences are processed electronically by means of the ODS Licensing System. Paper copies of ODS licences do not exist because the whole licensing process is electronic. Print-outs of ODS licences should not be attached to European customs declarations.

Customs authorities can access ODS licences in the ODS Licensing System:

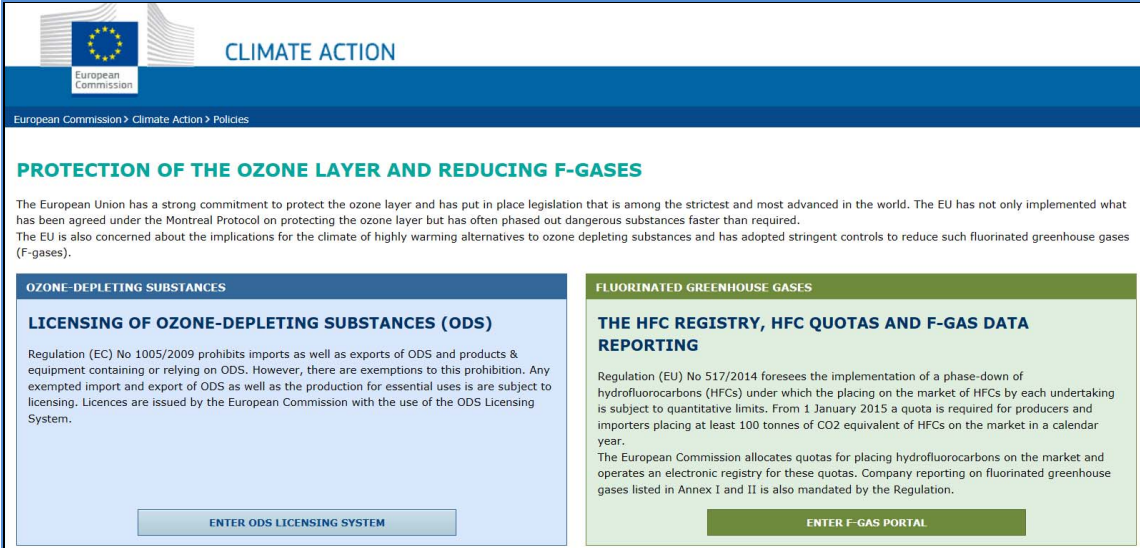
<https://webgate.ec.europa.eu/ods2>

5.1. Log in

To view ODS licences you must log into in the ODS Licensing System.

If you log in for the first time you must register in the ODS Licensing System. For information on how to register, see Part II of this manual⁷.

After logging into the ODS Licensing System, you will need to choose between entering the ODS Licensing System and the F-Gas Portal (see Picture 6). Select the blue section for the ODS Licensing System.



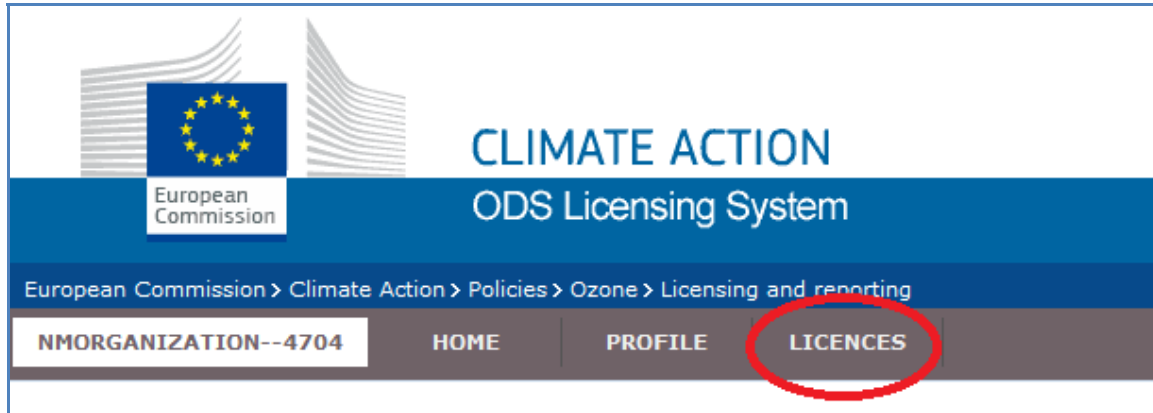
The screenshot shows the European Commission website under the 'CLIMATE ACTION' header. The main content area is titled 'PROTECTION OF THE OZONE LAYER AND REDUCING F-GASES'. Below this, there are two main sections: 'OZONE-DEPLETING SUBSTANCES' and 'FLUORINATED GREENHOUSE GASES'. The 'OZONE-DEPLETING SUBSTANCES' section includes a sub-section 'LICENSING OF OZONE-DEPLETING SUBSTANCES (ODS)' with a brief description of Regulation (EC) No 1005/2009 and a button labeled 'ENTER ODS LICENSING SYSTEM'. The 'FLUORINATED GREENHOUSE GASES' section includes a sub-section 'THE HFC REGISTRY, HFC QUOTAS AND F-GAS DATA REPORTING' with a brief description of Regulation (EU) No 517/2014 and a button labeled 'ENTER F-GAS PORTAL'.

Picture 6: First page after logging on

⁷ <https://circabc.europa.eu/w/browse/c56da8fb-ffd8-4ca9-94d1-08d8bb995c39>, also available on the CIRCABC online forum – go to the 'Library' tab and the '1. Manuals' folder.

5.2. Find a licence

When you enter the ODS Licensing System a menu is displayed at the top of the screen (see Picture 7). Select 'Licences' from the top menu on your ODS homepage to view the licence.

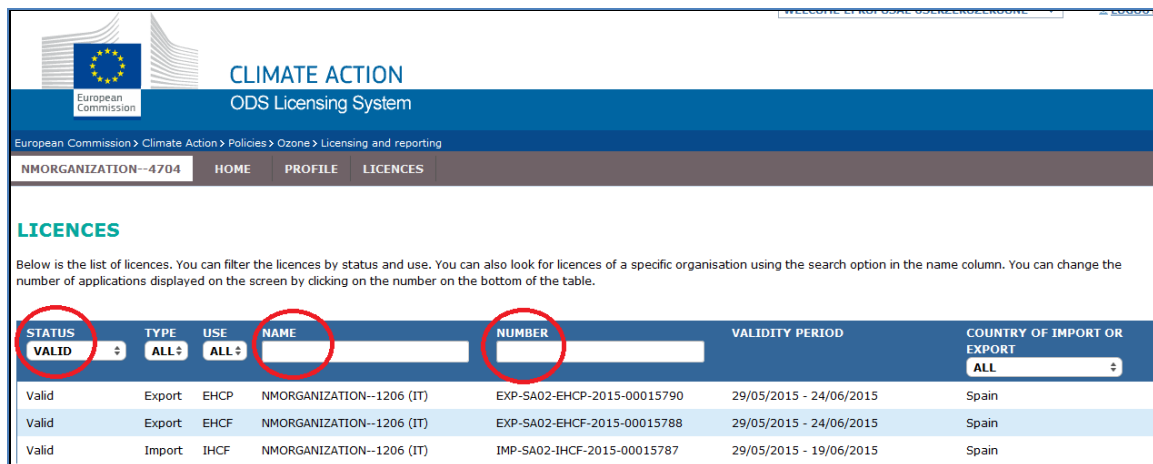


Picture 7: Top menu of the ODS Licensing System

By default the 'Licences' page will only display those licences which are valid (see status VALID in table in Picture 8).

Use the filter in the top row of the table to find a licence (see Picture 8). The result will be shown in the table.

① Select ALL in the status filter, type in the name of the company or the licence number and press Enter on the keyboard.

The image shows the 'LICENCES' page in the ODS Licensing System. It includes the same navigation bar as Picture 7. Below the navigation bar, there is a section titled 'LICENCES' with a brief description. A table of licences is displayed with several filters at the top. The 'STATUS' filter is set to 'VALID', and the 'NAME' and 'NUMBER' filters are circled in red. The table contains three rows of licence data.

STATUS	TYPE	USE	NAME	NUMBER	VALIDITY PERIOD	COUNTRY OF IMPORT OR EXPORT
Valid	Export	EHCP	NMORGANIZATION--1206 (IT)	EXP-SA02-EHCP-2015-00015790	29/05/2015 - 24/06/2015	Spain
Valid	Export	EHCF	NMORGANIZATION--1206 (IT)	EXP-SA02-EHCF-2015-00015788	29/05/2015 - 24/06/2015	Spain
Valid	Import	IHCF	NMORGANIZATION--1206 (IT)	IMP-SA02-IHCF-2015-00015787	29/05/2015 - 19/06/2015	Spain

Picture 8: Finding an ODS licence

5.3. Cancel a licence

Cancel the ODS licence if the import or export will not take place because, for example, your customs office blocked the shipment.

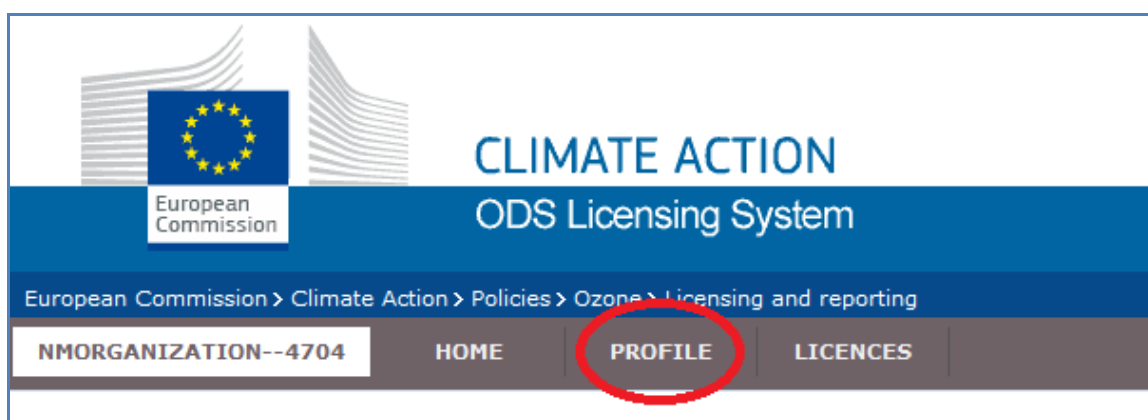
In order to cancel a licence, go to the bottom of the screen and press '**Cancel Licence**'.

① Indicate the reason for cancelling the licence in the field 'Comments from customs' in section 'Clearance by customs' in the ODS licence and cancel the licence.

To execute the action, click '**Cancel licence**'. The status of the licence will then change to CANCELLED. You may save the content of the comment before cancelling the licence by using the button '**Save**'.

5.4. Change information in profile

You can access profile information from the menu displayed at the top of the ODS Licensing System. Select 'Profile' from the top menu on your ODS homepage to view and change information about your organisation (see Picture 9).



Picture 9: The profile tab in the top menu

If you need to update information in your profile (e.g. address or telephone number), you must enter it and click on '**Edit**' at the bottom of the screen in your profile. Next, carry out the necessary changes and select '**Save**' to confirm (also at the bottom of the screen).

5.5. Manage access — adding and removing users

You can add an employee of your customs office as a new user of your account in the ODS Licensing System. The new user will be granted access to the system and receive emails relating to ODS licensing.

Similarly, you can remove any person who no longer needs access. It is crucial to keep this information up to date, in particular the e-mail address, as e-mail messages will be sent to the users indicated in the profile.

In order to add or delete a user, you must change information in the 'Users' section in your profile. Enter your profile, select **'Edit'** at the bottom of the screen and make the changes in the 'Users' section as indicated in Picture 10. Next, select **'Save'** at the bottom of the screen to confirm the change.

USERS:

MANAGE ACCESS:

Add the name and e-mail of staff which need access to the organisation's account. Messages relating to the ODS Licensing System will be sent to all contact persons listed.

FIRST NAME: LAST NAME: E-MAIL: **ADD**

FIRST NAME	LAST NAME	E-MAIL	ACTIONS
User 1	User 1	user1@mock.ec.europa.eu	
User 2	User 2	user2@xxx.eu	
User 3	User 3	user3@xxx.eu	

Page 1 of 0 | 10 | View 1 - 3 of 3

Picture 10: Managing access by adding and deleting users

The names and email addresses of employees in the ODS Licensing System are protected. See the Privacy Statement for information on the use of personal data in the ODS Licensing System.⁸

⁸ <https://circabc.europa.eu/sd/d/1cd6e7dc-81ab-410a-ba15-eae12d55a4ea/Privacy%20statement%20ODS%20Licensing%20System%20v1.pdf>; also available on the CIRCABC online forum – go to the 'Library' tab and the '3. Date protection & security' folder.

6. TARIC AND ODS

The Commission's Taxation and Customs Union tool for TARIC consultation helps to identify if a commodity contains ODS or not. By entering the TARIC code (or CN code) in the TARIC consultation tool it will flag if the commodity requires an ODS licence.

TARIC consultation tool:

http://ec.europa.eu/taxation_customs/dds2/taric/taric_consultation.jsp?Lang=en

Picture 11 shows an example of a search result in the TARIC consultation tool and highlights restrictions for ODS goods. In this example, the code 2903 71 00 00 was searched for. This code is used for HCFC (a common ODS).

ERGA OMNES (ERGA OMNES)

- | Entry into free circulation (**restriction**) (01-01-2012 -) (CD584) (TM115) [R1005/09](#)
[Show conditions]
- | Third country duty (01-01-2012 -) : **0 %** [R1006/11](#)
Additional Code 2500: Annex I, Part 3, Section II (pharmaceutical substances) R 1001/2013 (OJ L 290)
- | Third country duty (01-01-2012 -) : **5.50 %** [R1006/11](#)
Additional Code 2501: Other
- | Airworthiness tariff suspension (01-01-2008 -) : **0 %** (CD333) [R1147/02](#)
[Show conditions]

CARIFORUM (CARI)

- | Tariff preference (29-12-2008 -) : **0 %** [D0805/08](#)
Excluding: Haiti (HT)

All third countries (ALLTC)

- ←| **Export control on ozone-depleting substances** (01-01-2012 -) (CD585) (TM115) [R1005/09](#)
[Show conditions]

Top

CD333 Airworthiness tariff suspension is conditional upon presentation of an airworthiness certificate or invoice declaration or a document annexed thereto (Reg. (EC) nr. 1147/2002, OJ L170/2002).

CD584 The release for free circulation in the Community shall be subject to the presentation of **an import licence**, in accordance with Article 15 of Regulation (EC) 1005/2009 (OJ L 286).

CD585 The export shall be subject to the presentation of **an export licence**, in accordance with Article 17 of Regulation (EC) No. 1005/2009 (OJ L 286).

TM115 Trade (import/export) with a country not party to the Montreal Protocol may only be authorised in accordance with Article 20 of Reg. (EC) 1005/2009.

TN701 According to the Council Regulation (EU) No 692/2014 (OJ L183, p. 9) it shall be prohibited to import into European Union goods originating in Crimea or Sevastopol.
The prohibition shall not apply in respect of:
(a) the execution until 26 September 2014, of trade contracts concluded before 25 June 2014, or of ancillary contracts necessary for the execution of such contracts, provided that the natural or legal persons, entity or body seeking to perform the contract have notified, at least 10 working days in advance, the activity or transaction to the competent authority of the Member State in which they are established.
(b) goods originating in Crimea or Sevastopol which have been made available to the Ukrainian authorities for examination, for which compliance with the conditions conferring entitlement to preferential origin has been verified and for which a certificate of origin has been issued in accordance with Regulation (EU) No 978/2012 and Regulation (EU) No 374/2014 or in accordance with the EU-Ukraine Association Agreement.

TN702 According to the Council Regulation (EU) No 1351/2014 (OJ L365, p. 46), the export of goods and technologies suited for use in the sectors of transport; telecommunications; energy; prospection, exploitation and production of oil, gas and mineral resources is prohibited:
(a) to any natural or legal person, entity or body in Crimea or Sevastopol, or
(b) for use in Crimea or Sevastopol.
The prohibitions shall be without prejudice to the execution until 21 March 2015 of an obligation arising from a contract concluded before 20 December 2014, or by ancillary contracts necessary for the execution of such contracts, provided that the competent authority has been informed at least five working days in advance.
When related to the use in Crimea or Sevastopol, the prohibitions do not apply where there are no reasonable grounds to determine that the goods and technology or the services are to be used in Crimea or Sevastopol.

Picture 11: Result in TARIC consultation tool for code 2903 71 00 00

If the TARIC consultation tool shows ODS restrictions for the examined shipment, then you must check if the ODS licence number is in the SAD in box 44 (see section 4.1).

Most CN codes of ODS, or of commodities that contain or rely on ODS, are flagged in TARIC consultation tool. However, this does not exclude the possibility that ODS are present in other commodities (such as novelty goods) or that a wrong CN code was used. Additionally, not all commodities flagged in TARIC are affected in every case. Many CN codes refer to commodities in which ODS were used in the past but have meanwhile been replaced (such as cars or refrigerators). In these cases importers and exporters have the option of entering an additional code indicating that the goods are not subject to the licensing requirement.

7. CONTACT INFORMATION

A list of contact points at the Commission and Member States' competent authorities is available on the CIRCABC online forum, in the 'Library' tab in the '4. Contact information' folder.⁹

The Commission would be grateful to receive notification whenever suspicious trade in ODS is observed. Under Article 28(3), the Commission is entitled to receive such information. Notifications can be sent to: clima-ods@ec.europa.eu.

⁹ <https://circabc.europa.eu/w/browse/91661b30-3bd7-4b25-b083-dbc64092175c>.

ANNEXES

Annex 1: Licence status overview (ODS Licensing System)

The 'status' of the ODS licence is visible in the top left-hand corner of the licence form. It denotes the progress made in the form. The table below presents the colour-coding and the description of the various statuses.

Status	Description
ISSUED	The licence has been issued but the validity period has not started yet. The import or export is <u>NOT ALLOWED</u> yet.
VALID	The import or export can take place. The licence is valid*.
EXPIRED	The validity period of the import or export licence has ended.* The import or export is <u>NOT ALLOWED</u> anymore.
CLOSED	The customs office closed your licence because the import or export has already taken place. The import or export is <u>NOT ALLOWED</u> .
CANCELLED	The Commission or the customs office cancelled the ODS licence (for the reason given in the 'history' of the form). This makes it impossible to proceed with the planned import/export. The import or export is <u>NOT ALLOWED</u> .

* In general, licences are valid for up to 28 days (7 days before and 21 days after the estimated date of import or export) between 1 January and 31 December of a calendar year. Next their status changes to EXPIRED. Different rules apply to ODS licences for civil aviation (see chapter 4.4.1). The validity period for such licences is up to one year as they are valid from the date of issue to the end of the calendar year.

Annex 2: Consistency check between the ODS licence and the SAD.

SAD		ODS licence
box No	title	title
Box 2	Consignor/Exporter	Consignor/Exporter (including 'EORI number')
Box 8	Consignee	Consignee/Importer
Box 15	Country of dispatch/export	Imports: 'Source country' Exports: Usually the Member State in which the 'Customs of export' is located
Box 17	Country of destination	Imports: Usually the Member State in which the 'Customs of import' is located Exports: 'Country' in Consignee/Importer section
Box 29 (exports)	Office of exit	'Customs of exit'
Box 29 (imports)	Office of entry	'Customs of entry'
Box 33	Commodity code	'CN code(s)'
Box 35	Gross mass (kg)	'Gross mass'
Box 37	Procedure	'Customs procedure'
Box 38	Net mass (kg)	'Net mass'

Annex 3: Record of changes to the document

Version	Date	Description
1.0	05/2015	First version of the manual for customs offices.

REFERENCES

ODS Licensing System. General Information Manual
<https://circabc.europa.eu/d/a/workspace/SpacesStore/6e32df10-ab7d-4bc0-83e1-ae3ef90cc45e/130820%20general%20manual%20EN%20v1.0.pdf>

ODS Licensing System. Registration Manual
<https://circabc.europa.eu/w/browse/c56da8fb-ffd8-4ca9-94d1-08d8bb995c39>

European Commission's information document Combined Nomenclature codes of goods that may fall under Regulation (EC) No 1005/2009 on substances that deplete the ozone layer
<https://circabc.europa.eu/w/browse/9136e64c-94d5-4642-ae6d-119406d4d69c>

UNEP Training Manual for Customs Officers: Saving the Ozone Layer - Phasing out Ozone Depleting Substances in Developing Countries - Third Edition (2013)
http://www.unep.fr/ozonaction/information/mmcfiles/7571-e-CTM_Third_Edition.pdf

Environmental Investigation Agency video, “Combating the Illegal Trade in Ozone Depleting Substances: A Guide for Enforcement Officers”

UNEP Customs Quick Tool for Screening ODS
<https://circabc.europa.eu/d/a/workspace/SpacesStore/e35a123b-2800-4f41-9728-4d4dcbd45a54/How%20to%20recognise%20ODS>