

Haiti Cholera Humanitarian Air Bridge – Non-Food Items

Standard Operating Procedures

Due to the current Cholera outbreak in Haiti and the overall supply chain challenges limited by insecurity, the United States Agency for International Development, Bureau for Humanitarian Assistance (USAID/BHA) in partnership with Airlink is establishing a temporary humanitarian air bridge that will provide free of charge international cargo airlift to support humanitarian organizations responding to the cholera outbreak in Haiti. This service will entail cargo pick-up from partner's warehouse¹, consolidation in a city specified by Airlink (based on partner's demand/need), customs clearance, and delivery to partners' storage facilities in Port-au-Prince, Haiti. Only humanitarian cargo specifically designated for the Haiti cholera response will be considered.

This service will depart twice a month primarily from Miami, USA to Port au Prince, Haiti. However, depending on partner demand/cargo location and aircraft availability, secondary departure points can be from Panama City, Panama and/or Brussels, Belgium. Destination will remain Port au Prince, Haiti. The initial duration of this service will run until January 31st, 2023. No last mile delivery within Haiti will be covered by the air bridge service;

To benefit from this service, the interested humanitarian organization must adhere to the following procedures/criteria:

1. Submit the *Cargo Request Form (CRF)* along with your consignee's registration as a humanitarian organization in Haiti to haitiairbridge@airlinkflight.org. Airlink will serve your organization's main focal point for any subsequent communications. To expedite your request, please ensure the CRF is completely filled out.
2. Airlink will review your CRF in 48 hours or less and if no observations/adjustments are needed, it will submit for USAID/BHA's technical approval to ensure that all your cargo is applicable to the cholera response as well as to confirm the consignee's operational presence in the country². Any humanitarian organization not currently operational and/or cargo unrelated to the cholera response will NOT be accepted on this service.
3. USAID/BHA will revert your CRF to Airlink in 48 hours or less and if any comments/adjustments are needed, Airlink will communicate these requirements to you.
4. Once the CRF is approved, you are required to submit the necessary shipping documents (Packing List, Certificate of Donation, Non-Commercial Invoice) as well as the application for tax exemption, the import license and/or import permit, if applicable, to Airlink within 24 hours to

¹ Airlink will be able to provide pick up at the partner's warehouse/location only if located within the continental United States or Panama City, Panama. If cargo is located in Europe, Airlink will coordinate with partners where and when to send it for consolidation.

² In order to properly understand the needs and overall implementation activities, USAID/BHA Technical Advisors are communicating with relevant government ministries in Haiti, as well as with partners for the cholera response and participating in relevant sector working groups in Haiti.

inform our freight forwarder / customs broker accordingly. Until a copy of these documents are provided to us, your cargo will not be picked up from the location/warehouse as described in your CRF, to avoid any delays in Port au Prince.

5. Once all documents have been received, Airlink will coordinate with you to pick up your cargo and transport it to a consolidation point. In preparation for the pick up, your cargo must be palletized, packaged, and labeled for transportation. The label must include your organization name, stackable or do not stack, and sequence (e.g. 1/20, to indicate this is pallet 1 of total 20 pallets);
6. Airlink will keep all parties informed of the aircraft schedule, customs clearance, and delivery to the consignee's warehouse in Port au Prince.
7. On arrival of your cargo in Port au Prince, the customs broker will have received in advance the documentation to import and Airlink in collaboration with IMPACCT will make sure that the customs clearance of your consignment is taken priority order.
8. In case you do not have storage facilities and your cargo needs to move to another destination outside of Port au Prince, please contact the Logistics Sector Working Group (haiti-logs@logcluster.org) with the proper Service Request Form to temporarily store free of charge at Haiti's Civil Protection Agency (DGPC) warehouse. For cargo movement from Port au Prince onward, please check with the Logistics Sector WG and UNHAS for available airlift options.
9. You must provide a signed Goods Received Note to Airlink within 24 hours of delivery completion.

Shipping Documents and Templates

- [Cargo Request Form \(CRF\)](#)
- [Shipping Documentation Guidance](#)
- [Shipper's Letter of Instruction](#) (for US-origin shipments)
- [Letter of Donation](#)
- [Goods Received Note](#)