Figure 1. Law enforcement best practice flow diagram for timber

1. Risk analysis/profiling and selection for administrative examination
   * Consider:
     - Region or country of origin/transit
     - Time of day/date of the week and port of entry used
     - Scientific vs. common names used
     - Previous compliance history (importer, exporter, transporter, logging company)
     - Description vs. Harmonized Systems (HS) Code
     - Declared contents value vs. cost of transportation
     - Random administrative examination

2. Administrative examination
   * Examine available documents (e.g., permits/certificates, invoices, customs, transport documents) and consider:
     - Are any documents missing?
     - Are all documents authentic?
     - Are all CITES permits/certificates valid and authentic?
     - Is all information consistent between documents? e.g., names, valuations (declared value vs. transportation costs, durable vs. insured values), etc.
   * Consider known smuggling patterns
   * Notify all concerned authorities if any documents are falsely declared

2.1 Were issues raised through administrative examination or is random physical examination required?

3. Physical examination
   * Observe claimed identification on declaration, consider synonyms and common names.
   * Undertake Rapid Field Identification of the timber
   * Use all tools and support available
   * Take notes, photographs and preserve the scene
   * Consider other evidence which could indicate probable origin of shipment e.g. newspapers in the container from a particular country
   * If insects are found, consider consultation with quarantine experts who may be able to provide location information based on insect identification

3.2 Define forensic questions that require answering to determine if timber is controlled
   * Points to prove
     - Genus
     - Species
     - Provenance (origin)
     - Age or individual

3.3 Is further expert forensic identification warranted and are sufficient funds available to cover analyses?
   * Yes
   * No

3.4 Obtain expert forensic identification
   * Communicate with service provider
   * Discuss shipment if required and consider logistics
   * Take appropriate samples
   * Submit for analysis and receive identification result

3.5 Document the decision making process
   * Proceed according to declared species
   * Consider required improvements to facilitate identification in future

4. Did the results of the physical examination indicate sufficient grounds to seize the shipment?
   * Yes
   * No
   * Go to box 5

Go to box 5

Hard copy trees are further explained in the Glossary
Part I. From search decisions to forensic timber identification: Information for law enforcement

6. CITES species
   * Check:
     - CITES appendices, annotations and exemptions
     - Relevant HS codes

5. What kind of species does the shipment contain?
   - CITES
   - Non-CITES

7. Non-CITES species
   * Check control in country of origin, consider:
     - Logging and export bans
     - Producer country legislation/requirements

6.1 Is a CITES permit/certificate needed?
   - Yes
   - No

6.2 Check CITES permit/certificate requirements
   * Appendix I: Import & export permit/留学 certificate
   * Appendix II: Export permit/留学 certificate
   * Appendix III: Export permit or certificate of origin

6.3 Has a valid permit/certificate been provided?
   - Yes
   - No

Release if no other issues

7.1 Is species controlled in country of origin?
   - Yes
   - No

7.2 Has authorization been provided by the country of origin?
   - Yes
   - No

9. Open an investigation
   * Consider logistics e.g. chain of command, points of contact, security, storage requirements, etc.
   * Seize shipment
   * Conduct investigation according to best practice and comply with all local requirements
   * Notify all concerned authorities if any documents are falsely declared

8.2 Define forensic questions
   * Points to prove
     - Genus
     - Species
     - Provenance (origin)
     - Age or individual
   - Yes
   - No

8.1 Does case require expert forensic identification of timber or other materials?
   - Yes
   - No

8.3 Obtain expert forensic identification
   * Communicate with service provider
   * Take samples
     - Timber
     - Other material e.g. foliage, insects, soil, mud
   * Submit for analysis and receive identification result

Proceed with investigation

Glossary

Expert forensic identification: Scientific identification undertaken by experts according to strict standards; required for court proceedings; often a lengthy process; not always required to establish grounds for further investigation; see rapid field identification.

Rapid field identification: Tools and identification techniques available to non-experts, used to quickly establish a legal basis for intervention (e.g. seizure, provision of charging documents etc.); less accurate than expert forensic identification but adequate to establish grounds for further investigation.