Procedure for Shipments to Hôpital Sacré-Coeur via CRUDEM’s Quarterly Container

All shipments to Hôpital Sacré-Coeur are to be shipped via CRUDEM’s Quarterly Container to Cap-Haitien Haiti. All supplies and materiel should be sent to Holy Name Medical Center in Teaneck, NJ. **NOTE: CRUDEM no longer ships through Caribbean American Shipping Express (Hollywood, FL). CRUDEM is not responsible for any items shipped to Caribbean American Shipping Express.** Items shipped to Holy Name Medical Center must be pre-approved for inclusion in CRUDEM’s Quarterly Container. Items can be pre-approved for inclusion in CRUDEM’s Quarterly Container in the following way:

1. Not less than three (3) weeks prior to the projected shipping date to Holy Name Medical Center, a complete description of all items and photographs of each item in the shipment must be submitted to Judith Raymond (raymond@crudem.org) **(NB: Medical Teams shipping supplies to Hôpital Sacré-Coeur in advance of their trip need not include a photograph of the items being shipped—a description will suffice);**

2. Once this documentation has been reviewed, you will be notified to ship the supplies/equipment to Holy Name;

3. If your item(s) is approved in for shipment, please ship it to Don Ecker (Attn: HSC Haiti), c/o Holy Name Medical Center, 718 Teaneck Road, Teaneck, NJ 07666;

4. If an item not pre-approved is shipped to Holy Name Medical Center, it will be refused, if possible, and may be discarded. Neither Holy Name Medical Center nor CRUDEM is responsible for items so refused or discarded; and

5. If a pre-approved item arrives at Holy Name Medical Center in a condition inconsistent or at variance with the pre-approval documentation, it may be discarded. Neither Holy Name Medical Center nor CRUDEM is responsible for items so discarded.

Questions or comments about this procedure should be directed to Don Ecker at ecker@crudem.org or Judith Raymond at raymond@crudem.org.