COMMON LOGISTICS SERVICES

SERVICES AVAILABLE AND HOW TO ACCESS THEM. ALL SERVICES ARE AT NO COST TO THE USER

LOGISTICS & TELECOMMUNICATIONS CLUSTER (LTC)

01 TEMPORARY STORAGE

1,100 m²

Kathmandu HSA & Bidur HUB

07:00–19:00 · 7 days/week

· temporary transit storage

Standard duration: up to 3 days

Deliver only after positive LTC confirmation

02 AIR TRANSPORT

Kathmandu → Rasuwa

Life-saving air cargo to inaccessible communities

· access/capacity dependent · deliver at HSA ≥24 h prior
· receiver ready at destination

DECLARE DANGEROUS GOODS

Consult LTC before SRF. Mark each package with its UN ID + hazard label. Submit Safety Data Sheet (SDS) along with the SRF. Undeclared cargo may be rejected.

PROVIDE ACCURATE DESTINATION

GPS Coordinates preferred

FILL THE SRF WITH THE SMALLEST HANDLING UNIT

Complete the SRF at box level (or equivalent) to support air transport planning. Cargo can still be delivered in pallets at the HSA

STEPS

Start at least 72 hours before the requested service date

1. **ELIGIBILITY** — UN agencies, INGOs and NGOs registered with OCHA in Nepal
2. **SUBMIT ONLINE** — One SRF per consignment and one origin–destination pair
3. **VERIFY EMAIL** — Open the automated email and confirm submission mandatory
4. **LTC REVIEW** — Acknowledgement ≤24 h; review and status decision within 72 h
5. **PREPARE CARGO** — Use QR shipping labels; HSA / driver details at least 24 h prior

NEED HELP?

Nepal.ClusterCargo@wfp.org

AFTER APPROVAL

Track with the 9-digit code · release orders ≥24 h

ONLINE SRF

SOPs

All services are subject to operational conditions, funding and possible extension. Check the latest SOP before requesting.

The Logistics & Telecommunications Cluster is led by World Food Programme