

Export Control Review of International Shipments

When shipping any tangible items on behalf of ISU to any location outside the U.S., ISU must ensure compliance with the international shipping requirements that are set out by the Departments of State, Commerce, Treasury, Customs and Border Protection (CBP) and the Census Bureau. These regulations require in most cases that all permanent export and temporary export/import shipping information is filed electronically with Census using the Automated Export System (AES) and hardcopies of export licenses (if applicable) are properly lodged with CBP.

Any shipment sent outside the U.S. is considered an export and requires an ISU export review and/or authorization depending on the U.S. controls. Shipping or hand-carrying items like laptops, GPS, certain instruments, samples, prototypes, or equipment to another country is considered an export. Although not all items will require a license to export, an export review and determination is required prior to shipping or taking items outside the U.S.

Applying proper determination of licensing requirements is essential to ensure all items are covered by either a license authorization from the appropriate U.S. Government Office or an export exclusion/exception. Sufficient lead time should be taken into account for an export review and/or export license as necessary. Equipment may not be sent outside the U.S. until a determination has been made as to whether an export license is required.

Shipments controlled under the Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR) must be handled in strict compliance with the export regulations. Failure to comply with the regulations can result in severe fines and other penalties.

International shipments require complex processing. Contact ISU's Office for Responsible Research at export@iastate.edu prior to engaging in any type of international shipping of items, software, technology, or technical data related to ISU activities to any location outside the U.S.

Procedures for Export Control Review of International Shipments

Material Transfer Agreements are strongly recommended by ISU for the transfer of biological and non-biological materials (Request an MTA [here](#)). An export control review will be conducted by the Office for Responsible Research (ORR) in the course of the MTA process. You do not need to send additional information to ORR if you obtain an MTA.

If for some reason an MTA is **not** utilized to ship biological materials, send the following information to export@iastate.edu for ORR review:

- **What will be transferred or shipped to the international destination**, e.g., *e. coli* O157:H7?
- **Who will be receiving or using the exported items or information**, e.g., Dr. Christopher Anthony?
- **Where is the item/information going**, e.g., Fudan University, 220 Handan Rd, Yangpu, Shanghai, China?
- **Why is the item/information being exported**, i.e., what will they be used for at the foreign location)?
- **How long will the items be out of the United States?** *Note: All exports of information are treated as permanent exports.*