

International Shipments – Step-by-step Export Controls review

University of Pittsburgh

Office of Export Controls Services – EChelp@pitt.edu



Step 1: Evaluate Prohibited End-Use

Review:

- Do you have any reason to believe that the item, information or software to be shipped may support:
 - the design, development, production, stockpiling or use of a nuclear explosive device, chemical or biological weapons, rockets/missiles, or space launch vehicles? or,
 - a Chinese, Russian and/or Venezuelan military end-use? or,
 - an illegal activity?
- Does the material have any military, intelligence, space or nuclear applications?
- Was the item, information or software developed under a sponsored agreement imposing publication restrictions or barring foreign national participation?
- Did an external sponsor, vendor, collaborator or other third party provide the item, information or software to be shipped under a Non-Disclosure Agreement (NDA) or a Confidentiality Agreement?

Results:

If yes, contact the Office of Export Controls (OEC) immediately and do not proceed with the export.
If no, please continue the Export Controls review process.

Step 2: Evaluate Shipping Destinations - Embargoed and targeted countries

Review:

- Are you exporting to an embargoed country or to an individual from an embargoed country?
Comprehensively embargoed countries are: **Crimea – Region of Ukraine, Cuba, Iran, North Korea, Sudan and Syria.**

Results:

If yes, contact the OEC immediately and do not proceed with the export.
If no, please continue the Export Controls review process.

Step 3: Conduct Restricted Party Screenings (RPS)

To comply with Federal laws, you must conduct Restricted Party Screenings (RPS) to confirm and document that both the recipient and/or the recipient's organization with which you are transacting are not identified on a U.S. Government Restricted Party list. Consequences for transferring or transacting with a Restricted Party are severe for both the shippers and their employers.

The OEC has made available to the Pitt Community a software tool for performing RPS called Amber Road. For more information on how to access this platform, please visit the Pitt Office of Export Controls Services website: <http://www.export.pitt.edu>

Review:

- Did you get any valid name match on the RPS screenings for the recipient and/or recipient's institution/company?

Results:

If yes, contact the OEC immediately and do not proceed with the export.
If no, please continue the Export Controls review process.

Step 4: Determine Item's Export Classification

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Prior to shipping to a foreign person or to a foreign country, you must determine the regulatory jurisdiction and classification of all the items/information/software being sent out of the U.S.A.

The best way to obtain the **Export classification of a commercially available product** is to contact its manufacturer, producer or developer (preferably by email). The OEC has created an *Export Classification Certification* form, which you can provide when contacting the manufacturer, producer or developer of the items, in order to help you obtain the export classification from them. This *Export Classification Certification* form is available on the OEC website: <http://www.export.pitt.edu> – Forms.

For some companies, you may also find the export classification of their products directly on their website.

For items/technical data/ software created or developed on campus, BIS and DDTC encourage self-classification by the person knowing the characteristics of the item, i.e. by the Pitt faculty and/or staff who created the items. The OEC can provide guidance in self-classifying items created or developed on campus.

Review:

- Is the item, information or software being shipped controlled by the ATF regulations, or the NRC regulations (i.e. appears in the Nuclear Equipment and Material List (NEML)) or the ITAR (i.e. appears in the U.S. Munitions List (USML) or has been specially designed for an item on the USML)?
- Does the item, information or software being shipped appear in the EAR's Commerce Control List (CCL) and, therefore, is classified under an Export Controls Classification Number (ECCN)?

Results:

If yes, contact the OEC immediately and do not proceed with the export.

Note that items controlled under the ATF, NRC or ITAR required additional security measures: they must be secured from access by foreign nationals.

You do not need to contact the OEC and can proceed with the export only in the following cases:

- **Item is classified as EAR99.** This means that the item can be exported to most countries as No License Required (NRL), except to the Embargoed countries (**Cuba, Iran, North Korea, Sudan and Syria.**); or,
- **Item is “Publicly available” or in the “Public Domain”,** so is not subject to the Export Regulations and can be exported to most countries except to the Embargoed countries (**Cuba, Iran, North Korea, Sudan and Syria.**).

Notes:

If you cannot obtain the classification of your item, please contact the OEC.

Export License. It takes approximately 6 to 8 weeks to obtain an Export License (official authorization) from the U.S. Government.

Documentations/records. Export documents must be kept for 5 years from their date of expiration.

Learn more. <http://www.export.pitt.edu>

Training. Pitt employees involved with international shipments are instructed to complete the CITI Export Controls modules: <http://www.citi.pitt.edu/citi/>

Get Help. EChelp@pitt.edu

Please note that while the OEC provides assistance for evaluating and/or filing export authorizations and related documents, the OEC is not in charge of managing actual shipments (including completing Customs and Shipping documentation).

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Also, other export and import requirements may apply prior to shipping your items. We recommend to the Pitt Community to consult the following department and their websites:

- [University of Pittsburgh - Environmental Health & Safety Department](#);
- [University of Pittsburgh – Office of General Counsel](#)

Important. This notice on International Shipments is provided for guidance purposes only and should not be considered legal advice. If you have any question, please contact the Office of Export Controls Services at the University of Pittsburgh.

DOCUMENT HISTORY AND VERSION CONTROLS		
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