

BU Export Shipping Processes

- **If the item you are shipping is valued at less than \$2,500, weighs less than 25 lbs., and does not require an export license:**

It is recommended that FedEx be used to ship the goods. Contact [Boston University Mail Services](#) to set up a FedEx account and proceed with your shipment. If your department already has a FedEx account, you may proceed directly with shipping your item.

General FedEx Shipping information can be found [here](#). If you have specific questions, please contact Regulatory Compliance Group at rcg@fedex.com for assistance.

- **If the item you are shipping meets any of the following criteria, you will need to file an Electronic Export Information (EEI) document:**
 1. The item is valued at or more than \$2,500
 2. The item requires an export license, regardless of value
 3. The item is destined for China, Russia or Venezuela, regardless of value, and is not export classified as EAR99.

Watchpoint Logistics (WPL) is BU's contracted service provider for shipments of all values that require special customs clearance services (Customs Brokerage) or export-related freight forwarding and will assist you in completing an EEI document. Please contact the following WPL representatives:

- Primary Contact: Michelle Merino
Michelle.Merino@Watchpointlogistics.com
- Secondary Contact: Alex Case
Alex.Case@Watchpointlogistics.com

You will need to provide the following shipment details to the WPL Contact:

- Shipment pick-up address
- Shipment destination address
- Detailed description of the product being shipped, including the part number
- Type of commodity you are shipping (i.e. lab equipment, biological materials, consumable, etc.)
- Number of packages and size, including dimensions and weight
- Dollar value of item being shipped
- If the value is over \$2,500
- When you need the shipment delivered at destination
- Any special handling instructions (temperature controlled, contains hazardous materials, batteries, needs packaging, oversized, etc.)

The following international documentation must be provided to WPL:

- Shippers Letter of Instructions (SLI)

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- Required in almost all cases if the value of the item is over \$2,500 or requires an export license, regardless of value or destination;
- The SLI Form can be found [here](#).
- Schedule B/Harmonized Tariff Schedule Code (B/HTS). This is a ten-digit number which can be found here: [Schedule B Look up Tool](#). For certain commercial items, the vendor/manufacture may be able to provide this code (e.g. [Microsoft Schedule B Lookup](#)).
- WPL can provide a Commercial Invoice and Packing List for you to complete.
- ECCN (Export Control Classification Number) and, if applicable and as previously determined by the Export Control Office, whether an export license will accompany the shipment.

If you need assistance with any of these steps, please reach out to the WPL contact.

Any questions about engaging with or completing payment for WPL should be directed to Procure to Pay at <https://www.bu.edu/sourcing/import-export-orders/>.

Special Circumstances:

If the item you are shipping is a Select Agent, Hazardous Chemical, Radioactive Material, Controlled Substance or Infectious Diagnostic Specimen, Biological Material or Animal Product:

There are additional shipping-related regulations and/or agencies that come into play when shipping either internationally or within the United States. For more information on these types of shipments, as well as training opportunities, please contact the BU Environmental Health and Safety Office, oehs@bu.edu; Charles River: 617-353-4094; Med Campus: 617-358-7840.

- **Biologicals:** If you are shipping biologicals (NEIDL) please contact Andrew Ellis awellis@bu.edu, or Tanya Cafarella tmealy@bu.edu (non-NEIDL) of BU's Environmental Health and Safety Office for packing and logistics protocols.
- **Laboratory Animals:** Airlines, shippers, and freight forwarders involved in the transport of live animals must ensure that animals arrive at their destinations in good health. The International Air Transport Association (IATA) Live Animals Regulations (LAR) describes the containers that should be used for each species, and the safeguards required during transport by air, sea, or land. Contact the [BU Animal Science Center](#) for information and assistance.