

Export Shipping Checklist Under the EAR

To be completed for permanent shipments abroad.

COMMERCIAL & DUAL-USE ITEMS & TECHNOLOGY

- | | | | | | |
|-----|----|--|--------------|----|---|
| Yes | No | 1. Is this a commercial/dual-use item/technology?
If no, contact the Export Control Program at export@bu.edu for guidance on ITAR shipments | Yes | No | 5. Is the country on any of the OFAC sanctions list?
If yes, contact export@bu.edu as export is likely prohibited. |
| Yes | No | Are you exporting select agents?
If yes, contact Environmental Health & Safety at oehs@bu.edu | Yes | No | 6. Is this item for a military end use, nuclear proliferation or biological weapons purpose?
If yes, contact export@bu.edu as the export is likely prohibited. |
| Yes | No | Are you exporting hazardous chemicals?
If yes, contact Environmental Health & Safety at oehs@bu.edu | Yes | No | 7. Did you complete the Denied Party Screening form?
If no, perform the denied party screening to determine licensing requirements for the receiving party/entity. |
| Yes | No | Are you exporting Infectious & Diagnostic Specimens, Biological Material, or Animal Products?
If yes, contact the Export Control Program at export@bu.edu | Yes | No | 8. Did any party ask you to participate in any boycott such as the Arab boycott of Israel?
If yes, contact export@bu.edu to determine reporting requirements. |
| Yes | No | Are you exporting radioactive materials?
If yes, contact the Office of Medical Physics and Radiation Safety at witold@bu.edu | Yes | No | 9. Did you or the University Freight Forwarder complete the AES (if required)?
If no, file the AES if required. |
| Yes | No | Are you exporting controlled substances?
If yes, contact Environmental Health & Safety at oehs@bu.edu | Not Required | | NOT REQUIRED: List the filing exemption code here |
| Yes | No | Are you exporting laboratory animals?
If yes, contact the Laboratory Animal Care Facility at 617-353-5415 (CRC) or the Laboratory Animal Science Center at 617-638-4086 (MC) | Yes | No | 10. Do you have all export paperwork completed?
For assistance contact the Freight Forwarder/Customs Broker or export@bu.edu . |
| Yes | No | 2. Is the item EAR99?
If yes, skip steps 3 & 4. If unsure please contact export@bu.edu for assistance | Yes | No | 11. Do you understand the import requirements of the destination country?
If no, contact the receiving party to provide assistance. |
| | | 3. List your ECCN and reasons for control
If unsure, review product classification section or contact export@bu.edu | | | |
| Yes | No | 4. After reviewing the Country Chart, did you determine that you need an export license to the destination country?
If unsure or selected yes, contact export@bu.edu for assistance | | | |