International Shipping Checklist

General Knowledge

☐ Every international shipment may be subject to US export control. Consult FAS Export Control Administrator for guidance when carrying or shipping research materials and equipment abroad.

☐ US law restricts the shipment of some materials to certain countries.

☐ Research materials are shipped for research purposes only, and not for commercial purposes

Before You Ship

☐ Research your shipping destination regulatory requirements

☐ Determine the shipping route

☐ If exporting, check with the FAS export control administrator to ensure your shipment has no export control restrictions.

☐ If importing research material, get all required permits to import those materials into the United States

☐ Visit the EH&S website to get guidance on shipping and transporting research material.

☐ If shipping chemicals, please review the Toxic Substances Control Act EH&S webpage on (TSCA)

☐ If shipping-controlled substances, please review the EH&S webpage on controlled substances

☐ Check with EH&S if special packing is needed

☐ Review EH&S guidelines if you are shipping in dry ice

☐ Assemble shipping paperwork: packing list, purchase orders, invoices, certificate of origin, certificate of analysis for chemical, Data safety material sheet, Air Waybill (AWB), etc

☐ For equipment that will be shipped outside the United States, complete an offsite form (or equipment to be based off-campus for more than 30 days) for all offsite equipment https://oc.finance.harvard.edu/offsite-equipment-notification-form

☐ Review Harvard policy if you are shipping drones Unmanned Aircraft Systems / Drones

☐ If you are shipping a piece of valuable capital equipment to the site, check out the mobile/movable property &equipment program available to departments to insure the equipment against associated risks while in transit.

After You Ship:

☐ Follow up with your local partners to confirm the shipment arrival

☐ Ensure proper declaration and assist with clearing the shipment from local customs

Contact your local department administrator if you need help.