

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.