

INTERNATIONAL SHIPPING OF RESEARCH MATERIALS AND EQUIPMENT FLOW CHART

Importing research materials in the USA

Exporting Research materials and equipment outside the USA

Notify the export control at RCP Export Control <RCP_exportcontrol@harvard.edu> as soon as possible to determine whether the item is controlled or whether a license is required for shipping to the intended destination country.

Importing biological materials which may be expected to contain, infectious agents which may cause disease in humans or animals.

Importing Soil, seeds, plants, and animals, including plants and animal materials products

Fish and Wildlife, and CITES-regulated materials or animals

Review the [CDC](#) website to determine the permit requirements.
Review [Customs and Border Protection](#) for entry regulations.

Review USDA APHIS for [permits](#) requirements.

Review the USFWS [website](#) to determine if you need a permit.

- **Once you have the permit or determined a permit is not needed, take the applicable [Shipping Training](#) and understand labeling and packing requirements. More information about Shipping & Transporting of Research Materials can be found [HERE](#)**
- **Prepare shipment materials including MTA if required. If MTA is not required, get a signed letter from PI on EHS letterhead**
- **If shipping biological materials, review the [biological material shipping classification table](#) and the [guide to prepare biological shipments](#).**
- **If moving equipment to an off-campus site, complete the off-site form: <https://oc.finance.harvard.edu/offsite-equipment-notification-form>**
- **If you need to insure the equipment in transit, learn more from RMAS website: <https://rmas.fad.harvard.edu/mobile-movable-property-equipment-program>**

Freight Forwarder or eShip global