

This guide is designed to aid in the process of creating requests in the RAMP Export Control module. For further assistance, please contact RAMP Export Control Support at RAMP-ExportControl@fsu.edu.

BACKGROUND ON INTERNATIONAL SHIPMENTS AND EXPORT CONTROLLED RESTRICTIONS:

Most items, as well as some software and information, are subject to U.S. export controls. The impact of these controls on a particular shipment depends on the item, the country it's being shipped to, the entity or individual who will receive it, and the intended end use. There are additional U.S. restrictions on transactions — including but not limited to shipping — with certain countries, entities, and individuals. The fundamental research exception does not apply to physical shipments from the United States. When you export samples, equipment, or instruments abroad or take equipment or instruments with you on an airplane, ship, or boat to attend a conference or conduct research internationally, you are effectively exporting and are subject to certain restrictions and procedures. It is typically not what you know but what you don't know that will delay customs clearance and can ultimately cost hundreds of thousands in export fines and penalties. In addition, most export violations or customs delays are unnecessary and caused by lack of information and preparation.

When exporting from the United States, make sure to verify the import and paperwork requirements in the destination country to ensure smooth customs clearance. You need to allow sufficient time for export processing and license determination. You should start by determining whether you need an export license to export your equipment/instrument/materials from the United States and help the University secure such license. It may take several months to process a license application.

FSU is the shipper of record, responsible for shipping correctly, and getting the paperwork right. FedEx, UPS, DHL, or a freight forwarder may help or offer advice, and they record the shipment in the government's Automated Export System, but if there's a problem, it's FSU's problem, not theirs.

Some items are hazardous, and need to be packaged and labeled appropriately:

- Biologicals
- Chemicals
- Batteries and fuel cells
- Radioactive materials

Bear in mind that every export from the U.S. is an import somewhere else — your shipment will need to go through Customs in the destination country. Some items may be prohibited or require prior authorization. Some items may incur duty or VAT costs. There are several ways to find the import requirements of the destination country. You can start with the receiving party who should be able to contact their local customs authorities or a customs broker to verify what documents will be needed to clear the shipment through customs. In addition, FedEx has a list of country import requirements on their website which can be helpful in determining import restrictions abroad:

<http://www.fedex.com/us/international-resource-center/profiles.html>.

Exercise judgment when delegating any of the shipping and classification duties to a freight forwarder. Their business is to move freight and not to classify products and determine export license requirements. You should always know what it is that you export and determine whether you need an export license.

FSU requires that individuals responsible for shipping and/or receiving research materials must evaluate, for export control purposes, all items and associated documentation which are intended to be sent to foreign destinations. The individual handling shipping and/or receiving is the final “gatekeeper” on all controlled outbound shipments from an anti-diversion standpoint. Therefore, it is critical this individual understands the scope of the proposed export and has at his/her disposal all available information in the file (such as screening records and, where applicable, a copy of the export license) in which to make an independent judgment as to the compliance of the export. It is best practice for the individual shipping or receiving an item to double check the terms and conditions of a license against the ship-to instructions associated with a proposed export.

Likewise, when FSU receives items into inventory, certain regulatory requirements (customs and export controls) must be anticipated. For example, when an ITAR item is imported, the item will need to be handled consistent with ITAR physical security access restrictions.

The RAMP Export Control Request Type of **Shipment** is required to be submitted for anything shipped that the recipient cannot obtain on the open market, regardless of destination. Routine administrative paperwork is excluded from this requirement.

Basic Information

Question 1, Select the employee responsible for this request:

This field will automatically populate the name of the person who creates the export control request. If the person creating the request is the responsible party, no changes are needed. If the person creating the request is a proxy for the responsible party (e.g., dept. rep.), be sure to perform the following steps:

Option 1 – Complete the request then update the responsible party	Option 2 – Change the responsible party then complete the request
<ol style="list-style-type: none"> 1) Continue to complete the export control request. On the last page, Supporting Documents, click “Finish”. 2) On the left navigation pane, click “Manage Editors List” activity. Add your (proxy’s) name, and click OK. 3) On the left navigation pane, click “Edit Export Control” button. Change the responsible party’s name on the “Basic Information” page to the appropriate person. 	<ol style="list-style-type: none"> 1) From the “Basic Information” page, click “Continue”. On the next page, click “Exit”. 2) On the left navigation pane, click “Manage Editors List” activity. Add your (proxy’s) name, and click OK. 3) On the left navigation pane, click “Edit Export Control” button. Change the responsible party’s name on the “Basic Information” page to the appropriate person and continue to complete the export control request.

Note: Only the named responsible party can submit the export control request. If you change the responsible party’s name before you assign yourself as an Editor, you will no longer have access to this Request.

Questions	How To Guide
<p>1. * Select the employee responsible for this request:</p> <div data-bbox="115 170 565 218" style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> ... </div>	<p>This field will automatically populate the name of the person who is logged into in the system.</p>
<p>2. * Type of request:</p> <p>Visitor: Select “Visitor” for Visiting Scholar (Paid or Unpaid) or Short-Term Visitor to (1) Register a foreign visitor for a stay of 14 days or less, or (2) To request approval to invite a foreign or domestic visitor for a stay of more than 14 days. See document in RAMP Export Control Help Center for assistance in determining when this Request Type should be selected versus selecting Visa (I 129 Part6) Request Type below.</p> <p>Shipment: Select “Shipment” to request an international shipment only. Approval is not required for domestic shipments.</p> <p>Visa (I 129 Part 6): Select “Visa (I 129 Part 6)” to request to hire a foreign national (international employee). See document in RAMP Export Control Help Center for assistance in determining when this Request Type should be selected versus selecting Visitor Request Type above.</p> <p>Sponsored Research, Collaborations, and other Agreements: Select “Sponsored Research, Collaborations, and other Agreements” if the sponsored research involves components of Export Control (ITAR or EAR) - i.e., RAMP Grants submission indicates that an Export Control is involved in the project.</p> <p>DD Form 2345: Select “DD-2345” if FSU’s DD Form 2345 is needed: (1) for DoD solicitations that involve access to export-controlled data, (2) for conference/meeting attendance with export-controlled material/data, (3) for export-controlled technical data exchange between vendors, (4) to obtain Request for Proposal (RFP) details with export-controlled data, (5) for DoD Research/Development projects involving export-controlled data, or (6) to participate in a Directly Arranged Visit (DAV) (Canada to U.S. or U.S. to Canada).</p> <ul style="list-style-type: none"> <input type="radio"/> Visitor <input type="radio"/> Shipment <input type="radio"/> Visa (I-129 Part 6) <input type="radio"/> Sponsored Research, Collaborations, and other Agreements <input type="radio"/> DD-2345 <input type="radio"/> Biologics Access Controls <p>Clear</p>	<p>Select “Shipment” for international shipments.</p>
<p>3. * Title (max 50 characters):</p> <div data-bbox="115 1608 532 1654" style="border: 1px solid #ccc; padding: 2px;"> <input type="text"/> </div>	<p>Enter a title for this request. For example, “Ship Centrifuge to Univ of Edinburgh for Dr. Sam Smith”</p>


Shipment Company and Product Information

Questions						How To Guide
1. * Provide information for all companies, vendors, and products exported: <input type="button" value="+ Add"/>						Click "Add" icon.
Recipient Name	Recipient Organization	Recipient Website	Recipient Email	Products	Export License Required	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. Provide any additional information relating to products to be exported: <input type="text"/>						Self-explanatory

Add/Edit Shipment Information

Questions	How To Guide
1. * Recipient name: <input type="text"/>	Individual to ultimately receive shipment.
2. * Recipient organization: <input type="text"/>	Self-explanatory
3. Address: * Address line 1: <input type="text"/> Address line 2: <input type="text"/> * City: <input type="text"/> * State or province: <input type="text"/> * Country: <input type="text"/>	Self-explanatory (if no State or Province available, enter N/A)
4. Website: <input type="text"/>	Self-explanatory
5. Recipient email: <input type="text"/>	Self-explanatory

Questions	How To Guide																								
<p>6. * Products:</p> <p><input type="button" value="+ Add"/></p> <table border="1" data-bbox="110 226 1117 346"> <thead> <tr> <th>Tracking #</th> <th>Name</th> <th>Qty</th> <th>Weight</th> <th>Unit Type</th> <th>ITAR</th> <th>ITAR Category</th> <th>EAR</th> <th>EAR Category</th> <th>NEML</th> <th>NEML Category</th> <th>Country of Origin</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Note: The US-HTS value may be located using the US Census search engine located here</p>	Tracking #	Name	Qty	Weight	Unit Type	ITAR	ITAR Category	EAR	EAR Category	NEML	NEML Category	Country of Origin													<p>Click "Add" icon. Enter information as shown below under <i>Add/Edit Product</i> header.</p> <p>"Here" has hyperlink to https://uscensus.prod.3ceonline.com/</p>
Tracking #	Name	Qty	Weight	Unit Type	ITAR	ITAR Category	EAR	EAR Category	NEML	NEML Category	Country of Origin														
<p>7. * Select all that apply to this export:</p> <p><input type="checkbox"/> Temporary - will return or destroy</p> <p><input type="checkbox"/> Repair and return</p> <p><input type="checkbox"/> Test and return</p> <p><input type="checkbox"/> Permanent</p> <p><input type="checkbox"/> Other</p>	<p>Self-explanatory</p>																								
<p>a. * Date of shipment:</p> <input data-bbox="115 779 565 825" type="text"/>	<p>Self-explanatory</p>																								
<p>b. * If Other, describe:</p> <div data-bbox="110 905 1117 1014" style="border: 1px solid black; height: 50px;"></div>	<p>Shows if Q7 contains "Other"</p> <p>Self-explanatory</p>																								
<p>8. * Method of Shipment:</p> <p><input type="radio"/> Hand Carry</p> <p><input type="radio"/> Common Carrier</p> <p>Clear</p>	<p>Self-explanatory</p>																								
<p>a. * Will the traveler take the equipment/materials as hand carried or checked baggage?</p> <p><input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Shows if Q8 is Hand Carry</p> <p>Self-explanatory</p>																								
<p>b. * Date of travel:</p> <input data-bbox="115 1415 565 1461" type="text"/>	<p>Shows if Q8A is YES</p> <p>Self-explanatory</p>																								
<p>c. * Which airline will be used for departure?</p> <input data-bbox="115 1541 532 1587" type="text"/>	<p>Shows if Q8A is YES</p> <p>Self-explanatory</p>																								
<p>d. * What is the departure city?</p> <input data-bbox="115 1667 532 1713" type="text"/>	<p>Shows if Q8A is YES</p> <p>Self-explanatory</p>																								

Questions	How To Guide
<p>e. If another person is taking the equipment, indicate their name and affiliation:</p> <div data-bbox="110 170 1117 279" style="border: 1px solid black; height: 50px; width: 100%;"></div>	<p>Shows if Q8 is Hand Carry Self-explanatory</p>
<p>f. * Will the items return to the U.S. with the researcher within 1 year? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Shows if Q8 is Hand Carry Self-explanatory</p>
<p>a. * Preferred shipment deadline:</p> <div data-bbox="115 499 565 541" style="border: 1px solid gray; padding: 2px;"> <input type="text"/>  </div>	<p>Shows if Q8 is Common Carrier Self-explanatory</p>
<p>b. * Carrier:</p> <ul style="list-style-type: none"> <input type="radio"/> FedEx <input type="radio"/> UPS <input type="radio"/> DHL <input type="radio"/> John S James Customs Broker <input type="radio"/> Other <p>Clear</p>	<p>Shows if Q8 is Common Carrier Self-explanatory</p>
<p>c. If Other, describe:</p> <div data-bbox="110 926 532 972" style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Shows if QB is Other Self-explanatory</p>
<p>d. * Will all equipment/materials be returned to the U.S. within 1 year? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Shows if Q8 is Common Carrier Self-explanatory</p>
<p>9. * Purpose of Shipment (select all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Research Collaboration <input type="checkbox"/> Return to Manufacturer for Repair <input type="checkbox"/> Equipment Loan <input type="checkbox"/> Material Transfer Agreement <input type="checkbox"/> Sale of Equipment <input type="checkbox"/> Other 	<p>Self-explanatory</p>
<p>a. If Other, describe:</p> <div data-bbox="110 1482 532 1528" style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Shows if Q9 contains Other Self-explanatory</p>

Questions	How To Guide
<p>10. * Will foreign national end users be trained on how to use the equipment/materials? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Certain restrictions may apply if FSU personnel provide training to a foreign national end user. There is a system error on this question. An explanation box is supposed to show up if the answer if "Yes". However, it shows up when the answer if "No". So if training will not occur, answer No and enter N/A in the explanation box. If training will be provided, answer No, and explain the training to be provided.</p>
<p>a. Explain:</p> <div data-bbox="110 705 1117 814" style="border: 1px solid black; height: 50px; width: 100%;"></div>	<p>See 10 above.</p>
<p>11. * Will the end-user be involved in chemical or biological weapons, nuclear, missile or weapons of mass destruction end uses? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Self-explanatory</p>
<p>12. * Are the items required for your professional activities (tools of the trade) and will they remain under your effective control while abroad? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Select "No" if you are not hand carrying the item(s).</p>

Add/Edit Product


Questions	How To Guide
<p>1. Shipping company tracking number:</p> <div data-bbox="110 1392 532 1440" style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Self-explanatory; may not yet be available.</p>
<p>2. * Product to be shipped :</p> <div data-bbox="110 1516 532 1564" style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Self-explanatory</p>
<p>3. * Description:</p> <div data-bbox="110 1640 1117 1749" style="border: 1px solid black; height: 50px; width: 100%;"></div>	<p>Self-explanatory</p>
<p>4. * Quantity:</p> <div data-bbox="110 1824 532 1873" style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<p>Self-explanatory</p>

Questions	How To Guide
5. * Weight: <input data-bbox="115 170 532 218" type="text"/>	Self-explanatory
6. * Unit type: <input data-bbox="115 296 516 344" type="text"/>	Options: <ul style="list-style-type: none"> ▪ Pound ▪ Ounce ▪ Gram
7. * Approximate value (in USD): <input data-bbox="115 512 532 560" type="text"/>	Enter round numbers only. Field will automatically format. For instance if the value is \$5,670, you enter 5670 and tab to next field.
8. Is the item(s), technology or software subject to the Export Administration Regulations (EAR)? <input type="radio"/> Yes <input type="radio"/> No Clear	Leave blank if unsure.
a. Export Control Classification Number (ECCN): <input data-bbox="115 837 532 886" type="text"/>	Shows if Q8 is YES
b. EAR category: <input data-bbox="115 957 516 1005" type="text"/>	Shows if Q8 is YES Options: <ul style="list-style-type: none"> ▪ Category 0 - Nuclear Materials Facilities & Equipment ▪ Category 1 - Materials Chemicals Microorganisms and Toxins ▪ Category 2 - Materials Processing ▪ Category 3 - Electronics Design Development and Production ▪ Category 4 - Computers ▪ Category 5 Part 1 - Telecommunications ▪ Category 5 Part 2 - Information Security ▪ Category 6 - Sensors and Lasers ▪ Category 7 - Navigation and Avionics ▪ Category 8 - Marine ▪ Category 9 - Aerospace and Propulsion ▪ EAR 99 - Not Listed on CCL
c. Describe the reasons for the control: <input data-bbox="115 1614 1118 1724" type="text"/> Schedule B Search Engine https://uscensus.prod.3ceonline.com/	Shows if Q8 is YES

Questions	How To Guide
<p>9. Is the item(s), technology or software subject to the International Traffic in Arms Regulations (ITAR)? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Leave blank if unsure.</p>
<p>a. ITAR category:</p> <div data-bbox="115 317 516 363" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> <input type="text"/> ▼ </div>	<p>Shows if Q9 is YES Options:</p> <ul style="list-style-type: none"> ▪ 1 - Firearms, close assault weapons and combat shotguns ▪ 2 - Guns and armament ▪ 3 - Ammunition/ordnance ▪ 4 - Launch vehicles, guided, missiles, ballistic missiles, rockets, torpedoes, bombs and mines ▪ 5 - Explosives and energetic materials, propellants, incendiary agents and their constituents ▪ 6 - Vessels of war and special naval equipment ▪ 7 - Tanks and military vehicles ▪ 8 - Aircraft and associated equipment ▪ 9 - Military training equipment and training ▪ 11 - Military electronics ▪ 12 - Fire control, range finder, optical and guidance and control equipment ▪ 13 - Auxiliary military equipment ▪ 14 - Toxicological agents, including chemical agents, biological agents, and associated equipment ▪ 15 - Spacecraft systems and associated equipment ▪ 16 - Nuclear weapons, design and testing related items ▪ 17 - Classified articles, technical data and defense services not otherwise enumerated ▪ 18 - Directed energy weapons ▪ 19 - Reserved ▪ 20 - Submersible vessels, oceanographic and associated equipment ▪ 21 - Miscellaneous articles
<p>10. Is the item(s), technology or software on the Nuclear Equipment and Material List (NEML)? <input type="radio"/> Yes <input type="radio"/> No Clear</p>	<p>Leave blank if unsure.</p>

Questions	How To Guide
<p>a. List category:</p> <input data-bbox="115 174 516 216" type="text"/>	<p>Shows if Q10 is YES</p> <p>Options:</p> <ul style="list-style-type: none"> ▪ Byproduct Material ▪ Deuterium ▪ Nuclear grade graphite for nuclear end use ▪ Source Material ▪ Special Nuclear Material
<p>11. Unknown: I am unsure which export regulation classification is applicable to the material: <input data-bbox="272 422 302 453" type="checkbox"/></p>	<p>Check box if unsure.</p>
<p>12. Country of origin:</p> <input data-bbox="115 531 516 573" type="text"/>	<p>Where was the item manufactured?</p>

Supporting Documents

Questions	How To Guide				
<p>1. Attach additional supporting documents:</p> <p>For both Visitor (Visiting Scholar (Paid and Unpaid)) and Visa (International Employee) Request Types, a completed and signed “Certification Regarding Participation in a Foreign Government Talent Recruitment Program (FGTRP)” must be uploaded here as a supporting document.</p> <p>For Visitor (Visiting Scholar (Paid and Unpaid)) Request Type, a completed and signed “Visiting Scholar Agreement Form” will be requested by the Office of Research Compliance Programs and uploaded here prior to finalizing the Request.</p> <p></p> <table border="1" data-bbox="110 674 1117 747"> <thead> <tr> <th data-bbox="110 674 613 709">Document Name</th> <th data-bbox="613 674 1117 709">Date Modified</th> </tr> </thead> <tbody> <tr> <td data-bbox="110 709 613 747"></td> <td data-bbox="613 709 1117 747"></td> </tr> </tbody> </table> <p>Please take this opportunity to review the information you have provided. It is very important that the responses in this submission be thorough and specific. Failure to respond to all requested items, to submit all required documents, or complete all personnel requirements will result in a delay in the review of this submission and may result in the submission being returned to the responsible party for correction or completion.</p> <p>Please note that this submission has not yet been submitted for review. Upon completing the information in this submission and clicking the "Finish" button below, the responsible party must also click the “Submit” activity from the submission workspace in order to forward this submission for review.</p>	Document Name	Date Modified			<p>Self-explanatory</p>
Document Name	Date Modified				
<p>Review and Submit:</p> <ul style="list-style-type: none"> • Please review the entered information for accuracy before submitting. • Click “Finish” on this form to return to the workspace. • Update the Manage Editors activity as needed as described on Page 2. • On the left side of the workspace, click on the “Submit” activity and click “OK”. 	<p>Be sure to complete the final steps outlined here to submit your Request for review.</p>				