

## Import and Export Information Sheet for Investigators

### Imports

*Recommended Custom Brokers:* If you need assistance clearing customs, Emory has a relationship with [FedEx Trade Networks](#) and [Maribel International Freight Forwarders](#). You can find broker details on [Emory Express](#) under "Customs Brokerage." Please reach out to [Global Services](#) if you have any questions.

*Power of Attorney:* Power of Attorney should be signed by the authorized signatory in the department, i.e., the person in the department/unit with authority to legally bind Emory.

*Imports from Cuba, Iran, Syria, North Korea, and Crimea Region of Ukraine:* Imports from these countries require a license from Office of Foreign Assets Controls (OFAC), Department of Treasury. Please contact the Export Control Office (ECO), [exportcontrol@emory.edu](mailto:exportcontrol@emory.edu) as soon as possible, for assistance in securing an import license.

*Import Permits:* Certain imports require permits from US Centers for Disease Control and Prevention (CDC), United States Department of Agriculture (USDA), the US Fish and Wildlife Service (FWS) and/or other agencies. The Investigator/researcher is responsible for applying for the permit. Please see additional information on [Research Safety](#) on Environmental Health and Safety Office' (EHSO) website.

### Exports

*Export License:* Certain shipments require an export license from a federal agency to be shipped to foreign destinations. Whether a license is required depends on what is being shipped, the country of destination, the ultimate end user, and the ultimate end use. Please contact the Export Control Office (ECO) [exportcontrol@emory.edu](mailto:exportcontrol@emory.edu) for assistance in determining if your shipment requires a license.

*Electronic Export Information (EEI) Filing:* Required for [certain exports](#) including shipments valued above \$2,500, shipments that require an export license or that are shipped under most license exceptions. Please contact the Export Control Office [exportcontrol@emory.edu](mailto:exportcontrol@emory.edu) for help with EEI filing.

- Important Note: A lot of permanent shipments to China, Russia, and Venezuela will require EEI filing regardless of dollar value.
- If you are using FedEx Trade Networks or another broker where the courier will arrange to pick up your item(s) and ship as cargo/freight, you may be asked to fill out a Shipper's Letter of Instruction (SLI) form. The SLI form will be used to file an EEI. ECO can help with certain trade-specific information required to complete that form, e.g., Harmonized Tariff Schedule Code, Export Control Classification Number. Please contact ECO as in advance as possible. **Be sure to use Emory's Employee Identification Number (EIN) 580566256 on the form.**
- If you are simply dropping off your item at a FedEx store, please contact ECO as soon as possible. ECO will help coordinate the EEI filing process and provide you with an Internal Transaction Number (ITN) which will be necessary to include on the shipping label.

- If you are hand-carrying items abroad, please contact ECO as soon as possible. If an EEI filing is required, ECO will handle the filing on your behalf. Your flight information will be required.

*Recommended Freight Forwarders and Couriers Custom Brokers:* Emory has a relationship with [FedEx Trade Networks](#) and [Maribel International Freight Forwarders](#). You can find broker details on [Emory Express](#) under "Customs Brokerage." World Courier is recommended for shipping biological material. Using customs brokers is strongly recommended when shipping items internationally, particularly where in-country customs matters are concerned. We also recommend working with your partner(s) in the destination country to understand the import requirements. If items are hand-carried, the carrying individual should be prepared to resolve customs issues and pay duties or other fees upon arrival.

*Infectious Agents, Biological Materials and Dry Ice:* Any shipments of chemical or biological materials should be reviewed by EHSO. If a shipment is determined to be hazardous or otherwise controlled, the person who is packing and shipping the material must be trained on Department of Transportation and IATA requirements. Please contact EHSO for assistance in training.

*Commercial Invoices and other Shipping Paperwork:* If you are using a courier service such as FedEx Trade Networks, the service provider will prepare the commercial invoice and other paperwork. If you are dropping off your item(s) at a FedEx store, you will likely generate the shipping documentation via FedEx Ship Manager. However, the person making the shipment is responsible for ensuring all other information on the commercial invoice is accurate. Shippers must pay particular attention to the product description and shipping details to avoid delays in customs clearance in country of destination.

*Material Transfer Agreement (MTA):* An MTA may be required when sending or receiving items as follows:

- Transfer of any drugs, devices, etc. to be used in/on/with human subjects. Please contact the Office of Sponsored Research (OSP) [osp-contracts@listserv.cc.emory.edu](mailto:osp-contracts@listserv.cc.emory.edu)
- Transfer of any research materials that will not be used in/on/with human subjects. Please contact Office of Technology Transfer (OTT) at [OTT-MTA@emory.edu](mailto:OTT-MTA@emory.edu)
- Transfer of certain equipment without payment and not for use in/on human subjects. Please contact Office of Technology Transfer (OTT) at [OTT-MTA@emory.edu](mailto:OTT-MTA@emory.edu)

*Shipment of items that are subject to Sponsored Research:* If you are shipping material that is subject to a sponsored research project or a research subcontract, please notify Office of Sponsored Research (OSP) [osp@emory.edu](mailto:osp@emory.edu).

## Resources

- CDC - [Do I need an Import Permit](#)
- CDC - [How to apply for import license](#)

- U.S. Customs and Border Protection (CBP) [Basic Importing and Exporting](#); Find Import and Export forms [Import/Export Forms](#)
- USDA APHIS Plant and [Plant Products Permits](#) and [Required Documents](#)
- Foreign Trade Regulations (FTR) [Requirements for filing Electronic Export Information](#)