

FOR USE WHEN TRANSPORTING PORTABLE ELECTRONIC DEVICES



Office of Research Compliance and Assurance

Annual Temporary Export Certification

For USA-Owned Laptops, PDAs, Digital Storage Devices and Encrypted Software

TO: Office of Research Compliance and Assurance
FROM: {Name of USA faculty/staff}
DATE:
SUBJECT: **Export License Exception**

The export of tangible university property is subject to export licenses or other government approvals under the Export Administration Regulations (EAR). By annually filing this document with the Office of Research Compliance and Assurance (ORCA), the researcher is requesting an export license exception (TMP) for the temporary export or re-export of certain tangible items/software for professional use as long as specific criteria to which the researcher is certifying below are met. This Certification does not apply to any equipment, components, or software designed for use in/which/by missiles, satellites, or spacecraft or otherwise regulated by the International Traffic in Arms Regulations (ITAR).

Detailed Description of All Item(s) to which this Certification applies:

Description(s):	_____
Brand/Model(s):	_____
USA Tag #(s):	_____
Serial Number(s):	_____

I certify that:

- I will ship or hand carry the items, technology, or software to _____ as a “tool of the trade” to conduct USA business only.
country(ies)
- **I will return the item(s) and its software to the US no later than 12 months from the date of export** unless they are certified by me to have been consumed or destroyed abroad during this 12 month period;
- I will maintain the item and its software under my “effective control” while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
- I will not take the item or software to Iran, Syria, North Korea, or Sudan unless I have received written approval from USA’s Office of Research Compliance and Assurance;
- I will not take any item or software for inspection/testing/calibration/repair to any [Group D1 Country listed at Part 740 Supplement 1 of the EAR](#) (currently Armenia; Azerbaijan; Belarus; Burma; Cambodia; China (PRC); Georgia; Iraq; Kazakhstan; Korea, North; Kyrgyzstan; Laos; Libya; Macau; Moldova; Mongolia; Russia; Tajikistan; Turkmenistan; Ukraine; Uzbekistan; Vietnam)
- I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as:
 - Use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,
 - Use of password systems on electronic devices that store technology, and
 - Use of personal firewalls on electronic devices that store the technology.
- I will promptly report the loss, theft, unauthorized access, or the need for repair or the replacement of parts of USA property listed in this Certification to the Office of Research Compliance and Assurance at 251-460-6509 or maconnors@southalabama.edu

KEEP A COPY WITH YOU WHEN TRAVELING ABROAD