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| The purpose of this checklist is to provide a quick reference for determining when purchasing an item may trigger export-controlled regulations. |
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| 1. Are you purchasing/receiving any of the following?

If receiving or purchasing any product that falls within one of these product groups, you must ascertain export control classification number (ECCN) prior to purchasing and receiving the product.  |
| [ ]  Yes [ ]  No | Military aircraft (including surveillance, aerial mapping);  |
| [ ]  Yes [ ]  No | Inertial navigation systems, inertial measurement units (IMUs), Altitude and Heading Reference Systems (AHRS); |
| [ ]  Yes [ ]  No | Unmanned aerial vehicles (UAVs /drones) |
| [ ]  Yes [ ]  No | Submersible vessels (manned or unmanned, tethered or untethered |
| [ ]  Yes [ ]  No | Ground effect machines  |
| [ ]  Yes [ ]  No | Electronic intelligence, surveillance, or monitoring systems (and systems to counteract these) |
| [ ]  Yes [ ]  No | Infrared [IR] sensors, focal plane arrays |
| [ ]  Yes [ ]  No | Image intensification / image intensifiers |
| [ ]  Yes [ ]  No | Thermal Imaging cameras, night sighting |
| [ ]  Yes [ ]  No | Expensive Global Positioning Systems (GPS) |
| [ ]  Yes [ ]  No | Protective personnel equipment (body armor, radar/infrared [IR]-resistant clothing) |
| [ ]  Yes [ ]  No | Weapons: side-arms, shotguns, silencers, guns, flame throwers, ammunition |
| [ ]  Yes [ ]  No | Missiles, rockets, launch vehicles |
| [ ]  Yes [ ]  No | Advanced composite ablative materials |
| [ ]  Yes [ ]  No | Bombs, mines: equipment for detecting/detonating |
| [ ]  Yes [ ]  No | Explosives, propellants, incendiary agents, energetic materials |
| [ ]  Yes [ ]  No | Amphibious vehicles |
| [ ]  Yes [ ]  No | Military electronics (including underwater sound equipment, radar, military computers) |
| [ ]  Yes [ ]  No | Carbon/carbon billets and preforms with 3+D reinforcement |
| [ ]  Yes [ ]  No | Carbon/carbon and metal matrix composites |
| [ ]  Yes [ ]  No | Chemical agents (nerve agents, vesicant agents, incapacitating agents) and their precursors; biological agents; tear gases, defoliants; equipment to handle or protect against any of these |
| [ ]  Yes [ ]  No | Spacecraft, including CubeSats and other satellites |
| [ ]  Yes [ ]  No | Nuclear weapons |
| [ ]  Yes [ ]  No | Military radiation detection/measurement |
| [ ]  Yes [ ]  No | No Directed energy weapons (laser, particle beam, radio) |
| 1. Did the vendor or licensor disclose the item as export-controlled? [ ]  Yes [ ]  No

If yes, seek ECO review. If no, continue to #2.Where to look for vendor disclosures? |
| [ ]  Yes [ ]  No | In quotation documentation or on the Purchase Order or analogous purchase documentation (Master Purchase Agreement) |
| [ ]  Yes [ ]  No | On the commercial invoice that accompanies the item |
| [ ]  Yes [ ]  No | On a product specification web page |
| [ ]  Yes [ ]  No | On a Certification issued by the vendor (requiring the University to acknowledge in writing the export-controlled status of the item) |
| [ ]  Yes [ ]  No | On an electronic notification form or letter |
| [ ]  Yes [ ]  No | On the soft copy of an operational manual |
| [ ]  Yes [ ]  No | Software license (or related Terms/Conditions) |
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| 1. How to look up the ECCN number on your own.

If the vendor is unable to provide the ECCN, then you can look up the ECCN number on the Commerce Control List (CCL) |
| [ ]  Done | Go to the following: <https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear>Or search using Visual Compliance |
| [ ]  Done | In the table, select the category the item belongs. For example, drones fall under Category 9. Select the category to open the list. |
| [ ]  Done | Find the description of the item and the specifications required. The ECCN is the number in the bold title for that section. In this example the ECCN is 9A610. |
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| 1. Are you purchasing any of the following?
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| [ ]  Yes [ ]  No | Specialized Instruments: Those designed to accomplish a particular scientific purpose including but not limited to analytical, detecting, imaging, measuring, positioning, or other specialized scientific purpose; radiation safety equipment; any item radiation-hardened; chemicals and specially formulated raw materials; biological materials (including Biosafety Level 2+ materials)Note: Ordinary laboratory consumables (standard lab supplies) and standard office supplies, including business computers |
| [ ]  Yes [ ]  No | Specialized Software: Specialized software to drive specialized instruments; proprietary (non-published) source code |
| [ ]  Yes [ ]  No | Proprietary Technical Data |
| If no to all of the above, then ECO review is not needed. Continue with purchase.If yes to any of the above, seek vendor confirmation. See [500.01 Template, Vendor Email Requesting Export Control Verification](https://tamucc-my.sharepoint.com/%3Aw%3A/g/personal/rebecca_ballard_tamucc_edu/ERRIrZ3jAcNIuKcDGPAKbEcBiSUwgA0UK7nXj9YHh_FrYw?e=4%3Ahgmkpg&at=9&CID=f1f3c398-5c8f-8169-ed1a-3a43271508af). If vendor verification returns as export controlled, seek ECO Review. |
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