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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? | | |
| 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/:w:/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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