

TO: Associate Deans for Research for dissemination
FROM: Mary Millsaps, Director – Research Information Assurance & Export Control Officer
DATE: 10/7/2020

PLAN AHEAD – INTERNATIONAL SHIPMENTS

International Shipments in General

I want to remind everyone that every international shipment is an export and is subject to US export control laws. The Export Control Office, in conjunction with the Shipping Department at MMDC, review all international shipments leaving MMDC.

The [Form 23 - International Shipping](#) documentation has been updated on Materials Management and Distribution Center's (MMDC's) website. Please utilize the updated documents, as your use of the new forms will greatly assist in expediting your international shipment requests.

Additional Resources regarding international shipments can be found at the bottom of this communication.

International Shipments of Course Materials

Due to the Covid-19 pandemic, many of your students find themselves performing coursework remotely. As such, our office has seen an exponential increase in international shipments from Purdue University, specifically related to coursework materials.

If you and/or your professors plan to send out batch international shipments for your courses, please plan ahead. If you will be sending lab materials, electrical components, educational kits, etc., contact the Shipping Department and the Export Control Office prior to your desired time of shipment. We will be more than happy to assist.

International Shipments of Research Materials

All international shipments must be routed through MMDC. This action will ensure your research-related international shipments are shipped in a compliant manner. MMDC will then reach out to Export Control Office and the Radiological and Environmental Management (REM) team as necessary.

If there is concern regarding Intellectual Property, reach out to Sponsored Program Services to complete the Material Transfer Agreement process.

If you require an expedited shipment, it is crucial to request pre-approval of your shipment. Contact the Shipping Department and Export Control Office prior to your desired time of shipment. We will be more than happy to assist.

If you have any questions, concerns, or request further information, please do not hesitate to contact our office at exportcontrols@purdue.edu.

Respectfully,

DocuSigned by:
Mary D Millsaps
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Mary Duarte Millsaps

Additional Resources:

- [Form 23 – International Shipping](#) document
- [Export Control – International Shipping website](#)
- [Guidance Document](#) – International Shipping Documentation
- Purdue [Shipping Department](#)
- [Hazardous Materials Shipping](#) – Radiological and Environmental Management
- [Sponsored Programs - Contracting](#)
- [Material Transfer Agreement](#) information