

SMITHSONIAN INSTITUTION

IMPORT OF HARDWARE CHECKLIST

DATE:

COMPLETED BY:

HARDWARE IMPORTS AND DESCRIPTION	RESPONSE	COMMENTS
1. Name of Program/Project		
2. PI/PM PI/PM email and phone		
3. Date of Planned Import		
4. Description of item (Purchase?)		
5. Type of equipment		
6. Return -Location of equipment		
7. Permanent or Temporary Import		
8. If temporary, when is it retuning? See APO if applicable		
9. Has property transfer form been completed? (Not for purchases)		
10. Controlled under ITAR or EAR? Complete by ECO)		
11. What is ECCN/ITAR Category?		
12. Does it need a license? (Vendor)		
13. If ITAR, has license been obtained to import? (ECO)		
14. Does Tech data (drawings,specs) need to be sent to the vendor? Do the export of drawings need a license?		
15. Hazardous Material/FCC concerns? Provide details, if yes. Is there an MSDS* ¹ for the equipment? Is anything hazardous – corrosive, radioactive, etc. See DOT* ² list		
Try not to ship; procure locally		
16. What is estimated value? Was item enhanced?		
17. What is country of origin? Do you have Manufacturer Affidavit?		

18. HTSUS no. XXXX.XX.XXXX?		Requestor: Provide if known - from vendor
19. Serial numbers		
20. How will it be imported – shipped or hand carried? What method?		
21. What is weight? (Approx.) +100 lbs?		
22. Will title transfer?) If yes, see APO		
23. Do you have a broker for VAT, duty?		
24. Who is arranging the crating, shipping?		
25. Who is arranging the insurance?		
26. Does customs broker need to be selected? POA req'd to be signed?		
27. Forward Customs docs to ECO/Accountable Property Officer		
28. Parties involved and their role (forwarders, refurbishers, customs brokers, etc.)		
Sign off PM ECO		

*1 MSDS – Material Safety Data Sheet

*2 DOT – Dept of Transportation list of Hazardous Materials and Transportation Guide