

SMITHSONIAN INSTITUTION
EXPORT OF HARDWARE CHECKLIST

DATE: _____

COMPLETED BY: _____

HARDWARE EXPORTS AND DESCRIPTION	RESPONSE	COMMENTS
1. Name of Program Shipping Address		
2. PI/PM PI/PM email and phone		
3. Date of Planned Export		
4. Date it needs to be there		
5. Type of equipment (model number & description)		
6. Location of equipment now		
7. Permanent or Temporary export		
8. If temporary, when is it coming back?		
9. Has property transfer form been completed?		
10. Controlled under ITAR or EAR?		
11. What is ECCN/ITAR Category?		
12. Does it need a license? (ECO)		
13. If yes, has license been obtained? (ECO)		
14. Check Denied Persons List and country (ECO)		
15. Hazardous Material/FCC concerns? Is there an MSDS for the equipment? Is anything hazardous – corrosive, radioactive, etc. If yes, try not to ship; procure it locally at your destination. See DOT list for hazardous items. *1 MSDS – Material Safety Data Sheet *2 DOT – Dept. of Transportation list of Hazardous Materials and Transportation Guide		

HARDWARE EXPORTS AND DESCRIPTION (cont)	RESPONSE	COMMENTS
16. What is value?		
17. What is its origin? Do you have Manufacturer Affidavit?		
18. Schedule B or HTSUS no.?		Requestor: Provide if known
19. Serial numbers		
20. How will it be exported – shipped or hand carried?		
21. What is weight?		
22. Will it be sold (transfer title?)		
23. Do you have a broker for VAT, duty?		
24. Who is arranging the crating, shipping?		
25. Who is arranging the insurance?		
26. Who is arranging the export Filing in AES?		
27. It is exempted? (Tools of the trade, going to Canada, under \$2500)		
28. Any Technology release?		
29. Parties involved and their role (forwarders, refurbishers, customs brokers, etc.)		
30. Conduct Denied Party Screening (ECO)		
Sign off ECO Traveler or Admin:		