

Violations

If you think there may have been a violation, contact the Export Controls Office, Office of General Counsel, or call the anonymous compliance hotline:

(800) 889—1547

Restricted Party Screening

*Conducting a Restricted Party Screening (RPS) is an essential party of our Export Compliance program.

Contact the Export Controls Office to have a no-cost account set up for you or someone or some in your office.



**For Further Guidance:
Export Controls Office
513-556-1426
exportco@uc.edu
[http://researchcompliance.uc.edu/
ExportControls/Overview.aspx](http://researchcompliance.uc.edu/ExportControls/Overview.aspx)**

Conducting Export Controlled and Proprietary Work

For Faculty & Staff



Office of Export Controls

International Travel

Where am I going, who am I visiting, and what am I doing there? Am I hand-carrying or shipping item(s)? Am I traveling to an **OFAC Sanctioned Destination?** (**Cuba, Iran, Syria, Sudan, North Korea**).

Ensure a Restricted Party Screening is conducted on the place of visit and/or on the person(s) you are visiting. Presentations and discussions must be limited to topics that are not related to controlled items, software, or technology unless that information is already published or in the public domain.

During your visit or presentation be aware of side conversations, including emails, phone calls, or in-person. Ensure discussions are on information that is publicly available.

Do not give advice to any foreign military without a review by the Export Controls Office; this could be considered a defense service per the International Traffic in Arms Regulations (ITAR).

Verify that your technology or information falls into one or more of the following categories prior to travelling (does not apply to tangible items):

- Research qualifies as fundamental research
- Information or software is publicly available
- Educational information

Do not take any items, information, software, or technology that fall into any of the following categories:

- Controlled Unclassified or Export Controlled, Limited Distribution, Proprietary, Confidential, or Sensitive Data or information received under a Non-Disclosure Agreement (NDA) or results from a project with contractual constraints on the dissemination
- Specifically designed for military intelligence, space, satellites, encryption software, or nuclear applications
- Computer software received with restrictions on access or export to non-US Persons

Shipping

Prior to shipment, know your recipient* and the item(s) export classification (ECCN/ITAR).

If the shipment contains any items or data that are ITAR controlled or 500/600 series Export Control Classification number (ECCN), notify the Export Controls Office for review prior to shipping. For ALL international shipments, notify the Export Controls Office.

Receiving/Purchasing Export Controlled Items (e.g. FLIR Camera)

Obtain classification of the item(s) and communicate with the Export Controls Office prior to finalizing the purchase order. Proper controls may need to be in place prior to receipt.

Tracking of the equipment with a chain of custody log (including receipt, changes in location, use, and appropriate disposal) may be required. Contact the Export Controls Office for disposal.