

Exporting, Importing, and Shipping Biological Research Materials

Regulatory Review Checklist and Record – Decision Tree

This checklist has been designed to help researchers comply with shipping laws for biological shipments to and from the MSU campus. Following these laws protects people and the environment through transport. Consequences for not following these laws include shipment detention (and sample loss), and severe criminal and civil fines. Shipping laws are very clear that it is the shipper's responsibility to package materials correctly and obtain the necessary government approvals. Plan ahead! Government permits or special packaging may take weeks or months to obtain. Export licenses may take 6 months.

1. Provide a brief description of the shipment (material; to/from name, state, country)		
2. Are you receiving materials from off campus? If yes, skip 3-5.	Yes	No
a. Do you need an import or transport permit? See Research Integrity & Compliance's " Shipping Biological Materials – Quick Reference Guide ".	Yes	No
b. Is the sender asking for a Material Transfer Agreement? If yes, contact the Technology Transfer Office at tto@montana.edu	Yes	No
3. Are you shipping materials off campus?	Yes	No
a. Out of the country?	Yes	No
<ul style="list-style-type: none"> • Is the material export controlled (i.e., needs export license)? To find out: <ol style="list-style-type: none"> 1) Visit montana.edu/research/export-control/overview.html, and 2) Review the MSU Export Control Policy and the MSU Export Compliance Program Manual, and 3) Provide recipient's name/institution/address to the MSU Export Control Officer (Quinton King, quinton.king@montana.edu, 406-994-7795) to perform a Restricted Party Screen. • Do you need a separate export permit? See Research Integrity & Compliance's "Shipping Biological Materials – Quick Reference Guide". 	Yes	No
b. Out of the state or county?	Yes	No
<ul style="list-style-type: none"> • Do you need a transport permit? See Research Integrity & Compliance's "Shipping Biological Materials – Quick Reference Guide". 	Yes	No
c. Has the material been disclosed to the Technology Transfer Office (TTO)? If not, contact the TTO office at tto@montana.edu	Yes	No
4. Does your shipment contain a regulated "hazardous material"?	Yes	No
If yes, complete shipping training or seek another person who has completed shipping training. <ul style="list-style-type: none"> • Biological materials – pathogens; some recombinant microorganisms/organisms • Chemicals – dry ice; corrosive, flammable, reactive or toxic chemicals; gases; etc. • Radioactive materials 		
5. Have you prepared to ship your material?	Yes	N/A
a. Have you identified the 'proper shipping name' for all regulated materials?	Yes	N/A
b. Is your shipping training current?	Yes	N/A
c. Have you coordinated with your shipping company (material, time, cost)?	Yes	N/A
d. Do you have the right packaging and labels?	Yes	N/A
6. Completed by: _____ Date shipped: _____		
7. Keep all records for this shipment until (exports: 5 years, other: 2 years): 		