

Hand Carry Tools

[DRAFT]

Laptops, PDAs and Equipment

Laptop Computer, PDA, Cell Phone, and Data Storage Devices

When you travel outside of the United States (except Canada), transporting your university provided laptop computer, PDA, cell phone, data storage devices and encrypted software may require an export license or other government approval. The personal computer you take abroad may contain strong encryption software that requires a government license or other government approval for export to many countries. For example, Microsoft Windows VISTA Business suite contains such strong encrypted software, subject to export restrictions. Note - Windows VISTA can be temporarily taken overseas under a mass market classification (CCATS# G048867 - <http://www.microsoft.com/exporting/faq.htm#vista>).

Tools of Trade License Exception for Temporary Exports

License exceptions for "Temporary Export" are valid for exports of less than one year and must be renewed annually.

Generally, so long as you (1) retain your laptop computer, PDA, cell phone, data storage devices and encrypted software under your personal custody and control for the duration of your travel; (2) do not intend to keep these items in these countries for longer than 1 year; and (3) you are not traveling to Cuba, Iran, North Korea, Sudan or Syria, no government export license is required. However, this license exception is not available for equipment, components, or software designed for use in/by/with most satellites or spacecraft. These are regulated under International Traffic in Arms Regulations, and an export license will likely be needed to carry such items outside of the United States.

Temporary exports under the "Tools of Trade" license exception can be:

- Hand carried with you while you travel,
- Carried in your luggage or baggage that travels with you, or
- Shipped no more than thirty days prior to your departure, or may be shipped to you at anytime while you are outside the country.

Certification [Under Review]

Temporary Export Certification

The University is required to document the export (even a temporary export) of its equipment under an export license or license exception. By filling out and signing the Temporary Export Certification - <http://www.vanderbilt.edu/exportcompliance/newsite/documents/TempExportGLs.pdf> , you are requesting to temporarily export your laptop computer, PDA, cell phone, data storage devices and

encrypted software, and certifying that you will comply with the terms and conditions specified. Documentation of each export must be kept for five years past the last activity relating to that export.

Other Equipment

Researchers frequently need to take other university equipment temporarily outside of the United States for use in university research. Often, but not always, the tools of trade license exception applies. Some equipment (e.g., global positioning systems (GPS), thermal imaging cameras, inertial measurement units, and specialty software), are highly restricted and may require an export license to take with you, even if you hand carry it. If you are taking university equipment other than your laptop computer, PDA, cell phone, or data storage devices; contact VEC to determine if an export license or other government approval is required prior to your taking the equipment out of the country.

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