**Export Control Department**



Building 490

P.O. Box 5000

Upton, NY 11973-5000

export@bnl.gov

managed by Brookhaven Science Associates  
for the U.S. Department of Energy

www.bnl.gov

**International Travel Guidelines for Laboratory Employees**

**Purpose:**

This document outlines guidelines for Brookhaven National Laboratory employees undertaking international travel to ensure compliance with export control regulations and national security interests. The laboratory prioritizes responsible research and innovation while preventing unauthorized dissemination of sensitive technologies or information.

**Export Control Regulations:**

International travel involving laboratory activities may be subject to export control regulations. These regulations vary depending on several factors, including:

* **Destination**: Different countries have specific export control restrictions. Contact the Export Control Office for guidance on country-specific regulations.
* **Planned Activities**: Engaging in research collaborations, presenting at conferences, or carrying controlled items all have different compliance requirements.
* **Nature of Items**: Hardware, software, technical data, and even oral presentations of technology can be subject to control.

**Restricted Parties List:**

The laboratory is prohibited by federal law from engaging in business with entities listed on the Restricted Parties List (RPL). This list includes individuals and organizations subject to U.S. government restrictions on exports, reexports, or transfers of specific items. Engaging with individuals or organizations on the RPL list is strictly prohibited. Always consult the Export Control Office to ensure travel plans do not involve anyone on the RPL list.

**Export Control Office Assistance:**

The Export Control Office is your resource for export compliance. They will:

* Assess your travel plans and determine applicable regulations.
* Guide you through export license applications and other government approvals.
* Provide export documentation when travelling with BNL property and technology.
* Provide training on export control requirements and best practices.

**Key Steps for Export Control Compliance:**

**Pre-Travel Assessment:**

* Early Engagement: Contact Export Control as soon as international travel is planned.
* Detailed Assessment: Provide comprehensive information about your travel plans, including destination, purpose, specific activities, and items to be transported.
* Restricted Parties Screening: Ensure your travel does not involve anyone on the RPL.

**Export License Determination:**

* Collaborate with the Export Control Office to determine if an export license or other government approval is required for your planned activities.
* Be aware of licensing lead times and plan accordingly.

**Documentation:**

* Maintain detailed records of your travel plans, including itinerary, activities, items carried, and any approvals obtained.
* Ensure documentation is readily accessible for inspection by customs or other authorities.

**Contact Information:**

* Keep the Export Control Office contact information readily available throughout your trip for consultation and assistance.

**Post-Travel Reporting:**

* Upon return, inform the Export Control Office to close out your tools of trade license exception authorization and advise of any changes to your travel plans that may have impacted export control requirements.
* Report any unexpected situations or interactions that could raise export control concerns.

**Additional Considerations:**

* **Technology Transfer:** Be mindful of sharing technical data through presentations, discussions, or collaboration. Review guidelines on the ECO Website: [BNL | Conferences, Meetings, and Seminars | Export Control Office](https://www.bnl.gov/export/meetings.php). Consult the Export Control Office for guidance on permissible information sharing.
* **Encrypted Items:** Traveling with encrypted devices or software may require specific licenses or declarations at customs.
* **Personal Travel:** Even personal travel involving laboratory visits or collaboration requires attention to export control regulations.

**Export control compliance is essential for responsible research and international engagement. By prioritizing early engagement with the Export Control Office, understanding the regulations, and following these guidelines, Brookhaven National Laboratory employees can ensure their international travel is conducted safely, securely, and in full compliance with the law. Remember, the Export Control Office is your partner in facilitating a successful and compliant international travel experience.**

**Additional Resources:**

* U.S. Department of Commerce BIS: <https://www.bis.doc.gov>
* U.S. Department of State: <https://www.pmddtc.state.gov/ddtc_public/ddtc_public>
* BNL Export Control Office Website: [BNL | Export Control Office](https://www.bnl.gov/export/)