



Building 490
P.O. Box 5000
Upton, NY 11973-5000
Phone 631.344.4246
export@bnl.gov

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

EMPLOYEE INTERNATIONAL TRAVEL EXPORT/IMPORT COMPLIANCE AWARENESS

Employees on business travel for Brookhaven National Laboratory (BNL), regardless of destination, are responsible for their personal safety and must ensure their conduct and actions do not jeopardize that safety.

If you travel internationally on business or if you travel on personal time while possessing BNL property such as a cell phone or laptop, it is your responsibility to comply with U.S. Government export and import laws and regulations. These regulatory requirements govern the temporary and permanent transport of hand-carried hardware, software, technology, or U.S. technical data in any form.

All hand-carried or baggage exports from and imports into the United States are subject to U.S. Customs Border Protection (CBP) and foreign customs inspection. Therefore, you must be prepared to justify the contents you are carrying, including Tools of Trade. Tools of the trade include general equipment and devices commonly used in the normal course and scope of a person's profession, including instruments, tools, and other articles such as laptop computers or cell phones while travelling to and from your destination. Please keep the Temporary Export of Hand-Carried Articles Letter with you and present it to CBP or foreign customs authorities if a specific inquiry is made about your Tools of Trade items. The letter need not be offered merely for passing through routine customs inspections.

You may NOT take with you nor disclose while on international travel any hardware, software, technology in any form or controlled technical data or technology unless you are authorized to do so and BNL has a valid export/import license, or a specific exemption or exception permitting the export/import. If a valid license for the export/import of any articles, services, or items is in effect, and you are authorized to use the license, it is your responsibility to understand and comply with any conditions, limitations, or provisos contained in it. Please direct any questions you may have to the Export Control Office (export@bnl.gov).

Upon your return from international travel with BNL-owned property, notify the Export Control Office to confirm the return of all items and close out the Tools of the Trade license exemption. This notification is crucial to ensuring our ongoing compliance with regulatory requirements and confirming the return of all items.