Summary
Import and Export of Biological Materials Guidelines
SOP-0095

Synopsis:
This document is a source of information covering materials imported into the United States and exported to a foreign destination outside of the United States. It is aimed at assisting MIT researchers in providing the proper information and documentation to US and international customs officials regarding the materials imported and exported.

In addition to import and export procedures and documentation that may be required given a particular biological material, it is also necessary to be certified to ship regulated biological materials. Certifications in this context are provided by the EHS Biosafety Program (BSP). If you are an uncertified individual, you may contact the BSP to help you package the materials, as well as provide the necessary packaging and labeling in accordance with 49 CFR parts and the IATA Dangerous Good Manual, 54th Edition, 2013.

Summary Procedure:

1. Faculty, Staff, AOs, Students or DLC EHS Coordinators will:
   a. Ensure that those biological materials imported and exported are done so under all existing requirements and regulations as outlined within this guidance document.
   b. Know and following the regulations that are outlined in this SOG.
   c. Contact the EHS Office for assistance or questions on importing or exporting biological materials.
   d. Contact the Export Control Officer for guidance on licensing requirements, screening for restricted parties, and applying for licenses when necessary.
   e. Submit the Intent to Ship Biological Material Form to the EHS Office. This document serves as a primary means to gather information to screen for potential import and export issues.
   f. Report any incidents, problems or concerns with shipping, importing or exporting biological materials to their supervisor.

2. EHS will:
   a. Assist DLCs in shipping regulated biological material by providing the appropriate packages, labels, and paperwork (the DLC must supply the dry ice, if necessary).
   b. Assist DLCs in importing or exporting biological materials, and providing information to help facilitate and expedite clearance of biological materials in customs offices.
   c. Train and certify individuals to ship regulated biologicals.
   d. Maintain up to date guidance pertaining to exporting biological materials.
   e. Address questions or concerns pertaining to shipping biological materials.
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f. When identified by EHS, direct researcher to the Office of Sponsored Projects Export Control Officer to determine export classification and whether an export license is required.

3. Export Control Officer will:
   a. Work with DLCs and vendors to determine export classification of material
   b. Providing guidance on licensing requirements, as determined by export classification, destination country, destination user, and intended use
   c. Work with DLCs to apply for export license if required
   d. Work with DLCs and EHS to assure export documents are complete and accurate