

**EAST TENNESSEE STATE UNIVERSITY
OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

TMP Exception for Professional Temporary Exports

Instructions: ETSU employees and students traveling abroad with ETSU electronic assets (laptops, tablets, phones, storage). Review, complete, and sign this form. Email a scanned copy to the ETSU Compliance Manager (jamesme@etsu.edu) and carry one copy with luggage to present to Customs if requested or in the event of a search.

The export of items, technology, commercial software, and encryption code is subject to export control regulations (this includes laptops, PDAs and digital storage devices). The Department of Commerce’s Export Administration Regulations (EAR) makes an exception to licensing requirements for the temporary export or reexport of certain items, technology, or software for professional use as long as the criteria to which you are certifying below are met. The exception does not apply to

- EAR satellite or space-related equipment, components, or software
- Technology associated with high-level encryption products
- Defense items, technology, data, or software regulated by the Department of State's International Traffic in Arms Regulations (ITAR).

Detailed Description of Items, Technology or Software to which this Certification applies:

Item Description and Model	ETSU Asset Tag or Serial Number

By my signature below, I certify that:

1. I will ship or hand-carry the items, technology, or software abroad as a “tool of the trade” to conduct ETSU business only; insert date
2. I will return the items, technology, or software to the US on [_____] which is no later than 12 months from the date of leaving the US unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will keep the items, technology, or software under my “effective control” while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
4. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as:
 - a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,
 - b. use of password systems on electronic devices that store technology, and
 - c. use of personal firewalls on electronic devices that store the technology;
5. I will not ship or hand-carry the items, technology or software to Iran, Syria, Cuba, North Korea, or Sudan.

Departure Date: _____ Return Date: _____

Destination: _____

Name: _____ Department: _____
Traveler

Signature: _____ Date: _____
Traveler