17. Shipping/Receiving

This Section addresses the process for shipping and receiving tangible items under export license/authorization, transmission of export data to freight forwarders, record keeping, and U.S. Customs compliance. It also addresses the procedures related to the shipping and receiving of certain biological materials under CUNY’s Biological Material Transfer Agreements.

General Shipping and Receiving
CUNY requires that Campus Shipping/Receiving personnel evaluate, for export control purposes, all items and associated documentation which are intended to be sent to foreign destinations.

The Shipping/Receiving function is the final “gatekeeper” on all controlled outbound shipments from an anti-diversion standpoint. Therefore, it is critical that this department understands the scope of the proposed export and has at its disposal all available information in the file (such as screening records and, where applicable, a copy of the export license) in which to make an independent judgment as to the compliance of the export. The Shipping/Receiving department shall double check the terms and conditions of a license against the ship-to instructions associated with a proposed export to ensure that all conditions are met.

Prior to shipping any item, all export documentation, including appropriate references to classification, value, licensing where applicable, license conditions, quantity, consignee, Schedule B #, and numerous other data points must be incorporated into all shipping documentation, including Automated Export Statement (AES) filing.

Likewise, when CUNY receives items into inventory, certain regulatory requirements (Customs and export control) must be anticipated. For example, when an ITAR item is imported, the item will need to be handled consistent with ITAR physical security access restrictions. These restrictions will be outlined in the TCP for the given project.

For export compliance questions related to the shipping/receiving function, please contact the respective College’s Export Control Administrator.

Biological Material Transfer
The transfer of biological materials by CUNY to another institution must comply with additional requirements. As such, individuals planning to export biological materials should contact the OVCR to determine whether export control requirements are being met, and what, if any, special arrangements (including export licensing, destination control statements, and end user agreements) shall be affected pursuant to such transfers.