

# Acknowledgement on the handling of export-controlled items/information

University of Pittsburgh

Office of Export Controls Services – EChelp@pitt.edu

<b>Faculty/Staff's name</b>	
<b>Title</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Department</b>	

<b>Name of controlled item</b>	
<b>Provider of controlled item</b>	
<b>Type of control and classification</b>	
<b>Description of controlled item</b>	
<b>Locations of controlled item</b>	

<b>Related institution number</b>	
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<b>List ALL Personnel who will have access to the above export-controlled item</b>		
<b>FULL LEGAL Name(s) below</b>	<b>Countries of citizenship &amp; Residency Status</b>	<b>Affiliation(s)</b>

The item identified above is subject to the export controls regulations, i.e. regulations administered by the US Department of Commerce - Bureau of Industry and Security (the Export Administration Regulations), or by the US Department of State - Directorate of Defense Trade controls (the International Traffic in Arms Regulations), or by the Bureau of Alcohol Tobacco Firearms and Explosives, or by the US Department of Treasury, Office of Foreign Assets Control.

It is unlawful under those regulations to export/reexport/deemed-export/transfer/retransfer export controlled items without prior authorization from the cognizant U.S. government agency. In other words, the Pitt community is not allowed to ship or carry export-controlled information, technology, software, or items outside of the U.S.; or disclose them orally or visually (by email, fax, phone; during a conference, tradeshow etc.), or transfer to a foreign person inside or outside the U.S without appropriate authorization. A foreign person is a person who is not a US citizen or lawful permanent alien of the U.S. The law makes no exception for foreign researchers, graduate students or visiting scholars.

The responsible Faculty or Staff (designated above) may be held personally liable for civil and/or criminal violations of the U.S. Export Controls Regulations. The penalties include fines up to \$1,000,000, imprisonment up to 20 years, and denial of export privileges.

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Best-practices approach is required when handling export controlled items. Contact the Office of Export Controls Services ([EChelp@pitt.edu](mailto:EChelp@pitt.edu)) prior to any export to a foreign country or release to a foreign person wherever located.

**Certification:** I hereby certify that I am familiar with the export controls responsibilities inherent to the item/technology/information, and that I understand and agree to follow the procedures outlined in this certification. I understand that I could be held personally liable if I unlawfully export or disclose, regardless of form or format, export controlled information/items to unauthorized persons or countries.

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*Signature*

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*Printed name*

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*Date*

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*O. of Export Controls Services, Empowered Official – Signature*

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*Printed name and title*

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*Date*