Central Mail Export Control Guidelines

The University of Oklahoma Central Mail service assists the OU community with its mailing needs. Any export control issues should be resolved by the time mail arrives at the University of Oklahoma’s Central Mail Service. However, as a point of due diligence, there are certain “red flags” that the Central Mail Office should be aware of. If any red flags are found, the Office of Export Controls shall be contacted and the issue resolved before the mail is sent.

An export is any item, including commodities, software, or technology that is sent from the United States to a foreign destination. There are three main government agencies that regulate exports; the Bureau of Industry and Security (BIS), the Department of State, and the Office of Foreign Assets Control (OFAC).

BIS is responsible for purely commercial items and items that have both commercial and military uses. BIS enforces its responsibility with the Export Administration Regulations (EAR). The EAR place restrictions on certain items, destinations, end-users, and end-uses.

The Department of State is responsible for defense and intelligence items and services and any items that have been adapted to be a defense item or service. The Department of State enforces its responsibility with the International Traffic in Arms Regulations (ITAR). The ITAR places strict limitations on defense items and services. Defense items and services cannot be exported without a license from the Department of State.

OFAC is responsible for administering sanctions. The United States Government places sanctions on countries to protect national security and advance foreign policy goals. The US Government has designated four countries as “State Sponsors of Terrorism”. These countries are Cuba, Iran, Sudan, and Syria. Interaction with these countries is extremely limited and exports are prohibited. However, personal communications and informational materials are permitted.

Criminal and civil penalties exist for violations of the EAR, ITAR, and sanctions. These penalties can apply whether the penalized action was taken knowingly or not. The following checklist has been created to assist Central Mail with handling the University’s mailing needs while addressing export control concerns. Please contact the Office of Export Controls with any questions.
Export Control Checklist

Is there any reason to believe that a piece of mail:

1. Has military applications?
   - Defense items and services cannot be exported without a license from the Department of State
2. Is being shipped to any of the following countries?
   - Cuba
   - Iran
   - Sudan
   - Syria
   - If yes, is the mail valued over $100?
   - If yes, is the mail something other than informational materials?
3. Will be received by an organization or person that seems suspicious?
   - For example, Hezbollah, Al-Qaeda, FARC, etc.
4. Will be used to develop weapons of mass destruction such as nuclear bombs?

If “yes” can be answered to any of the above questions, please contact the Office of Export Controls.

In the event that Central Mail is asked to mail scientific equipment (lasers, oscilloscopes, computer circuits, etc.) to a foreign destination, please contact the Office of Export Controls. An export license may be required.

CONTACT:

Please contact the Office of Export Controls with any questions.

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