

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

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**BAG Exception for Personal Temporary Exports**

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**Instructions:** ETSU employees and students traveling abroad with personal items (laptops, tablets, phones, storage). Review, complete, and sign this form. Email a scanned copy to the ETSU Compliance Manager ([jamesme@etsu.edu](mailto: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:

By my signature below, I certify that:

1. I will ship or hand-carry the items, technology, or software for personal use by me or by a member of my immediate family;
2. I own the items and software and will return them to the United States when I return;
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. The equipment will not be used in relation with any nuclear research, military use, or for development of weapons of mass destruction.

Departure Date: _____	Return Date: _____
Destination: _____	
Name: _____	Department: _____
Signature: _____	Date: _____