Export License Exception TMP Certification
for
Export Administration Regulation (EAR) Controlled Items, Technology, and
Software

To: UCAR Export Compliance Manager
From: [Insert Name of UCAR/NCAR/UCP PI or Employee]
Date: [Insert Date]
Re: Annual Export License Exception for Temporary Exports/Reexports*

The export of items, technology, commercial software, and encryption code is subject to export control regulations (this includes laptops, cell phones, 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 any EAR satellite or space-related equipment, components, or software, or to any technology associated with high-level encryption products. In addition, this exception does not apply to 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:

[Insert description here. Include red tag and manufacturer’s serial numbers.]

By my signature below, I certify that:

1. I will take the items(s) and its software abroad as a “tool of the trade” to conduct UCAR/NCAR/UCP business only;

2. I will return the item(s) and its software to the US no later than 12 months from the date of export unless they are certified by me to have been consumed or destroyed abroad during this 12 month period;
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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 in a secure environment.);

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 take encryption code incorporated on the item(s) unless it is limited to that available through retail sources or freely downloadable;

6. I will not ship or hand-carry the items, technology or software to Iran, Syria, Cuba, North Korea, or Sudan without consulting with UCAR’s Export Compliance Manager. If I am planning to travel to these countries, I will consult UCAR’s Export Compliance Manager in F&A’s Business Services, export@ucar.edu.

Signed: ________________________________  
____________________________        ________________________________
[Print Name]                  Date

*This memo documents the use of TMP exception; keep a signed copy with you when traveling abroad.*