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**OPERATING FOR THE
NATIONAL SCIENCE FOUNDATION**

Gemini Observatory
La Serena, Chile & Hilo, Hawai'i

Large Synoptic Survey Telescope
Tucson, Arizona & La Serena, Chile

National Optical Astronomy Observatory
Tucson, Arizona & La Serena, Chile

National Solar Observatory
Sunspot, New Mexico & Tucson, Arizona

**OPERATING FOR THE NATIONAL AERONAUTICS
AND SPACE ADMINISTRATION**

Space Telescope Science Institute
Baltimore, Maryland

MEMBERS/SINCE:

Boston University 1993
California Institute of Technology 1972
Carnegie Institution of Washington 1997
Fisk University 2010
Georgia State University 2008
Harvard University 1957
Indiana University 1957
Instituto de Astrofísica de Canarias 2005
Iowa State University 1992
Johns Hopkins University 1982
Kiepenheuer-Institut für Sonnenphysik 2005
Massachusetts Institute of Technology 1981
Michigan State University 1997
Montana State University 2005
New Jersey Institute of Technology 2010
New Mexico State University 1999
Ohio State University 1957
Pennsylvania State University 1990
Pontificia Universidad Católica de Chile 1997
Princeton University 1959
Rutgers University 1999
Stanford University 2012
Stony Brook University 1986
Swinburne University 2008
Texas A & M University 2014
Tohoku University 2010
Universidad de Chile 1992
University of Arizona 1972
University of California Berkeley 2007
University of California Santa Cruz 1957
University of Chicago 1957
University of Colorado 1977
University of Florida 2002
University of Hawaii 1978
University of Illinois 1980
University of Maryland 1986
University of Michigan 1957
University of Minnesota 1995
University of North Carolina at Chapel Hill 1995
University of Pittsburgh 2012
University of Texas at Austin 1972
University of Virginia 2003
University of Washington 1986
University of Wisconsin 1957
Vanderbilt University 2010
Yale University 1958

To: International Traveler

From: Orion Wiest, AURA Import/Export Control Officer
Rev. Date: Nov 20th, 2015

Subject: Carrying Equipment, Software, Technical Data to or from Foreign Destinations and Safety Information

AURA has been notified that you intend to travel to a foreign destination in the near future. To ensure that your travel to and from that destination goes smoothly, you should be aware of certain export and import restrictions as well as some safety issues that you may encounter on your travels.

EXPORTATION OF EQUIPMENT, SOFTWARE, OR TECHNICAL DATA

To protect both you and AURA from fines and penalties caused by illegally exporting restricted equipment, software, and/or technical data, you should be aware that certain items are prohibited for export by the US Departments of State and/or Commerce. Regulations continually change, so what you have taken with you on previous trips may now be restricted. Simply because you experienced no problem exiting the US in the past with similar items is no guarantee that you will not have problems in the future.

In the majority of cases, restrictions are passive and will result in no inconvenience to you. However, in some cases, the restrictions are complicated and may interfere with your schedule if you delay in obtaining the proper export clearances. Violation of the regulations can result in severe fines, penalties and/or export restrictions for AURA. For example, certain high-speed computers (High- end Suns or PCs with multiple processors) and some off-the-shelf, retail software programs that include encryption (i.e. Microsoft Outlook, Office and certain Windows programs) may require an export license from the Department of Commerce. In addition, some technical data, manufacturer's specification sheets, and technical publications may be restricted by several different government agencies for your destination.

All non-personal items either valued in excess of \$2,500 or restricted for export (such as encrypted software) require the submission of an Export Declaration to U.S. Customs. AURA will complete that declaration and submit it electronically to Customs. This process may take up to 48 hours so contact AURA logistics in advance of your departure with a list of the items you intend to take with you.

Laptops are not regulated but the software may be. Normally, encrypted software (i.e. Microsoft Office, Netscape, Outlook, etc.) requires an export declaration because of the encryption contained in the programs. However, because you are hand carrying the computer and because the software meets the following Foreign Trade Statistics Regulations (FTSR) requirements, no export documentation is required. If these requirements do not apply, notify AURA export office for completion of the necessary documentation:

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- Are owned by the individual exporter or exporting company;
- Accompany the individual exporter, employee or representative of the exporting company;
- Are necessary and appropriate and intended for the personal use and/or business use of the individual exporter, employee or representative of the exporting company or business;
- Are not intended for sale; and
- Are returned to the United States no later than one year from the date of export

If questioned, by a Customs Officer in the US simply let them know that your system meets the requirements of FTSR paragraph 30.56(b). Because some export approvals can take weeks or months to obtain, it is important that you contact me as soon as possible to determine whether the items you intend to take are restricted.

HAND CARRYING ITEMS OVERSEAS

You may be asked by a foreign compatriot to bring a specific item with you because the item is urgently needed and it is felt that hand carrying the items will get it there faster than shipping it. This is a misconception. You will be required at the foreign destination to declare anything that you have with you that will not leave the country with you when you depart. Failure to declare the hand carried item is a violation of that country's law. All it takes to get caught is a zealous customs inspector to find the undeclared item. If you do declare it, the item will be taken from you and set aside until the proper customs paperwork is completed. Because the item will not be properly identified or placed in a secure location, the chance that it will become lost or stolen is vastly increased. In addition, matching up the customs paperwork with the item may be difficult and time consuming. Remember, Federal Express takes only a matter of a few days to reach the majority of overseas destinations.

TRANSFER OF TECHNOLOGY

Discussing restricted technology with foreign nationals whether within the US or in a foreign country is considered the export of that restricted technology to the foreign national's country. Such transfers may require an export license from the US government. Discussing scientific research programs, talking about science-related issues, or conversing about anything available in print, in libraries or on the web is not considered a transfer of technology and is not restricted. A general discussion on the use of equipment, technology or detectors is also not of concern. However, if you intend to get into detailed descriptions of IR detectors, large format CCD detectors, deformable mirrors, micro-mirror technology, IR/CCD Cameras, high-powered lasers, Adaptive Optics or similar topics, then you need to be concerned about the Technology Transfer issue. For example, talking about the construction of an infrared camera may not be controlled. Discussing the criteria and engineering technology that went into the actual design of the instrument may be controlled. Discussing a detector may not be a problem but discussing the detectors construction or its internal operations may be restricted. Care must be taken as the discussions gets deeper and deeper into a specific issue, project or instrument. Companies have gotten into serious trouble with the US government when their personnel were approached during an innocent visit and asked for assistance on how to correct a specific problem with a specific instrument. If you have any concerns about Technology Transfer, contact me prior to your trip. While an export license may be required in some cases, in others it is simply a matter of having the foreign national sign a letter promising not to transfer the technology to restricted countries or citizens of those countries.

IMPORTATION OF FOREIGN MADE EQUIPMENT

All foreign made items (cameras, computers, tape recorders, etc.) imported into the US are subject to Customs Duties if the traveler cannot prove that the item was in the US prior to being taken overseas. Unfortunately, the item's age or condition is not sufficient proof. If you intend to take a foreign made item (either personal or AURA property) with you when traveling overseas and you do not have the original Bill Of Sale, it is important that this item be registered with US Customs. The process is simple and only takes a few minutes. The only certain method of proving that an item was in the US prior to the overseas trip is a Certificate of Registration (Customs Form 4455; see link below) This certificate remains with the item and is valid for the life of the registered item. Because you didn't have to pay duties on your Sony Camera the last time you traveled is no guarantee that you won't have to pay on your next trip.

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https://help.cbp.gov/app/answers/detail/a_id/368/~/registering-equipment,-computer,-camera,-laptops,-etc.-prior-to-traveling

IMPORTATION OF EQUIPMENT OBTAINED OVERSEAS

Certain items are restricted from importation by the US Department of State and Department of the Treasury (ATF - Alcohol, Tobacco and Firearms). While it is highly doubtful that you will bring back such items, it is important that you notify your export office if you intend to pick up, purchase, or otherwise obtain a technical or scientific item while overseas and bring it back to the US. Normal tourist items and retail purchases do not fall in this category and are governed by standard US government importation regulations. However, astronomical filters, lenses, observing equipment, detectors, software, etc. may either be restricted or subject to import duties and/or customs delays which could interfere with your travel schedule. If, while overseas, you are asked to take something back to an AURA facility for a collaborator; contact local export office to discuss the best method of transportation. If you have any doubts and are unable to contact me, have the person air freight the item to the facility. The apparent convenience of hand carrying an item may be an illusion.

THEFT ADVISORY

Two to three times a year an AURA employee falls victim to property theft during traveling including US destinations and Chile. Laptops and other electronics are normally targeted. To minimize your chance of being a victim, the following suggestions might help:

- Try to give the appearance that you know where you are going – a criminal loves a victim!
- Try to keep the flashy dress and jewelry at home
- If possible, do not leave unattended luggage anywhere including locked vehicles
- If you can, travel in a group, as you may be targeted when traveling alone
- Hide your laptop in carry-on luggage that doesn't look like a laptop case
- Keep valuable items on your body and don't assume that it is safe
- Think about redundancies, keep valuable items separated and determine if you really need to take them with you
- Make sure you backup any data before you go
- Password protect electronics
- Review your data and make sure that there is no personal information that you wouldn't want to lose

Check out the NOAO Safety Intranet website "Insurance" section for other suggestions and to obtain insurance cards:

<http://www.noao.edu/noaolocal/safety/>

TRAVEL SAFETY

The U.S. Department of State, Centers for Disease Control and Prevention and the U.S. Central Intelligence Agency have websites that are constantly updated with information and travel advisories for various countries. If you plan to travel abroad, refer to the following websites for more information. The U.S. Department of State website has information related to your safety and other useful information:

<http://travel.state.gov/> and <http://travel.state.gov/content/passports/en/alertswarnings.html>

The Centers for Disease Control and Prevention website contains travel health warnings and precautions, emergency preparedness suggestions and travelers health guidelines (including altitude sickness): <http://www.cdc.gov/travel> The U.S. Central Intelligence Agency publishes the World Fact Book that contains general and governmental information related to countries you may visit: <https://www.cia.gov/library/publications/resources/the-world-factbook/index.html>

OTHER EMERGENCIES

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You may encounter a variety of emergency-type situations during your travels. The following tips can help you be prepared.

FIRE

If you encounter a fire, try to remain calm. If you see a fire at the hotel, call the front desk to report the location of the fire. Place your palm on the door, then the doorknob; if either feels hot, do not open the door. If you think it is safe to exit the room, go to the stairs. Be sure to take the room key and your travel documents with you. If the corridor is smoke-filled, crawl to the exit. Check the door to the stairway before opening, the fire could be in the stairway. If you cannot leave the room, or if stairway door is blocked, notify the front desk that you are in your room, awaiting rescue. Notify firefighters of your location by waving a towel or sheet out the window. Fill the tub and sink with water. Soak towels and blankets as necessary to block vents and openings around doors to keep smoke and gases out. Attempt to keep walls, doors and towels covering vents and cracks cool and wet. Cover your mouth and nose with a wet cloth (this will help block smoke and cool the air being breathed). Stay low, but remain alert for any signs of rescue.

TORNADO

Move to an interior room or to a basement inside the building. Avoid rooms with windows that can be shattered.

EARTHQUAKES

If indoors move as little as possible. Find a safe area, next to a bed, chair, furniture or other structures that could protect you from building collapse. Stay away from walls, windows and doorjambes. Be aware that in a high rises, fire alarms and fire protection sprinklers will likely go off even if no fire is present.

HURRICANES

Follow directions of the local authorities, leaving the area is a recommended move. Use a planning guide or listen to local radio stations to plan your evacuation route. Have a map available for reference if unfamiliar with the area. Avoid flooded streets as underlying currents could sweep you or your vehicle away.

ICE/SNOW

Wait out the weather if possible. A few hours can make difference in driving safety. If local authorities recommend that drivers stay off the road, follow their advice. Ice storms often present more severe driving conditions than major snowstorms as they deposit layers of often-invisible ice on surfaces. Avoid using cruise control. These settings are designed for roads in normal conditions and the car will respond as if you are driving in normal conditions.

FLASH FLOODS

If you must drive under conditions where flooding is a possibility, listen to local television or radio broadcasts that can alert you to dangerous or impassable roads. If caught in potential flash flood conditions, avoid driving through standing water or floodwaters moving across the roadway. Even very shallow moving water can conceal missing portions of roads and bridges, or large debris. The water may also be much deeper than it looks. If water is higher than knee level, proceed with extreme caution. In faster, deeper floodwater, you could be easily overpowered by currents or injured by large moving debris. (Traction is lost due to water on the road; the car could quickly be caught up in extremely fast currents). In these conditions, cars tend to float for a brief time, but can be quickly submerged. Although each situation must be assessed individually, it is usually best to exit the car as soon as it stalls in floodwater. Leave the car behind and move to higher ground immediately.

If you have any questions about importation or export matters, please contact the AURA export office at (EXT. 8161) owiest@aura-astronomy.org