International Shipping Approval Process

Before shipping any item, material (ex: chemical/biological samples) or instrument, out of the U.S. from any ISU department or office (or by any individual on behalf of ISU) you must contact Deb Easterly, ISU Export Control Officer via orexpctr@isu.edu.

The orexpctr@isu.edu email is specifically intended for these requests.

1. Please use “International shipping – sender’s last name” as your email subject.

2. Include the following information:
   - Name, email, phone, department of the person shipping
   - Recipient Information:
     - Individual and company/institution name
     - Address
   - Shipping and handling information:
     - # of packages
     - Full description of item being shipped (please use ‘lay terms’ and include manufacturers name and model of any instruments)
     - Weight
     - Value
   - Method of shipment (FedEx, ISU shipping, etc.)
   - Are you working with the Technical Safety office? If so, who is your contact?
     - This applies if you are shipping nuclear, biological, chemical or other hazardous material.