

# Guide to Import, Export, Transfer Permits

## IMPORT

What do you want to import?	Permit needed <sup>1</sup>	Forms	Who to contact/submit form to <sup>2</sup>	Contact Information	Notes
<b>Materials derived from animals (animal by-products) or exposed to animal-source materials (includes infectious agents) (non-Select Agent)<sup>4</sup></b>	USDA/APHIS Import/Transfer Permit	<p>Application for Permit to Import Controlled Material or Transport Organisms or Vectors or Animal Products and By-Products (VS 16-3):  <a href="http://www.aphis.usda.gov/animal_health/permits/">http://www.aphis.usda.gov/animal_health/permits/</a></p> <p>Instructions for filling out VS16-3:  <a href="http://www.aphis.usda.gov/animal_health/permits/downloads/vs16-3-inst.pdf">http://www.aphis.usda.gov/animal_health/permits/downloads/vs16-3-inst.pdf</a></p>	USDA-National Import Export Services (NIES)	<p>USDA-APHIS-NIES            4700 River Road, Unit 40            Riverdale, MD 20737            Phone: (301) 851-3300, option 1            Email:  <a href="mailto:AskNIES.Products@aphis.usda.gov">AskNIES.Products@aphis.usda.gov</a></p>	<p>There is a cost for USDA permits. Applications may be submitted by paper copy or via e-permit:  <a href="http://www.aphis.usda.gov/permits/learn_epermits.shtml">http://www.aphis.usda.gov/permits/learn_epermits.shtml</a></p>
<b>Infectious agent or substance capable of causing communicable disease in a human (non-Select Agent)<sup>3</sup></b>	CDC Import Permit	<p>Apply electronically:  <a href="https://www.cdc.gov/cpr/ipp/applications/index.htm">https://www.cdc.gov/cpr/ipp/applications/index.htm</a>            Continuation forms, guidance documents, and FAQs also available.</p>	To determine the need for a CDC import permit: Quarantine Permit Service Office (QPSO), Division of Occupational Health and Safety (DOHS), NIH	<p><a href="mailto:gpso@mail.nih.gov">gpso@mail.nih.gov</a>            phone: 301-496-2960</p>	<p>Provide notification to EHS Biosafety Program at  <a href="mailto:ehsforms@mail.nih.gov">ehsforms@mail.nih.gov</a>            of permit application. Some material may also need a USDA permit (see below)</p>
<b>Non-infectious Material</b>	Probably none, but due diligence required to rule out the need for a permit. Certification letter from importer may be required. <sup>3,4</sup>	<p>This e-tool can help to determine if you need a CDC import permit:  <a href="http://www.cdc.gov/od/eaipp/faq.htm">http://www.cdc.gov/od/eaipp/faq.htm</a>.</p> <p>Guidance for certification letters to import materials not requiring a permit may be found at:  <a href="https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/animal-and-animal-product-import-information/import-live-animals/no-import-permit-req">https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/animal-and-animal-product-import-information/import-live-animals/no-import-permit-req</a>.</p>	To request exemption from CDC import permit: contact QPSO and EHS Biosafety Office	<p><a href="mailto:gpso@mail.nih.gov">gpso@mail.nih.gov</a>            phone: 301-496-2960,  <a href="mailto:ehsforms@mail.nih.gov">ehsforms@mail.nih.gov</a>            or 301-846-1451</p>	<p>With justification, QPSO will issue letters for non-infectious importation. For more information, contact EHS at 301-846-1451.</p>

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## IMPORT (cont.)

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<b>Other Animals</b>	Various	CDC Division of Global Migration and Quarantine website discusses restrictions, bans and other permit information for importing dogs, cats, turtles, monkeys, birds from specified countries, civets, and African rodents. <a href="https://www.cdc.gov/importation/bringing-an-animal-into-the-united-states/index.html">https://www.cdc.gov/importation/bringing-an-animal-into-the-united-states/index.html</a>	Quarantine Permit Service Office (QPSO)  EHS Biosafety Program	<a href="mailto:qpso@mail.nih.gov">qpso@mail.nih.gov</a> and  EHS Biosafety Program at <a href="mailto:ehsforms@mail.nih.gov">ehsforms@mail.nih.gov</a>	For more information, contact EHS at 301-846-1451.
<b>Select Agent or Toxin</b>	CDC Import Permit	Please contact Biosafety Program for assistance at <a href="mailto:belltd@mail.nih.gov">belltd@mail.nih.gov</a> .	Biological Safety Officer at <a href="mailto:belltd@mail.nih.gov">belltd@mail.nih.gov</a> .		NCI at Frederick does not have a CDC or USDA entity registration to possess select agents.
<b>Wildlife (animals and biological samples)</b>	Federal Fish and Wildlife Import/Export License	General information: <a href="http://www.fws.gov/permits/overview/overview.html">http://www.fws.gov/permits/overview/overview.html</a>  Forms: 3-200-3 <a href="http://www.fws.gov/permits/application/forms/ApplicationIJK.html">http://www.fws.gov/permits/application/forms/ApplicationIJK.html</a>	US Fish and Wildlife Service	U.S. Fish and Wildlife Service 4401 N. Fairfax Drive, Room 212 Arlington, VA 22203 1-800-358-2104	For endangered species, other USFW permits apply.

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## EXPORT

What do you want to export?	Permit needed <sup>1</sup>	Forms	Who to contact/submit form to <sup>2</sup>	Contact Information	Notes
Any biological material or animals (including Select Agents, genetic elements, genetically modified organisms, and non-infectious material) <sup>5</sup>	Export license from the Department of Commerce	Declaration for Exportation of Biological Materials" (NIH 2388). <a href="https://www.ors.od.nih.gov/sr/dohs/Documents/NIH2388.pdf">https://www.ors.od.nih.gov/sr/dohs/Documents/NIH2388.pdf</a>	Quarantine Permit Service Office (QPSO)  EHS Biosafety Program	<a href="mailto:qpso@mail.nih.gov">qpso@mail.nih.gov</a>  <a href="mailto:ehsforms@mail.nih.gov">ehsforms@mail.nih.gov</a>	For all biological material, the QPSO will perform due diligence to determine if an export license is needed.

## TRANSFER

What do you want to transfer in the US?	Permit needed <sup>1</sup>	Information	Who to contact/submit form to <sup>2</sup>	Contact Information	Notes
Infectious material (non-Select Agent)	CDC Transfer Permit (for specific circumstances - see notes)	See information for CDC Import Permit under Import above			A separate CDC permit may be required (usually by the recipient) for subsequent distribution/transfer of a permitted agent. Check your current or past import permits and contact the QPSO.
	USDA/APHIS Import/Transfer Permit (if material meets requirements in additional note #4)	Application for Permit to Import or Transport Controlled Material Or Organisms or Vectors: <a href="http://www.aphis.usda.gov/animal_health/permits/downloads/vs16_3.pdf">http://www.aphis.usda.gov/animal_health/permits/downloads/vs16_3.pdf</a>  Instructions for filling out vs16-3: <a href="http://www.aphis.usda.gov/animal_health/permits/downloads/vs16-3-inst.pdf">http://www.aphis.usda.gov/animal_health/permits/downloads/vs16-3-inst.pdf</a>	USDA-National Import Export Services (NIES)	USDA-APHIS-NCIE 4700 River Road, Unit 39 Riverdale, MD 20737 Phone: (301) 851-3300, option 5 Fax: (301) 734-8226 Email: <a href="mailto:AskNCIE.Products@aphis.usda.gov">AskNCIE.Products@aphis.usda.gov</a>	There is a cost for USDA permits. Applications may be submitted by paper copy or via e-permit: <a href="http://www.aphis.usda.gov/permits/learn_epermits.shtml">http://www.aphis.usda.gov/permits/learn_epermits.shtml</a>

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TRANSFER (cont.)					
What do you want to transfer in the US?	Permit needed <sup>1</sup>	Information	Who to contact/submit form to <sup>2</sup>	Contact Information	Notes
Select Agent or Toxin	APHIS/CDC Form 2 "Request to Transfer Select Agents and Toxins"	Please contact Biosafety Program for assistance at <a href="mailto:belltd@mail.nih.gov">belltd@mail.nih.gov</a> .	Biological Safety Officer at <a href="mailto:belltd@mail.nih.gov">belltd@mail.nih.gov</a> .		NCI at Frederick does not have a CDC or USDA entity registration to possess select agents.
Highly Pathogenic Avian Influenza (HPAI) Proteins and nucleic acids (including genomic material, cDNA, and mRNA)	USDA/APHIS Import/Transfer Permit	Application for Permit to Import or Transport Controlled Material Or Organisms or Vectors: <a href="http://www.aphis.usda.gov/animal_health/permits/downloads/VS16_3.pdf">http://www.aphis.usda.gov/animal_health/permits/downloads/VS16_3.pdf</a>  Instructions for filling out vs16-3: <a href="http://www.aphis.usda.gov/animal_health/permits/downloads/vs16-3-inst.pdf">http://www.aphis.usda.gov/animal_health/permits/downloads/vs16-3-inst.pdf</a>	National Import Export Services (NIES)	USDA-APHIS-NIES 4700 River Road, Unit 40 Riverdale, MD 20737 Phone: (301) 851-3300, option 1 Email: AskNCIE.Products@aphis.usda.gov	There is a cost for USDA permits. Applications may be submitted by paper copy or via e-permit: <a href="http://www.aphis.usda.gov/permits/learn_epermits.shtml">http://www.aphis.usda.gov/permits/learn_epermits.shtml</a>

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## Additional Notes:

<sup>1</sup> Many permits come with specific conditions such as specifying the laboratory room(s) and biosafety level for working with the material, or requiring additional authorization for subsequent distribution of the material. You are responsible for knowing and adhering to the conditions of your permit.

<sup>2</sup> **Send a copy of all permits to Theresa Bell Toms at [belltd@mail.nih.gov](mailto:belltd@mail.nih.gov). In addition, Biosafety must be notified prior to any permit-related inspection of laboratories at all NCI at Frederick/LBRI campuses.**

<sup>3</sup> CDC import permits are NOT required for the importation of:

- a. Diagnostic specimen (e.g. human blood, serum, plasma, urine, cerebrospinal fluid, or other materials of human origin) not known by the importer to contain, or suspected by the importer of containing, an infectious biological agent and is **accompanied by an importer certification statement** confirming that the material is not known to contain or suspected of containing an infectious biological agent, or has been rendered noninfectious. Also includes peptides, proteins, formalin-fixed tissues, or sterile cell cultures.
- b. Animal or animal product being imported for educational, exhibition, or scientific purposes and is **accompanied by documentation** confirming that the animal or animal product is not known to contain (or suspected of containing) an infectious biological agent or has been rendered noninfectious.
- c. Nucleic acids that cannot produce infectious forms of any infectious biological agent and the specimen is accompanied by an importer certification statement confirming that the material is not known to contain or suspected of containing an infectious biological agent.

<sup>4</sup> Generally, a USDA veterinary permit is needed for materials derived from animals or exposed to animal-source materials. Materials which require a permit include, animal tissues, blood, cells or cell lines of livestock or poultry origin, RNA/DNA extracts, hormones, enzymes, monoclonal antibodies for IN VIVO use in non-human species, certain polyclonal antibodies, antisera, bulk shipments of test kit reagents, **and microorganisms including bacteria, viruses, protozoa, and fungi**. Exceptions to this requirement are human and non-human primate tissues, serum, and blood.

<sup>5</sup> See the Commerce Control List, Bureau of Industry and Security, Department of Commerce, Category 1, parts 1C351, 1C352, and 1C353 for material requiring an export license <https://www.bis.doc.gov/index.php/documents/federal-register-notice-1/937-ccl1-3/file>.

This document is just a guide to help you with the permitting process. For any permits not listed here, or any questions, contact the Quarantine Permit Service Office (QPSO), Division of Occupational Health and Safety (DOHS), NIH: [qpso@mail.nih.gov](mailto:qpso@mail.nih.gov), 301-496-2960 (phone)

Reference: NIH Policy 1340-1 "Permits for Import or Export of Biological Materials":

<http://oma1.od.nih.gov/manualchapters/management/1340-1/>