

## Importing from Overseas

**T**he process of receiving materials from outside the US is regulated and managed by the Department of Homeland Security, Customs and Border Patrol (CBP).

**EHRS will provide guidance, however the overseas shipper and importer are responsible for learning about the process and submitting the appropriate completed forms to the pertinent agencies prior to shipping.**

### New Importer Basics

- New importers are advised to log onto the [CBP website](#) to learn more about the process.
- Prior to importing, you should contact the [Port of Entry](#) where your shipment will arrive. Be prepared to give them detailed information about the shipper and the material(s) being shipped.
- You may wish to employ a Customs Broker to guide you through the process. Temple University has a contract with DSV Air & Sea Inc., Tel: (732) 850-8000 Ext: 2250. This contract does cover Temple University Health System.
- You may be asked by CBP or by your carrier (FedEx, UPS, etc.) to complete several forms prior to allowing the shipment to leave its country of origin. These forms include (but are not limited to) the Toxic Substances Control Act (TSCA) Certification and the CBP Importer Identity Form (CBP Form 5106). If so, please contact EHRS for assistance.
- If importing or hand-carrying biological materials, please refer to the information on [CBP's website](#).

### Quick Take

- EHRS will provide guidance in completing the respective forms.
- The importer must follow the guidelines above, work with the Customs Broker, and with the carrier to ensure that all government forms are completed, filed and approved prior to shipment.
- Requests for assistance may be made by phone (215) 707-2520, by [email](#), or by fax (215) 707-1600.

