



**EXPORT CONTROLS PROCEDURES**

<b><u>CLEAN LAPTOP PROGRAM FOR INTERNATIONAL TRAVEL</u></b>		
<b>Procedure #:</b> EC002	<b>Effective Date:</b> 02/01/2019	<b>Author:</b> Todd Wakeland
<p><b>PURPOSE/DEFINITIONS:</b> The risks associated with carrying electronic devices while traveling arise from two sources: the likelihood that your device will be compromised and the impact of such a compromise. These risks fall into two main categories: exposing private information the university is required to protect (i.e., restricted data) and being compromised by malware while traveling. The likelihood of being compromised by malware is greatest when traveling outside of the US and especially high when governments operate and manage the Internet. International travelers should take <i>extra</i> precautions. Understand that foreign universities, governments, and companies are often linked. Any inquiry regarding your research may have an ulterior motive, such as stealing intellectual property. Be cautious of unsolicited requests and questions about your research or other sensitive information.</p> <p>Information, technology, software, and equipment you take with you may be subject to U.S. export control laws. You must ensure that all the information and software on your laptop can be safely and legally transported to another country.</p> <p><b>PROCEDURE:</b> To assist in compliance with U.S. export control laws: <b><u>ALL SIU TRAVEL TO THE BELOW COUNTRIES WILL REQUIRE THAT AN INFORMATIONAL TECHNOLOGY SERVICES CLEAN LAPTOP BE USED DURING TRAVEL TO THOSE COUNTRIES. YOUR SIU ISSUED LAPTOP COMPUTER SHALL NOT BE TRANSPORTED TO ANY OF THE BELOW COUNTRIES.</u></b></p> <p><b>RUSSIA</b>  <b>IRAN</b>  <b>SYRIA</b>  <b>SUDAN</b>  <b>NORTH KOREA</b>  <b>CUBA</b>  <b>UKRAINE (CRIMEA REGION)</b>  <b>CHINA</b></p> <p>These clean laptops provide both you and the SIU System extra security in the event that the laptop is compromised and will assist both you and the SIU System with maintaining export control compliance. Below is the procedure you must follow if travelling on SIU business or plan on taking your SIU issued laptop on personal business to the designated countries.</p>		

**DIRECTIONS:** TO REQUEST A CLEAN LAPTOP FOR TRAVEL TO THE DESIGNATED COUNTRIES, PLEASE DO THE FOLLOWING.

**SIUE:**

1. Email Sheryl Lauth in ITS at [slauth@siue.edu](mailto:slauth@siue.edu) AND [help@siue.edu](mailto:help@siue.edu). Include your name, eID, the date needed, and date to be returned.
2. Complete the [TMP Certification.docx](#) and return to the Director of Export Controls at [twakela@siue.edu](mailto:twakela@siue.edu)
3. Allow at least a week to prepare the laptop for travel. ITS have limited availability and requests will be processed on a first come, first serve basis.
4. The length of checkout should not be longer than a month. If you must keep it longer, specify the reason in your request email. Note that ITS may be unable to accommodate your request.
5. Return the travel laptop to ITS once your travel has been completed.
6. **VERY IMPORTANT:** Upon returning to the United States, your password will need to be changed as soon as possible. **DO NOT CHANGE YOUR PASSWORD ON THE TRAVEL LAPTOP.**

**SIUC:**

1. Submit a Travel Laptop Reservation request at <https://ithelp.siu.edu> by clicking on Travel Laptop in the Hardware section of Computers & Technology.
2. Complete the [TMP Certification.docx](#) and return to the Director of Export Controls at [twakela@siue.edu](mailto:twakela@siue.edu)
3. Allow at least a week to prepare the laptop for travel. The Office of Information Technology (OIT) has limited availability and requests will be processed on a first come, first serve basis.
4. The length of checkout should not be longer than a month. If you must keep it longer, specify the reason in your request. Note that OIT may be unable to accommodate your request.
5. Pick up the travel laptop at the SalukiTech Service Center in Morris Library upon notification.
6. Return the travel laptop to the SalukiTech Service Center when you return.
7. **VERY IMPORTANT:** Upon returning to the United States, change your password as soon as possible. **DO NOT CHANGE YOUR PASSWORD ON THE TRAVEL LAPTOP.**

## SIU - MEDICAL SCHOOL:

1. Email [techsupport@siumed.edu](mailto:techsupport@siumed.edu). Include your name, the date you need a laptop, and the date the laptop will be returned.
2. Complete the [TMP Certification.docx](#) and return to the Director of Export Controls at [twakela@siue.edu](mailto:twakela@siue.edu)
3. Please allow at least a week to prepare the laptop for travel. Information Technology has a limited number of travel laptops available. Travel laptops will be reserved on a first come, first served basis.
4. The length of the laptop checkout should not be more than three weeks. If you need a laptop for a longer period, please specify the reason in your request email. Note: Information Technology may be unable to accommodate extended requests due to equipment availability.
5. Return the travel laptop to Information Technology when you return from your travel.
6. **VERY IMPORTANT:** Upon returning to the United States, your SIUMED password will need to be changed as soon as possible. **DO NOT CHANGE YOUR PASSWORD ON THE TRAVEL LAPTOP.**
7. If you need assistance, please contact the Information Technology Service Desk at [techsupport@siumed.edu](mailto:techsupport@siumed.edu) or 217-545-HELP.

**WHO SHOULD USE THE SIU CLEAN LAPTOP PROGRAM:** All SIU System employees, ~~SIUE faculty and staff, SIUC faculty and staff, SIU School of Medicine faculty and staff, as well as all~~