eShipGlobal Update
Shipping Landscape at Harvard

Risks and Challenges

Harvard currently spends $1.8m* per year in shipping costs without the benefit of systematic compliance controls.

Compliance is often handled manually which increases the risk of error and can result in high impact incidents, delays, and violations.

Current inefficient processes create a large administrative burden on our faculty, staff, students, and researchers.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Dollars</th>
<th># Shpmts</th>
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<tbody>
<tr>
<td>2021</td>
<td>$1,709,568</td>
<td>19,802</td>
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<tr>
<td>2022</td>
<td>$1,833,195</td>
<td>19,259</td>
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<tr>
<td>2023*</td>
<td>$1,900,000</td>
<td>20,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$5,442,763</strong></td>
<td><strong>59,061</strong></td>
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*Estimate through 06/30/23. HMS spends an estimated $240k annually in shipping and sends approximately 3,500 shipments.

**Data from B2P, Concur, Pcard and Oracle transactions through 12/31/22. 2023 data is an estimate.
Responsibilities and Pitfalls

- Prior to sharing, shipping, or otherwise transporting research materials, ensure that proper controls are in place and approvals obtained.

- Failure to comply with health and safety, transportation regulations, and export regulations (when applicable) may result in significant delays in transport, confiscation of samples by agencies, loss of perishable research materials, fines, and other civil and criminal penalties, injury, and/or risks to public health and the environment.

- Harvard faculty, students, and staff who package, label, ship, prepare shipping documents, or self-transport hazardous research materials must complete appropriate training and comply with all federal, international, and local regulations and University policies.

*Excerpts taken from the Research Material Shipment & Transport Manual*
What Do We Need?

Awareness, education, and enablement of compliant shipping across the University.

Support / resources from EHS and Research Security for 1:1 and general guidance on shipping.

A platform to facilitate compliant shipping for most international shipments*.

*Workflows supporting shipments of live animals, radioactive materials, freight and most lithium batteries are not yet available, but are in development.
Recent Enhancements

• B2P auto-approvals for eShip requisitions <$300 (non-sponsored funds)
• Fees/duties/taxes placeholder reduced to $100 for all shipment types
• Export control questions to be added to international research shipment workflows (in process, by 2024)
• Export control auto-approvals for many international shipments pulling from the tangible item database in the non-research material workflow (in process, by 2024)

• Interested in targeted eShip training and support for your team? Contact carl_cowan@hms.harvard.edu and international_collaborations@hms.harvard.edu
Winter Break Travel Attestations

• Traveling internationally with Harvard-owned data and/or materials?

• Contact the Research Security team by **9:00AM on Wednesday, 13 December**, for a travel attestation: international_collaborations@hms.harvard.edu