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**TECHNOLOGY CONTROL PLAN (TCP)**

A Technology Control Plan (TCP) is used to ensure compliance with U.S. export control laws and regulations, including but not limited to the Department of State’s International Traffic in Arms Regulations (ITAR), the Department of Commerce’s Export Administration Regulations (EAR). The Technology Control Plan is required to prevent unauthorized access and/or use of export-controlled items, including equipment, information, technology, and software. In general, a Technology Control Plan outlines the terms upon which particular items, technical data, or technology is to be safeguarded and how it may be used on campus and/or outside the United States.

The Division of Research and Economic Development will work with the principal investigator, facility managers, and others to develop and implement a TCP. Please contact the East Texas A&M Empowered Official at [exportcontrol@etamu.edu](mailto:exportcontrol@etamu.edu), if there are any questions about the TCP or if revisions are required.

1. **Primary Responsible Individual (Principal Investigator, Person in Whose Lab or Office the Item/Technical Data will be stored/reside)**:

* Name:
* Department / Office:
* Country of Citizenship:

**Contact Information (Phone, Email, Physical Address on Campus) for Primary Responsible Individual**:

* Primary Phone:
* University Email:
* Campus Location:

(**Optional) Name and Contact Information for any additional administrative contact(s) for the Primary Responsible Individual**

* Primary Phone:
* University Email:
* Campus Location:

2. **Description of the Item, Technology or Technical Data**

*For equipment:*

* *Item(s):*
* *Manufacturer:*
* *Model number.*

*For technology (e.g. software):*

* *Name of software:*
* *Manufacturer:*
* *Version number:*

*Non-disclosure agreement (if applicable):*

* *General nature of the non-disclosure restrictions:*

3. **Detailed description of why the Item, Technology or Technical Data is controlled (e.g. t controlled under the ITAR, data or technology may not be exported from the U.S. without prior authorization). If known, please provide the applicable control number for items enumerated on the Commerce Control List.**

*Example 1: To obtain the software license, agreed not to export the software.*

*Example 2: Manufacturer provided a statement that the equipment is controlled under the ITAR and cannot be exported without a license from the Department of State Directorate of Defense Trade Controls.*

4. **Security Measures: Provide a description of the physical security plan designed to protect the item/technology from unauthorized access or removal.**

*Examples:*

* *Software may be protected by not being loaded on computers that will be leaving the U.S. on international travel.*
* *Electronic technical data may be secured through encryption, password protection, or storage in non-networked locations.*
* *Paper files may be appropriately stored under lock in key*
* *Small pieces of equipment might be stored in locked cabinets with established sign-out procedures so that a log of chain of custody is maintained*

5. **Agreed upon list of Individual(s) authorized to access the items, technology or technical data (please notify** [exportcontrol@etamu.edu](mailto:exportcontrol@etamu.edu) **regarding any needed revisions to the information in the table):**

|  |  |  |  |
| --- | --- | --- | --- |
| Person | U.S. Citizen or permanent resident | Access/level limitations | TCP and Export Control Training Complete (Y/N) |
| *Name of Individual* | *Yes if person is U.S. citizen, green card holder or has asylum status)* | *Equipment: individual will have a key and will be able to freely access…*  *Technology: individual will have direct access to the technology and/or data* |  |
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*All persons who may have access to export–controlled items, information, and/or technology must be listed in the previous table and undergo Restricted Party Screenings. Screening results will be maintained as part of this TCP.*

6. **What will be done with the controlled technical data, or item at the end of the project?**

*A technology control plan remains in effect as long as the export controlled items remain on campus. Please indicate here if the controlled items will be retained on campus, returned to the sponsor, or destroyed. The Division of Research and Economic Development will work with the PI to establish when controls of retained materials and information are no longer required.*

**Certification**: I hereby certify that I have read and understand this Technology Control Pan and my obligations under federal law and East Texas A&M procedures regarding the item, technology, or technical data identified in this TCP. I agree to take the actions set forth in this TCP, and if applicable to comply with the terms of any license governing the item, technology or technical data and the terms in any contract regarding such item, technology or technical data.

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PRIMARY RESPONSIBLE INDIVIDUAL DATE

CC: Department Head and/or Supervisor for Responsible Individual

Dean of Responsible Faculty Member or Vice President of Responsible Staff Member

Vice President for Research, Division of Research and Economic Development

FOR EMPOWERED OFFICIAL TRACKING PURPOSES (to be completed by Empowered Official or his/her designee):

TCP Number: [INSERT TRACKING NUMBER HERE]

EAR LICENSE NUMBER, IF APPLICABLE?

ITAR LICENSE NUMBER, IF APPLICABLE?

OFAC LICENSE NUMBER, IF APPLICABLE?

Summary of Major License and Recordkeeping Terms:

Primary Responsible Individual:

Contact Information for Primary Responsible Individual:

Physical Location of Item/Technical Data for this TCP:

Phone Number for Primary Responsible Individual:

Email for Primary Responsible Individual: