In accordance with Export Control Regulations (EAR and ITAR), a Technology Control Plan (TCP) is required in order to prevent unauthorized exportation of protected items / products, information, or technology deemed to be sensitive to national security or economic interests.

*Your TCP must be kept up to date with the most current procedures and personnel.* ***Changes to your existing TCP must first be documented and approved*** *by UT Arlington’s Empowered Official for Export Control. Please describe your changes below and submit this form (typed) to the Office of Regulatory Services,* [regulatoryservices@uta.edu](mailto:regulatoryservices@uta.edu).

**Section A – Basic Information**

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| --- | --- | --- |
|  | **Date:** |  |

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| --- | --- |
| **TCP #:** |  |

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|  | **Responsible Individual/PI:** |  |

|  |  |  |
| --- | --- | --- |
|  | **Contact Information:**  Office, Phone, Email |  |

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| --- | --- | --- |
|  | **Nature of the Change(s):**  Please Check All That Apply | Change in Controlled Material/Technology/Equipment  *🡪 Complete Sections B and F*  Change in Procedures (handling, transmission, security, etc.)  *🡪 Complete Sections C and F*  Change of Location  *🡪 Complete Sections D and F*  Change of Personnel  *🡪 Complete Sections E and F* |

**Section B – Change in Export Controlled Material/Technology/Equipment**

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| --- | --- | --- |
|  | **Describe changes. Provide a technical description of any new controlled item/material/technology/ equipment/software, and its planned use. Include USML # or ECCN # if available.** |  |

**Section C – Change in Procedures (Involving handling, transmission of data, security, etc.)**

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| --- | --- | --- |
|  | **Describe the change in procedures and control measures. Address the Physical Security Plan and the Information Security Plan (if applicable).** |  |

**Section D – Change of Location(s)**

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| --- | --- | --- |
|  | **Describe the change of location(s) and describe the security procedures / control measures for any new locations.** |  |

**Section E – Change of Personnel**

**Adding Personnel:** To add new personnel, have them complete and sign Section F, “Project Personnel & Certifications.” **Training of New Personnel:** It is the PI’s responsibility to provide and maintain **documentation** of site-specific training for each individual having access to or working with controlled items/materials, including new personnel that are added to the project (refer to training plan in approved TCP). Training documentation may be requested for compliance monitoring or university internal audit purposes.

**Deleting Personnel:** Identify any personnel that will no longer be working on this project and will no longer need access to the controlled technology / item. This includes any faculty, staff, students (graduate/undergraduate), outside collaborators, etc.

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| **Name:** | **UTA Status (Faculty/Staff/Student):** |
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**Section F: New Project Personnel & Certifications** (In the table below, list every new person who will be authorized to access the controlled information / materials / technology).   
  
**\*Each person signing below certifies that their citizenship status provided in this document is correct and that they have read, understand, and will adhere to the terms of this Technology Control Plan as described below.**

**Training & Awareness**: You must (1) read and adhere to the procedures of the approved TCP and its Amendments, (2) complete site-specific training with your PI prior to your access or work with controlled items/materials, (3) complete the online Export Control training module, and (4) be familiar with and adhere to any applicable EAR and/or ITAR regulations. **Reasonable Care**: You may be held personally liable for violations of the ITAR or EAR. As a result, you must exercise care in using Export-Controlled Information, Technology, or Materials. Controlled Items must be handled in accordance to the security plans and/or controls specified in this TCP and only be shared with authorized Project Personnel. Unsecured Export-Controlled Information or Materials should not be left unattended. You must not travel internationally with any controlled information, technology, or materials without first consulting the Export Control Officer. Both civil and criminal penalties may be imposed for unlawful export and disclosure of Export-Controlled Information up to and including incarceration. If you have any questions or concerns, contact the Export Control Officer at [regulatoryservices@uta.edu](mailto:regulatoryservices@uta.edu) or 817-272-3723.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **UTA ID Number** | **Email** | **Completion Date of Online Training Module** | **Citizenship Status (U.S., non-U.S., Permanent Resident)** | **Role/Status (faculty, staff, student, non-UTA collaborator)** | **Employee of UTA?**  **(Yes/No)**  **\*Criminal background check will be made for non-employees** | **Signature & Date** |
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Principal Investigator Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    
**Date of Administrative/Office Approval   
(When Amendment Includes Only Personnel Changes)**

**Approval of TCP Amendment (Non-Personnel Changes):**

**OIT Approval Date, if applicable:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Jeremy Forsberg, Assistant Vice President for Research Date  
UTA Responsible Official for Export Control**