



15.02.99.W1 Export Controls

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Supplements System Policy 15.02

Rule Statement

It is the policy of West Texas A&M University (WTAMU) to comply with United States export control laws and regulations including, but not limited to, those implemented by the Department of Commerce through its Export Administration Regulations (EAR), the Department of State through its International Traffic in Arms Regulations (ITAR), and those imposed by the Department of Treasury through its Office of Foreign Assets Control (OFAC).

Reason for Rule

This rule is required pursuant to The Texas A&M University System (System) policy 15.02, *Export Controls Program Management*. WTAMU has an obligation to implement an export control compliance program to reduce the risk of export control violations. All employees and students are responsible for the export control implications of their work, and must ensure that their activities conform to export control laws and regulations. There are severe institutional and individual sanctions for violations of export control laws and regulations, including the loss of research funding, the loss of export privileges, as well as criminal and civil penalties including imprisonment.

The export of certain items, technologies, software, and services is regulated for reasons of national security, foreign policy, prevention of the spread of weapons of mass destruction, and competitive trade. Export control laws restrict the shipment, transmission or transfer of certain items, software, technology and services from the United States to foreign countries. Export control laws also restrict the shipment, transmission, or transfer of “deemed exports” which are releases of controlled technology or controlled information to foreign persons located in the United States.

Several federal agencies implement export control rules and regulations, with each agency having jurisdiction over a discrete area. Among other regulations, the Department of Commerce regulates exports through the EAR 15 CFR 730-774. The Department of State regulates exports through the ITAR 22 CFR 120-130, and the Department of Treasury regulates exports and transactions involving certain countries, individuals, and organizations through the OFAC. Each agency possesses different and changing rules and lists specifying who or what is considered export sensitive and where export controls apply. The restrictions enforced by the OFAC are independent and not affected by ITAR, EAR or any applicable exemptions.

Procedures and Responsibilities

Encouraging research and intellectual inquiry is a vital goal of WTAMU. WTAMU supports open research and the free interchange of information among scholars. WTAMU also recognizes that the United States has enacted laws and regulations restricting the transmission of Controlled Information and Controlled Physical Items for the purpose of protecting national, economic, security, and foreign policy interests. These federal export control laws and regulations establish the conditions under which Controlled Information and Controlled Physical Items can be transmitted to anyone outside the United States and to Foreign Persons in the United States. In addition, the export control laws and regulations restrict or prohibit the transaction of business with certain countries, persons, and entities that have been sanctioned by federal agencies as a threat to important United States interests.

1. Export Control Compliance

1.1. Individual Responsibility

WTAMU employees and students engage in a broad range of innovative research and other important activities that may intersect with export control laws and regulations.

All WTAMU employees and students, visiting scientists, postdoctoral fellows, and other persons retained by or working at or for the University must conduct their affairs in accordance with United States export control laws and regulations.

All WTAMU employees with managerial or supervisory authority over Foreign Persons or projects involving Controlled Information or Controlled Physical Items should view export control compliance as an important part of their day-to-day responsibilities.

WTAMU employees and students will comply with the provisions of any export license, governmental approval requirements, required certifications, technology control plans, and procedures adopted by or granted to WTAMU.

1.2. Empowered Official

WTAMU's Vice President of Research and Compliance (VPRC) is WTAMU's "Empowered Official" for all purposes relating to applicable federal export control laws and regulations. The Empowered Official delegates Export Control duties and responsibilities to the Director of Academic and Research Environmental Health and Safety (AR-EHS), however the VPRC retains signatory authority. The AR-EHS Director will be assisted by the Export Control Officer and export area coordinators with the day-to-day activities in their areas of responsibility. The AR-EHS Director, assisted by the Export Control Officer, is responsible for license applications and other approvals required for compliance with export control laws and regulations, and serves as WTAMU's representative and point of contact for export control matters involving WTAMU. The Empowered Official is WTAMU's official authorized to sign license applications and other authorizations required by export control laws and regulations on behalf of WTAMU and to bind WTAMU in any proceedings before government agencies with export control responsibilities.

1.3. Export Control Compliance Program

The Export Control Compliance Program is intended to increase awareness of export control regulations and reduce the risk of violations. Additional resources, information, and specific procedures can be found in the WTAMU Export Control Program Manual which is located on the university website.

1.3.1. Research

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The Empowered Official, Export Control Officer and other appropriate office(s), in coordination with WTAMU's Sponsored Research Services office, is responsible for developing and implementing procedures to screen proposals and projects for compliance with export control laws and regulations.

1.3.1.2. Controlled Research and Equipment

Research of a controlled nature may be subject to a Technology Control Plan in order to ensure adequate protections are in place. The Export Control Officer will work with the Principal Investigator, academic and non-academic departments, and research sponsors, as necessary, to enact appropriate controls.

1.3.2. International Visitors

International visitors invited to WTAMU must undergo a Restricted Party Screening as a pre-condition of their visit to WTAMU. This includes all International Visitors whether present or not in the United States. It is the responsibility of all employees at WTAMU who intend to host an International Visitor to notify and request approval of such visit from their export area coordinator before the arrival of the International Visitor.

1.3.3. International Activities

1.3.3.1 When WTAMU activities are conducted outside the United States, the WTAMU activity organizer's and/or responsible international activity official's responsibility is to seek and obtain appropriate export control approvals from the Export Control Officer, for the following activities without limitation:

- a) execution of agreements to be performed outside the United States;
- b) non-credit bearing study abroad courses; and
- c) making payments to Foreign Persons.

1.3.3.2. The Export Control Officer or other office(s) with an export area coordinator, in coordination with the Empowered Official, are responsible for developing and implementing procedures to screen international programs and activities for compliance with export control laws and regulations.

1.3.3.3. Students Studying Abroad

The Study Abroad Office is responsible for performing Restricted Party Screening on all students enrolled in WTAMU credit bearing programs outside the United States. Restricted Party Screening is required when the student:

- a) is a Foreign Person;
- b) has not previously attended WTAMU; and
- c) is not enrolled as a continuing student at a college or university based in the United States.

1.3.4. Distance Education

Those responsible for offering distance education courses, in cooperation with the Vice President for Academic Affairs, will screen courses as appropriate for purposes of compliance with export control laws and regulations.

1.3.5. Purchasing and Financial Transactions

It is the responsibility of the Division of Business and Finance, in coordination with the Vice President for Business and Finance, to develop and implement procedures to screen vendors as appropriate for compliance with export control laws and regulations.

1.3.6. Training

The Export Control Officer, in cooperation with other appropriate offices, will authorize and assign approved WTAMU training. All regular WTAMU employees including student workers are required to complete appropriate export control training once every two years. Requests to deviate from the currently established EC training schedule shall be made in accordance with procedures outlined in the Export Control Program Manual. Depending on the nature of an individual's activities and/or job functions, a WTAMU employee may be required to take supplemental export control training as deemed necessary by the individual's supervisor and/or the Export Control Officer.

1.3.7. Shipping

It is the responsibility of WTAMU personnel or students who are shipping items outside the United States (including hand-carrying items such as research equipment, materials, data, biological materials) to comply with export control laws and regulations in coordination with the Export Control Officer and other appropriate offices. WTAMU personnel and students should contact the shipping export coordinator for assistance if needed prior to shipping items outside the United States.

1.3.8. Risk Assessment and Reporting

The Export Control Officer will conduct a risk assessment to identify the current export control risk portfolio and appropriate mitigation strategies. The risk assessment will be completed annually before the start of the new fiscal year. The risk assessment and other required reports will be submitted to the System Research Security Office as in accordance with System Policy 15.02.

2. Offices Responsible for Export Control Compliance

- 2.1. The Empowered Official and the Export Control Officer, in cooperation with other appropriate offices, are responsible for monitoring WTAMU's export control compliance program and for implementing procedures and/or guidelines to comply with federal export control laws and regulations.
- 2.2. When requested, the Export Control Officer will determine, or assist other offices and employees in determining compliance obligations and the applicability of export control regulations and any relevant exclusions. The Export Control Officer will also assist with Restricted Party Screening and consult with the System Research Security Office on export control matters as appropriate.

3. Possible Violations

- 3.1. Each WTAMU employee and student has the responsibility to report possible violations of export control laws or regulations. Suspected violations and the details of the suspected violation should be reported to the Export Control Officer. Suspected violations may also be reported via the Ethics and Compliance hotline at Ethics Point. Possible violations of United States export control laws or regulations will be investigated by the Empowered Official with assistance from the Export Control Officer. The Empowered Official is authorized to suspend or terminate a research, teaching, testing or other activity if the Export Control Officer determines that the activity is not in compliance, or will lead to noncompliance, with export control laws and regulations. The Empowered Official will coordinate with the System Research Security Office on any communication with a federal regulatory body during an investigation.

4. Record Keeping

- 4.1. Records required to be maintained by export control laws and regulations shall be kept for the longer of:
 - a) the record-retention period required by the applicable export control regulations (see 15 C.F.R. Part 762 (ITAR); 22 C.F.R. §§ 122.5, 123.22 and 123.26 (EAR); and 31 C.F.R. § 501.601(OFAC)), or
 - b) the period required for the retention of records as set forth in The Texas A&M University System policies and regulations and University rules.

Records will be maintained by the Export Control Officer and/or the appropriate office responsible for the export or activity.

Related Statutes, Policies, or Requirements

- [International Traffic in Arms Regulations \(ITAR\), 22 C.F.R. §§ 120-130](#)
- [Export Administration Regulations \(EAR\), 15 C.F.R. §§ 730-774](#)
- [Office of Foreign Assets Control \(OFAC\), 31 C.F.R. §§ 500-598](#)
- [National Security Decision Directive 189](#)

- [Atomic Energy Act of 1954, 42 U.S.C Section 2011, et seq., and Nuclear Regulatory Commission Regulations, 10 C.F.R. Part 110](#)
- [System Policy 15.02, *Export Controls Program Management*](#)

Definitions

Each of the following terms used in this Rule is defined in System Policy 15.02, *Export Controls* (Definitions):

- Controlled Information
- Controlled Physical Items
- Export
- Foreign Person

Other terms used in this Rule have the meanings set forth below:

- Deemed Export – The transfer of Controlled Information or Controlled Physical Items, or the provision of defense services to a Foreign Person in the United States is deemed to be an Export to the home country or countries of the Foreign Person, and is subject to the export control laws and regulations.
- Empowered Official – The Empowered Official is defined in 22 C.F.R § 120.25. The Empowered Official has independent authority to: (i) inquire into any aspect of a proposed export or temporary import by the University, (ii) verify the legality of the transaction and the accuracy of the information to be submitted; and (iii) refuse to sign any license application or other request for approval without prejudice or other adverse recourse.
- International Visitors – International Visitors are Foreign Persons having a residence in a foreign country, who are not WTAMU employees or enrolled students and are coming to WTAMU on a temporary basis as a result of an invitation from a WTMU faculty member, researcher or administrator.
- Restricted Party Screening – The process of determining whether a person or entity is subject to restrictions on receiving exports or on the provision of services based on inclusion on a U.S. government export denial, debarment, or blocked persons list.

Contact Office

WTAMU Export Control Officer
(806) 651-2982

Approval

Walter V. Wandler

05.19.20

President/CEO

Date