



University Export Control Guide for Departmental Shipping Liaisons

1. Introduction to Export Controls

Export controls are U.S. laws and regulations that restrict the release of certain items, technologies, software, or technical data to foreign nationals, countries, or entities for reasons of national security, foreign policy, or economic protection. At UNT, this is managed by the Research Security and Export Control Officer (RSECO) to ensure all activities align with federal requirements. This guide is not intended to train you in Export Control, but rather to help you know when to reach out to the RSECO. All university export control questions or concerns must be directed to the UNT RSECO or the Office of Research Integrity and Compliance (ORIC.)

Key concepts:

- **Deemed Exports:** The release or sharing of technical data to a foreign person within the United States or abroad is considered a deemed export to that person's country of citizenship.
- **Fundamental Research Exclusion (FRE):** Basic research intended for public dissemination may be exempt, but this must be evaluated by the RSECO.
- **Restricted Parties:** Screening for denied persons, entities, or embargoed countries is required.
- **CUI:** Controlled Unclassified Information that requires some measure of safeguarding.
- **Classified Information:** Information that requires the highest level of security protection.
- **Empowered Official:** Vice President of Research and Innovation

As a Departmental Shipping Liaisons, your activities may involve research, international collaborations, travel, or shipments that trigger export control reviews.

2. Responsibilities for Departmental Shipping Liaisons

Everyone plays a critical role in maintaining compliance. Below are key responsibilities tailored to your position:

- Verify whether an item (e.g., research material, equipment, samples, data, software, devices, etc.) is export-controlled.

- Consult and obtain approval from the RSECO before shipping any export-controlled items.
- Clear international shipments with export control to confirm EAR99 status.
- Shipping-related export control issues, questions, or concerns must be referred to the RSECO for assistance and resolution.

Failure to comply can result in fines, loss of funding, or legal penalties for both individuals and the university.

3. Interacting with the University Export Control Office (RSECO)

The RSECO is your primary resource for guidance, reviews, and approvals. Here's how to engage effectively:

- **When to Contact the RSECO:**
 - Before shipping items abroad.
 - If you suspect an activity involves controlled items (e.g., [Specific Examples: sharing technical data with a foreign student]).
 - For annual compliance certifications or audits.
 - If you or anyone you supervise have any questions regarding export control.
 - If you are made aware of ANY possible export control violations (inadvertent or intentional) you are required to report these to the RSECO as soon as possible so they can offer support and guidance and investigate if further action needs to be taken.
- **Interaction Process:**
 1. **Submit a Request:** email oric@unt.edu with details of all items to be shipped and the address they are being sent to.
 2. **Approval Timeline:** Expect 1-2 days for a response.
- **Best Practices for Interaction:**
 - Provide complete information upfront to avoid delays.
 - Attend RCR workshops or request consultations for proactive advice.
 - Make sure any required training is up to date.

4. Failure to Comply

Failure to comply with UNT Export Control Policy 13.010 and applicable export control regulations may result in severe civil and criminal penalties for the University and individuals. Any individual who does not comply with this policy and applicable export control regulations may also be subject to disciplinary action up to and including termination, dismissal, or expulsion.

5. Resources and Contacts

Margaret “Meg” Cochran, UNT Research Security and Export Control Officer

- Email: Margaret.cochran@unt.edu | oric@unt.edu
- Website: <https://research.unt.edu/support-units/research-integrity-and-compliance/export-control.html>

Additional Resources:

- University Export Control Policy: <https://policy.unt.edu/policy/13-010>
- Bureau of Industry and Security EAR Information <https://www.bis.gov/regulations>
- Department of State ITAR information: <https://www.pmddtc.state.gov/>
- Training: available in CITI: <https://about.citiprogram.org/>

For any questions or to request a personalized consultation or training, contact the RSECO.