



Export Control Lab Procedures

For projects involving the use of export controlled information, MSU must prevent any deemed export of controlled information, or technology. Export controlled information could be activities, items and information related to the design, development, engineering, manufacture, production, assembly, testing, repair, maintenance, operation, modification, demilitarization, destruction, processing, or use of items with a capacity for military application.

The following methods must be utilized in order to provide due diligence in restricting the dissemination of export controlled information or technology to foreign nationals on campus.

- 1) **Laboratory "work in progress":** Access restriction such as key coding the lab only allowing for authorized personnel, in this case U.S. citizens or permanent residents. If this is not feasible, secure time blocks in which access is restricted and secured to non-authorized personnel.
- 2) **Blacking out windows:** An export is an oral or visual disclosure of information or technology that is controlled. In this instance, visual disclosure could be prevented by darkening transparent glass windows or doors.
- 3) **Electronic communications and access:** Appropriate measures should be taken to secure controlled electronic information. These may include: password control or User ID as well as fire walling network access. Printers and faxes should be secured and not in open spaces. All faxes sent or received should be shredded after use.
- 4) **Personnel meetings and conversations:** Discussions about the project or work products are limited to the U.S. authorized personnel. Discussions with third party subcontractors must be conducted under signed agreements that reflect the export control considerations.
- 5) **Work Products:** Soft and hardcopy data such as reports, lab notebooks and other research materials must be stored in locked cabinets preferably in lock and key access labs or offices.

These procedures will be implemented in conjunction with the sponsor's award following the stipulations in the project's contract. If you have any questions please contact Nicholas Miller by phone 662-325-7402 or nmiller@spa.msstate.edu.

Sponsored Programs Administration

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