VISITORS

Individuals are considered visitors if they are:

1. Not working on the project and indicated on the TCP.
2. Do not have permanent or authorized access (key/key code) to the area.

*REMEMBER, anyone provided authorized access to a facility during export-controlled work **MUST** be a US Person (US Citizen or Permanent Resident). UA Facilities (including Maintenance) are considered to have permanent access.*

ROOM ACCESS	GENERALLY: -When no work occurring on controlled projects. - No access to anything controlled (CUI or technical data, ITAR-controlled equipment, etc.)	It is a best practice to have maintenance/cleaning personnel escorted while in your lab. These individuals are not considered visitors and do not need to sign the visitor log. Some labs place trash outside the door to be removed so cleaning personnel are not entering the area. Always secure computers, and controlled equipment and materials when departing the room in case someone should enter. Tours and visitors should be escorted.
	DURING CONTROLLED PROJECT ACTIVITIES	A sign ("EXPORT CONTROL RESTRICTED-UNAUTHORIZED NON-US PERSONS NOT PERMITTED") must be placed on the door at this time. A best practice is to avoid having anyone who is not working on the project in the room. Visitors allowed into the room **must be** a U.S. Person <u>and</u> sign the visitor log.
	AUTHORIZED ACCESS (provided key/key code)	Individuals listed on the TCP and working on the project. Individuals not indicated on the TCP are not visitors but must be identified to Export Control and sign an NDA.
NON-UA EMPLOYEES	Conduct Restricted Party Screening (Visual Compliance). Your department/college Export Control Liaison can assist.	