Texas A&M Veterinary Medical Diagnostic Lab Procedures

29.01.05.A0.01 | Artificial Intelligence

Approved: February 6, 2025

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PROCEDURE SUMMARY

This procedure addresses the ethical, responsible, and secure use of artificial intelligence (AI) across AgriLife. This procedure applies to all AI-related computing, administrative functions, and educational platforms within AgriLife. This procedure does not address the research of AI or use of AI in conducting research.

This procedure is established to achieve the following:

- ensure adherence to System regulation 29.01.05 Artificial Intelligence.
- ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources utilizing AI.
- establish ethical, secure, prudent, and acceptable practices regarding the procurement, development, and use of AI.
- educate individuals who may use, develop, or procure AI with respect to their responsibilities associated with such use; and
- manage effort and priorities based on organizational risk.
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PROCEDURES AND RESPONSIBILITIES

1.0 TERMS OF USE

AI solution electronic content input, generated, sent, received, or stored on information resources owned, leased, administered, or otherwise under the custody and control of the agency are the property of the agency. Violation of these procedures may lead to loss of access privileges to agency information resources and or disciplinary actions.

2.0 RESPONSIBILITIES

a. AgriLife Chief Information Officer (CIO):

- Participate in AgriLife councils, teams, or committees regarding agency-wide AI initiatives and advise on AI related concerns and issues.
- Approve the procurement of AI solutions.
- Approve implementation of internally developed AI solutions.
- Approve the appropriate data storage locations used by AI based on data classification.
- Maintain a documented list of AI solution owners and their designated primary custodian of the system utilizing AI.
- Report to the SCIO annually on the automated decision systems inventory submitted to Texas DIR under Tex. Gov't Code § 2054.623.
- Oversee and encourage the integration of AI literacy into staff professional development.

b. AgriLife Chief Information Security Officer (CISO):

- Approve AI solutions that involve state or federally regulated data and/or agency confidential data.

- Provide AI solution selection and design information security opinion and reviews.
- Oversee AI solution compliance with all applicable data privacy and security laws, System policies, regulations and standards, and security controls.
- Oversee the risk management of AI solutions per the NIST AI Risk Management Framework.

c. Owners

- Communicate to the AgriLife CIO the name and official agency title of the designated custodian of the system which utilizes AI, with responsibility to ensure that an AI is robust, safe, and capable of being terminated if human control of the system is no longer possible.
- Ensure procurement of AI follows agency procedures, laws, rules, and regulations.
- Identify AI capabilities utilized and document in plain language and clear descriptions of the overall system functions and the role of AI.

3. ETHICAL DEVELOPMENT, PROCUREMENT, AND USE

Confidential or sensitive data must only be entered into AI solutions that have been assessed and approved for such use by the AgriLife CIO and the AgriLife Information Technology Information Security Office.
Ensure that the use of AI solutions recognizes the importance of human oversight and accountability in AI decision-making processes and that AI augments human capabilities and enhances public service while preserving human judgment and autonomy.

Include within the AI solution life cycle ongoing assessments of AI activities which:

- Consider social, ethical, and environmental impacts of AI activities.
- Include transparency and explainability of AI activities.
- Provide clear documentation, explanations, and recourse mechanisms to users and stakeholders affected by AI-driven decisions and outcomes.

Ensure development and use of AI aligns with the United Nations Educational, Scientific and Cultural Organization (UNESCO)'s Recommendation on the Ethics of Artificial Intelligence, ensuring transparency, fairness, accountability, safety, and respect for individual rights of privacy and dignity.

Prior to procurement of an AI solution or the implementation of internally developed AI solution, ensure that the solution has undergone a thorough information security review such that applicable security controls are in place and in compliance with state and agency requirements.

Adopt the NIST AI Risk Management Framework in the lifecycle of AI procurement, development, and use.

4. PROHITIBED USE

AI must NOT be used in any manner that violates the law, System policy or regulation, or agency rules and procedures.

Agency confidential or non-public information (e.g. unpublished research, legal analysis or advice, recruitment of employees, and human resource or disciplinary decision-making processes, etc.) must NOT be input into or shared with publicly available generative AI tools (e.g. ChatGPT).

AI from third-party services must NOT be utilized to generate material that is based on, use, or incorporate agency confidential or non-public information.

Only first-party AI provided services with which the System or agency has a contractual agreement that includes data privacy and security conditions may be utilized to generate material that is based on, use, or incorporate agency confidential or non-public information.

AI from third-party services that participates in online meetings to deliver transcription or summarization services must NOT be used for any meetings where non-public information, including information subject to disclosure under the Texas Public Information Act (Tex. Gov't Code Ch. 552), is discussed.

Only first-party AI provided by an online meeting service with which the System or agency has a contractual agreement that includes data privacy and security conditions (such as Cisco Webex AI, Google Gemini, Microsoft CoPilot, and Zoom AI Companion) may be used in such cases, with the understanding and consent from all participants that any transcribed or summarized conversation is subject to disclosure in accordance with the Texas Public Information Act.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

System Regulation *29.01.05 Artificial Intelligence*

UNESCO Recommendation on the Ethics of Artificial Intelligence

NIST AI 100-1, *Artificial Intelligence Risk Management Framework (AI RMF)*

Tex. Gov't Code § 2054.601, *Use of Next Generation Technology*

Texas Government Code Ch. 552, Public Information

Texas Government Code § 2054.623, Automated Decision Systems Inventory Report

System Policy *29.01, Information Resources*

System Regulation *29.01.01, Information Resources Governance*

Texas A&M University System Artificial Intelligence Guidelines

Texas A&M University System Cybersecurity Standards

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Information Technology at 979-985-5737 or firstcall@ag.tamu.edu.

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