

# Texas A&M Veterinary Medical Diagnostic Lab Procedures

## 41.01.01.V0.01 | Use of Texas A&M Veterinary Medical Diagnostic Laboratory Facilities

Approved: November 30, 2012

Revised: March 29, 2013

Next Scheduled Review: March 29, 2015



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### PROCEDURE STATEMENT

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Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) facilities are available for use without regard to race, ethnicity, sex, age, disability or veteran status. Use of facilities must be in accordance with System Policies and Agency Rules.

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### REASON FOR PROCEDURE

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This procedure establishes the requirements for use of TVMDL facilities.

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### PROCEDURES AND RESPONSIBILITIES

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#### 1.0 GENERAL

Agency functions have first priority in using TVMDL facilities. Requests from other organizations may be accommodated provided the activity will not disrupt normal business, and provided use of the facilities has been requested by the designated facilities manager (resident director or agency operations manager) and approved by the Director or designee.

#### 2.0 USE OF FACILITIES

- 2.1 Requests to use TVMDL facilities will be made to the Director in writing. In cases where a working relationship exists or is anticipated, the facilities manager may accept a verbal request which should nonetheless be documented by the facilities manager and routed to the Director for approval in order to prevent misunderstanding and to maintain records for audit.
- 2.2 Requests from state and federal agencies to occupy TVMDL space or for long-term use of equipment, if approved, shall be further described in a Memorandum of Agreement, reviewed by the Administrative Services Contract Office, and signed by the Director or designee.
- 2.3 Requests by TVMDL, Texas A&M AgriLife Research (AgriLife Research), or Texas A&M AgriLife Extension Service (AgriLife Extension) staff to use meeting space on behalf of organizations related to the mission of the respective agencies, or as part of their programs, shall be given the priority for use and shall be made to the facilities manager.
- 2.4 Requests for use of facilities by other groups or individuals may be accommodated when such activities will not interfere with the accomplishment of TVMDL, AgriLife Research, and AgriLife Extension business. However, in doing so, it may be necessary for the agency to charge a usage fee to cover expenses. For example, utilities, overtime wages for non-exempt employees, etc.

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[System Regulation 41.01.01](#), *Real Property*

[System Regulation 07.03.01](#), *Political Campaign Events on Property Under the Control of The Texas A7M University System*

TVMDL Rule 07.03.01.V1, *Political Campaign Events on Texas A&M Veterinary Medical Diagnostic Laboratory Property*

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**CONTACT OFFICE**

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For questions concerning this procedure, contact the Administrative Services Contract Office at 979-862-3269.