

Administration of the Research and Services Agreement with the Ontario Ministry of Agriculture and Food

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SUBJECT

Administration of the Research and Services Agreement with the Ontario Ministry of Agriculture and Food

PREAMBLE

The University of Guelph has agreed with the Ontario Ministry of Agriculture and Food to perform certain research and service functions for the Ministry. The Ministry provides, and the University operates, extensive off-campus research stations for research activities conducted by the University of Guelph under the conditions of the agreement. (Refer to agreement dated 14th day of June, 1968, as amended the 16th day of February, 1972, between the Ontario Ministry of Agriculture and Food (O.M.A.F.) and the University of Guelph).

PURPOSE

To set forth the responsibilities expressed or implied within the covenants of the agreement between the Ontario Ministry of Agriculture and Food and the University of Guelph. To establish the policies required to effectively discharge the responsibilities of the University of Guelph as undertaken by the agreement.

SCOPE

The administration, organization, accounting and management of matters pertaining to the O.M.A.F. agreement for research and services and the management and operation of the Guelph Agricultural Research Stations.

POLICY

1. Definitions and Introduction

- 1.1. Research and services performed under the terms of the agreement by the University of Guelph will be on behalf of the Minister, subject to the terms and conditions of the agreement and the Agricultural Research Institute of Ontario Act, 1961-62.
- 1.2. "Research" falls into two broad categories:
 1. Research Station work - research using field plots, herds and flocks on the land and in buildings, on the stations, and on selected sites in Ontario.
 2. Laboratory work - research in laboratories in the buildings on campus.
- 1.3. Research activities are coordinated by the Office of Research through the Deans of the Colleges concerned with the research programs being undertaken. The Ontario Agricultural College has established a Research Station Services Unit to organize and co-ordinate the use of land and equipment to support research activities at the research stations.
- 1.4. "Service" in the agreement means extension activities, diagnostic, testing and consulting activities, and teaching programs at the non-degree level in agriculture, veterinary medicine and household science.
 - 1.4.1. Service activities other than teaching programs are coordinated by the Dean of Research.
 - 1.4.2. Teaching programs are coordinated by the Dean or Associate Dean of the Ontario Agricultural College.

2. Responsibilities

- 2.1. University of Guelph Undertakes to:
 - 2.1.1. Carry out mutually agreed programs of research, services, and non-degree level teaching for which monies have been appropriated by the Legislature.
 - 2.1.2. Submit an annual report on progress of each research and service program undertaken for O.M.A.F. as well as the publications of findings beneficial to the agricultural industry.
 - 2.1.3. Assist in the planning and development of government experimental stations or land made available by the University for agricultural research, and to manage and operate the Guelph Research Stations.
 - 2.1.4. Maintain and make available for audit, adequate records of all transactions and report monthly on expenditures and revenues relating to the agreed programs.
 - 2.1.5. Collect and transmit periodically all revenue arising from sale of live poultry which are the property of the Ministry.
 - 2.1.6. Remit forthwith the proceeds of sale of any animals or equipment which are the property of the Ministry.
 - 2.1.7. Provide a reconciliation of expenditures and revenue quarterly, not later than the 15th day of the month next following the end of each quarter.
 - 2.1.8. Lease from the Ministry of Government Services all dwellings on land owned by the Crown and occupied by employees of the University (Ref. [Appendix "D"](#)).
 - 2.1.9. Treat all findings from any research deemed by the University pursuant to the agreement as the property of the Ministry and only publish for extension on behalf of and to the credit of the Ministry, or if published as scientific papers by the University, give credit for financial

support to the Ministry (Ref. [Appendix "A"](#) - Extract from Agreement Regarding Inventions, Discoveries, or Data Arising out of Research Conducted by the University, Sec. 13 as amended by letter Dr. D.N. Huntley to Dr. W.E. Tossell, November 13, 1972.).

- 2.1.10. Provide for accommodation in University of Guelph buildings, and the maintenance and janitorial services; therefore, telephone equipment, switchboard services and postal services, trucking service and disposal of refuse, for O.M.A.F. personnel on campus. These agencies in the main are:
 1. A.R.I.O. Offices
 2. Dairy Branch
 3. Soils and Crops Branch
 4. Extension Branch
 5. Economics Branch
 6. Information Branch
 7. Veterinary Services
 8. Livestock Branch
 9. Plants Products Inspection Branch
 - 2.1.11. Provide for heat, light, power, water, fire protection and janitorial services to O.M.A.F. buildings on campus, as negotiated from time to time, and services for grounds, roads and parking areas associated with the buildings (e.g. Breeder Service Building).
 - 2.1.12. Ensure that the services afforded to students enrolled in non-degree level teaching programs will be no less than those services afforded regular undergraduate students of the University of Guelph and will include the opportunity to use residence and food service space, athletic and recreation facilities, health services, counselling and such other services provided by the University.
- 2.2. The Ontario Ministry of Agriculture and Food Undertakes to:
- 2.2.1. Provide and maintain Experimental Stations for agricultural research to be operated and managed by the University of Guelph for the purpose of conducting mutually agreed upon programs of research.
 - 2.2.2. Provide livestock, poultry, equipment, buildings, and other facilities required for research on the Stations or other University of Guelph locations in which research is conducted on behalf of the Ministry by virtue of the agreement.
 - 2.2.3. Permit the use of experimental station facilities for educational purposes, related to agriculture, provided such use does not interfere with any programs referred to in the agreement.
 - 2.2.4. Pay all direct costs of approved research, services, and non-degree level teaching programs, plus such amounts for overhead charges as may be mutually agreed to (Ref. [Appendix "B"](#) for items included in overhead).
 - 2.2.5. Advance monthly to the University an amount based on anticipated expenditures on the programs of research and services and non-degree level teaching, plus an amount for share of annual estimated overhead charges, for the month next following.

3. [Assignment of Administrative Duties to Units of the University](#)

3.1. University of Guelph

- 3.1.1. Vice-President of Research
- 3.1.2. Colleges and Departments
- 3.1.3. Research Station Policy Committee
- 3.1.4. Other Departments and Committees as warranted.

3.2. Administrative Duties of the University and Units

- 3.2.1. Provision by University Colleges of researchers, teachers, technicians, and other staff for the agreed programs and within the approved budgets.
- 3.2.2. Provision by the Office of Research of the coordinating function for research and service programs, or projects, as approved by the Ontario Ministry of Agriculture and Food (Ref. [paragraph #9](#) of this Policy)
- 3.2.3. Establishment by the Ontario Agricultural College of a Research Station Policy Committee to oversee administration of the Guelph Research Stations and to guide the research station activities.
- 3.2.4. Establishment by the Ontario Agricultural College of a Research Station Services Unit, comprising a Supervisor and staff, to administer, organize and coordinate the use of land and equipment to support research activities at the research stations (Ref. [paragraph #7](#) of this Policy).
- 3.2.5. Management, staffing and operating of experimental stations for agricultural research includes:
 1. Provision of vehicles for transporting personnel, animals, feed, fertilizers, etc.
 2. Purchases of feed.
 3. Purchases of seed, fertilizers, mulching materials, herbicides, bedding materials.
 4. Provision of hydro, heating fuels, vehicle fuels and lubricants.
 5. Fire prevention regulations on stations and fire protection apparatus on vehicles.
 6. Staff health and accident prevention plus first aid services and methods as per normal University practice.
- 3.2.6. Provision by the Colleges of accommodation, equipment and supplies for laboratory research work within the approved program budgets (Ref. [Appendix "C"](#)).
- 3.2.7. Provision by the Colleges of statistical and testing services, and certain extension activities for the Ministry to the agricultural community of Ontario within the approved program budget.
- 3.2.8. Conducting of teaching programs by the Colleges at the non-degree level in agriculture, veterinary medicine and household science as mutually agreed to from time to time within the approved program budgets.

4. [Assignment of Administrative Duties to Units by the Ontario Ministry of Agriculture and Food](#)

- 4.1. Agricultural Research Institute of Ontario.
- 4.2. Ministry of Government Services of Ontario.
- 4.3. Other branches of the Ministry of Agriculture and Food, as warranted (e.g. Information Branch).

5. Administrative Duties of O.M.A.F. and Units

- 5.1. The Agricultural Research Institute of Ontario (A.R.I.O.) advisory body, to the Minister of Agriculture and Food, inter alia, is expected, with respect to research to be carried out at the University of Guelph on behalf of the Ministry;
 - 5.1.2. to meet with the Officers of the University of Guelph for the purpose of conducting an on-going review, evaluation and discussions of research programs for the purpose of evaluating, agreeing, and recommending to the Minister, the initiation, continuation, increase or decrease, or the termination of programs.
 - 5.1.3. to recommend to the Minister the amounts to be provided in budget estimates to cover O.M.A.F. research programs and other activities recommended to be carried out at the University in each forthcoming fiscal year.
 - 5.1.4. The administrative duties of the Comptroller of A.R.I.O. are:
 - 1 To recommend to the Ministry, the acceptance of University requests for monthly advances of operating funds to cover University expenditures on O.M.A.F. approved research, training, and service programs.
 - 2 To review and recommend to the Ministry, the acceptance of University quarterly reports of expenditures and revenue arising from O.M.A.F. research and services programs.
 - 3 To maintain the inventory records of livestock and equipment on agricultural research stations managed and operated by the University.
 - 4 To visit buildings on the University campus and research stations for the purpose of taking physical inventory of O.M.A.F. equipment and livestock, the property of the Government of Ontario.
 - 5 To contact the University of Guelph staff when requested by the Executive Director of Agricultural Education and Research on matters related to the O.M.A.F. and A.R.I.O. arrangements. Such contacts are normally made through the Director of Financial and Administrative Services of the University, or the Deans, or Associate Deans of the Colleges.
 - 6 To review and approve O.M.A.F. purchase orders and requisitions on the Ministry of Government Services, raised as provided in the procedures for maintenance of the Research Stations.
 - 7 To cooperate with the internal auditor of the University, the Corporate auditors and the Provincial auditors to ensure complete audit is accomplished without duplication of effort.
- 5.2. Responsibilities of the Ministry of Government Services
 - 5.2.2. To acquire land for research stations and maintain drainage, irrigation, water supply and other services on this land.
 - 5.2.3. To arrange for the construction of buildings and other structures to be erected on Crown properties as authorized by the Ministry.
 - 5.2.4. To act upon O.M.A.F. requisitions for provision of maintenance, renovation and modification to buildings and other research facilities at the Research Stations.

6. Communications Between O.M.A.F. and University of Guelph

- 6.1. The official and formal channel of communication with the Ontario Ministry of Agriculture and Food is by the President, University of Guelph, to the Minister of Agriculture and Food of Ontario, or his/her Deputy.
- 6.2. All budget estimates and other matters pertaining to the administration and financial terms of the Agreement must be referred to the Vice-President Administration for approval prior to the release from the University.
- 6.3. The Vice-President of Research will be the normal channel of communication with the Executive Director of Agricultural Education and Research of the Ontario Ministry of Agriculture and Food regarding the content and priorities of research and service programs.
- 6.4. The day to day operating routine channel of communication with the Ontario Ministry of Agriculture and Food or the content of research and service programs, will be through the Vice-President of Research, Deans of Colleges and Associate Deans of Research as applicable. All matters involving a change to approved budget amounts or the transfer of allotted funds are subject to the prior approval of the Vice-President Administration.
- 6.5. Personnel of the Ontario Ministry of Agriculture and Food located with University College departments will channel their requests for research station or other services related to their work in the department, through the chair of the department with which they are associated.

7. Administration of the Agricultural Research Stations

- 7.1. The Dean of the Ontario Agricultural College (O.A.C.) is designated as the Head of the agricultural research stations which include, the A.R.I.O. stations at Elora, Arkell, and Cambridge; and any other University of Guelph acreage designated and used for agricultural research under the OMAF agreement.
- 7.2. The Research Station Services (R.S.S.) established by the University to operate the Stations and provide the necessary services to the University departments, will be governed by policies established by the Research Station Policy Committee chaired by the Associate Dean of O.A.C.
- 7.3. The Dean of O.A.C. is responsible for the appointment of the Supervisor of Research Station Services (R.S.S.), who will be responsible to the Dean and report through the Associate Dean of O.A.C.
- 7.4. The Supervisor, R.S.S., Research Co-ordinators, Chairs of O.A.C. departments, and Directors of Schools will communicate and consult directly with each other regarding programs, budget estimates, land use, and priorities.

8. Duties of Supervisor of Research Station Services Unit

8.1. The Supervisor of Research Station Services (R.S.S.) will be responsible to the Dean of O.A.C. for:

8.1.1. Preparation of budget estimates for the management and service operations of the Research Stations.

This will be a consolidation of the Research Station requirements requested by the Research Co-ordinators and Chair of departments and the Directors of Schools for research programs support and submitted to the Associate Dean, O.A.C. Upon approval by the Dean of O.A.C., the Dean of Research, the Director of Financial and Administrative Services and the Vice-Presidents Academic and Administration of the University, estimates will be formally submitted as indicated below.

Estimates are to be compiled for two separate submissions and categories of expenditures.

1. Funds required for salaries and operating expenses of the R.S.S. are to be submitted as part of the O.A.C. estimate to the Director of Financial and Administrative Services of the University.
2. Funds required for the following are to be submitted to the Executive Director Agriculture and Research of O.M.A.F. (after review as per [paragraph 8.1.1](#) above) by the Vice-President of Research.
 - Purchase, rental and maintenance of field machinery and equipment for Research Stations.
 - Purchase of livestock and poultry.

8.1.2. The control of Research Station Services activities and expenses to within the budget allotments for same.

- 8.1.3. The requisitioning of materials, equipment and services required for Research Stations operations such as:
1. University purchase Requisitions:
 - seed for general research when commercial standard seed is acceptable, if not, then the Researcher's department will procure its own.
 - fertilizer of commercial standards.
 - agricultural pesticides including commercial herbicides, fungicides and field insecticides.
 - other operating requirements of an expendable nature (excluding feed and livestock consumable items).
 2. O.M.A.F. Purchase Requisitions:
 - tractor and field machinery purchases or rental.
 - repairs and maintenance of O.M.A.F. equipment items.
 - purchase of major movable equipment.
 - to cover parts for heating equipment arising out of emergency no-heat service calls; and replacement parts costing less than \$10 at time of annual cleaning and burner service - for house and other buildings on Research Stations.
 3. MGS Work Orders for: (Ref. [Appendix "E"](#))
 - building, fence and roadway maintenance.
 - maintenance repairs, or renovations to houses at Research Stations leased from MGS (except for minor repairs which will be covered by O.M.A.F. purchase orders as per detailed instructions to tenants)
 - fire protection apparatus and equipment, servicing and inspection.
- 8.1.4. Ensuring that road, fences, buildings, and other Research Station facilities are maintained in good operating condition; that plot land is allocated as requested; that non- plot land is put to good use or maintained ready for use.
- 8.1.5. The Preparation and Maintenance of:
1. A land use chart.
 2. *A building register showing:* buildings, condition, and location.
 3. *A register of fire-fighting equipment carried on vehicles showing:* type, condition, date of inspection, location.
 4. A register of kits of small tools specific for use on O.M.A.F.-owned equipment.
 5. *A register of permanent equipment showing:* type, condition, location and ownership.

9. Responsibility for Leasing of Houses

9.1. The Director of Real Estate has the responsibility of leasing the houses situated on research stations and on other University grounds other than those designated by the University as Student Residences.

9.2. Duties and Responsibilities of Research Program Coordinators and their Relationship to the Associate Director and to the Department Chairs

Program Coordinators are appointed by the associate director for two year renewable periods. The program coordinator has a coordinating function and, in addition, an advisory function in relation to the associate director and to the chairs. It is important that the coordinator represents the researchers in the program and provides a communication link with other levels of administration. The time required for those duties will be set out in the distribution of effort for the program coordinator and be recognized in merit, tenure and promotion considerations.

9.3. The Program Coordinators are responsible to the associate director as appropriate, and will perform the following duties:

1. Chair meetings or researchers and department chairs involved in the program at least once per year to:
 - a) discuss progress in solution of problems,
 - b) establish priorities for future research within the program,
 - c) identify new problems and decide what action will be taken to contend with them.
2. Prepare program outlines and annual reports.
3. Advise chairs in regard to program changes, budget needs and new appointments.
4. Advise associate director on allocation of funds to departments for the program.
5. Make suggestions to chairs and individual faculty on research projects that are desirable for the program.
6. Evaluate project proposals in relation to program needs and submit evaluations to the appropriate chair and associate director (with a copy to the faculty member).
7. Prepare material for internal and external program reviews.

9.4. Listing of Appendices to this Policy

- A. Extract from Agreement Regarding Inventions, Discoveries or Data Arising Out of Research Conducted by the University.
- B. Items Included in Overhead as Reflected in O.M.A.F. Agreement, Appendix "A", Page 2, Overhead, dated June 14, 1968.
- C. Procedure for O.M.A.F. Personnel and Activities Accommodated in University of Guelph Buildings to obtain Various Campus Services.
- D. Policy and Procedure Regarding Rental of Houses Situated on Research Station Properties.
- E. Procedure for Preparation of MGS Work orders.
- F. Procedure for Disposal of O.M.A.F. Equipment.
- G. Policy FI 9.0, Sale of Live Animals, Animal Products and Produce, Agricultural Crops, and Disposal of Waste and Carcasses.

APPENDIX "A"

GE 3.0

April 30, 1973

EXTRACT FROM AGREEMENT REGARDING
INVENTIONS, DISCOVERIES OR DATA
ARISING OUT OF RESEARCH CONDUCTED
BY THE UNIVERSITY.

SECTION 13 OF AGREEMENT:

(1) It is expressly understood and agreed between the parties hereto that all inventions, discoveries or data arising out of any research conducted by the University pursuant to section 2 shall belong wholly to the Minister and neither the University nor any of its servants or agents have any claim to any patent rights of any kind respecting the same.

(2) The University, its servants or agents shall have free and unrestricted publication rights respecting any material related to any such invention, discovery or data in any scientific publication published primarily for persons engaged in scientific research, studies or teaching but where such material is related to a potentially patentable invention or discovery, the University, its servant or agent shall give the Minister ninety days notice prior to publication of intention to publish.

(3) A notice under subsection 2 shall be in writing, shall include a copy of the material to be published and shall include a statement that the material may be published ninety days thereafter.

(4) Publication of any material related to any invention, discovery or data, referred to in subsection 1, in a form intended for public use in agriculture shall not be published without the approval of the Minister and shall be published as on his/her behalf.

(5) In any publication of any material under this section, credit shall be given to the Minister for financial support.

(6) Where innovations are due entirely to Ministry funds, the inventions, processes, and data obtained from Ministry Contracts with the University of Guelph are the property of the Ministry.

Where the contribution of Ministry monies is at a low level (25% of total or less), the normal procedure for dealing with patent applications of the University of Guelph will prevail. When the proportion of money for the new invention supplied by the Ministry of Agriculture and Food is more than 25% the Ministry should be involved in the decision relative to making an application to the Canadian Patents and Development Limited regarding the possibility of a patent, and since this organization has an established routine with many universities and government agencies in Canada, their procedure should be followed in the allocation of royalties. The proportion of the royalty allocated to the institution

which conducted the research should be divided between the University of Guelph and the Consolidated Revenue Fund of the Ontario Government on the basis of the relative amounts of money contributed by each to the new development. (Ref. letter Executive Director Nov. 13, 1972 Agricultural Education and Research Division O.M.A.F. Reply January 16, 1973 W. E. Tossell, Dean of Research for University of Guelph.)

APPENDIX "B"

GE 3.0

April 30, 1973

Items included in overhead as reflected in O.M.A.F. Agreement
Appendix "A" page 2 Overhead dated June 14, 1968.

- a) Janitor services
- b) Groundskeeping services
- c) Security and fire protection on campus
- d) Normal maintenance, i.e., painting, routine repairs, window cleaning
- e) Waste disposal
- f) Postage and postal pick up and delivery
- g) Telephone service, including long distance calls
- h) Heating and air conditioning
- i) Electric power for lighting and machine power
- j) Water supply
- k) Vehicle fleet operation and maintenance
- l) Insurance - vehicle, fire and public liability
- m) University Administration, salaries office supplies and equipment for functions such as:
 - Central Purchasing
 - Duplicating
 - Financial Administration
 - System and Procedures
 - Human Resources
 - Physical Resources
 - Research Administration
- n) University libraries for Diploma Course students and research programs
- o) Student Affairs and Registrar related to diploma course students
- p) Employee benefits relating to staff included in overhead

APPENDIX "C"

GE 3.0

April 30, 1973

PROCEDURE FOR O.M.A.F. PERSONNEL AND ACTIVITIES
ACCOMMODATED IN UNIVERSITY OF GUELPH BUILDINGS
TO OBTAIN VARIOUS CAMPUS SERVICES

By arrangement with the Minister of Agriculture and Food, representatives of various agencies of O.M.A.F. are accommodated on campus and generally work alongside University personnel to their mutual interest and benefit.

HOUSEKEEPING:

The provision of accommodation to such O.M.A.F. personnel in the Departments with which their work is most closely associated includes regular maintenance and cleaning of offices, light, heat, postal and telephone service.

Their needs in these matters are looked after by or through the Chair of the Department with which they are accommodated in the same manner as University employees. The cost of some of these services is part of University overhead to which O.M.A.F. contributes.

VEHICLE SERVICE:

Vehicle service for trucking or moving of any O.M.A.F. equipment, material, goods or produce around the campus or between the campus and research stations or transportation of personnel may be requisitioned in the normal manner through the appropriate Chair or Head of Department and will be provided when possible and practical. Vehicles for moving material for Exhibits Branch to other cities in Ontario will be provided when possible and practical.

STATIONERY AND OFFICE SUPPLIES:

As most of this, of necessity, is distinctively of O.M.A.F. Branch or Agency design, it is either requisitioned on the Queen's Printer or purchased according to O.M.A.F. procedures.

Printing and quantity duplicating requirements normally will be requisitioned on O.M.A.F. Graphic Arts section, located on campus, but where necessary and practical, the University Central Duplicating Service will attempt to provide service on the same basis as provided to departments of the University.

OFFICE FURNITURE AND EQUIPMENT:

Existing office furniture and equipment has been provided through O.M.A.F. sources in the past. Any future additional requirements are expected to be provided in the same manner.

O.M.A.F. AGENCIES ACCOMMODATED IN UNIVERSITY BUILDINGS:

- A.R.I.O. Offices
- Dairy Branch
- Soils and Crops Branch
- Economics Branch
- Extension Branch - includes Extension Co-Ordinator

Agricultural Engineering Service Farm

Management Specialist (Ag. Econ.)

- Information Branch - includes Radio, T.V. and Press Service

Exhibits Service

Graphic Arts

Photographic Services

- Veterinary Services
- Livestock Branch
- Plant Products Inspection Branch

O.M.A.F. AGENCIES ACCOMMODATED IN O.M.A.F. BUILDINGS SITUATED ON CAMPUS AND USING UNIVERSITY SERVICES

- Breeders Services

Note: All services will be supplied as negotiated on a direct charge basis as per Clause No. 5 of the Agreement.

APPENDIX "D"

GE 3.0

April 30, 1973

**POLICY AND PROCEDURE REGARDING RENTAL OF HOUSES
SITUATED ON RESEARCH STATION PROPERTIES**

Houses on research station properties are the property of the Ontario Government, administered by the Ministry of Government Service (MGS) and are rented to the University of Guelph under leases which are renewable from time to time.

The University will pay the MGS a basic rent based on market values which will be reviewed each year in accordance with MGS rental policy.

The terms of the lease provide that MGS is responsible for normal maintenance and repair of the houses. The rent paid to MGS does not include taxes which are the responsibility of the University.

The University may sublet the houses to employees of the University in accordance with University rental policy.

Where the University conditions of employment require occupancy of a house by an employee at a rental which is less than the rent and taxes paid by the University, the difference will be reimbursed to the University by the Ontario Ministry of Agriculture and Food (O.M.A.F.).

Should any of the houses be vacant, the O.M.A.F. will reimburse the University the amount of rent paid to MGS for the period of vacancy, plus taxes and other necessary costs such as electricity service charges, heating, etc.

APPENDIX "E"

GE 3.0

April 30, 1973.

PROCEDURE FOR PREPARATION OF M.G.S. WORK ORDERS

Maintenance of Research Station buildings, fences, wells, roads, and houses, on Research Station property is the responsibility of O.M.A.F. and normally will be carried out by the Ministry of Government Services (MGS).

When maintenance is required on buildings and facilities assigned to departments, the department Chair or Director of the School will prepare a work order and forward two copies to the Comptroller, A.R.I.Q., who will forward the order to the appropriate MGS office.

When maintenance is required on land, buildings and other facilities not assigned to Departments, the Supervisor R.S.S. will prepare the work order.

Capital items such as long term irrigation or drainage projects or new buildings will not be covered by work orders, but will be made the subject of a written request by the Dean or Associate Dean, O.A.C. to the Director of Research and Education, O.M.A.F. and forwarded through the Office of the Comptroller, A.R.I.O.

APPENDIX "F"

GE 3.0

April 30, 1973

PROCEDURE FOR DISPOSAL OF O.M.A.F. EQUIPMENT

1. When equipment is to be traded in on new equipment, its description and identifying serial number are to be endorsed on the O.M.A.F. Purchase Order prepared to cover the purchase of the new equipment.
2. When equipment is worn out, or has served its useful purpose, or has become redundant, a memorandum is to be forwarded to the Comptroller, A.R.I.O., giving a description of the equipment and serial number, its condition and location. The Comptroller, A.R.I.O., will inspect the equipment and make recommendations to the MGS for its disposal.
3. When equipment is declared "disposable", and pending instructions from MGS, it is to be tagged as such and not removed from its location. Parts are not to be removed unless authorized by MGS through the Comptroller, A.R.I.O.

APPENDIX "G"

GE 3.0

Please see Financial Policy FI 9.0