

**ADMINISTRATIVE PROCEDURES**

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| **60.04 Use of Personal Equipment** | **Revised: August 24, 2023** |

1. PURPOSE

Employees are provided with the supplies, tools, equipment, and other resources needed to carry out the mission of the agency. This procedure provides guidelines for employees and supervisors regarding the use of non-State equipment for conducting State business. Key areas of concern include liability for use or misuse of the equipment, control of the equipment in the workplace and the potential for external or internal perception of conflict of interest.

2. DEFINITIONS

For purposes of this procedure, the following definitions apply.

2.1 Personal equipment refers to property owned, leased, or otherwise controlled by an employee.

2.2 Personal equipment does not follow the definitions used in accounting for capitalized and controlled equipment.

2.3 Personal equipment **excludes** the following types of items:

a. workplace decor and convenience items

b. cell phone for non-disruptive personal use and incidental business use

c. automobile for out-of-town travel (with prior approval)

d. automobile for in-town use when mileage reimbursement will not be requested

e. low value, low risk items, e.g., pen, briefcase, pocket knife

2.4 Personal equipment **includes** the following types of items:

a. motorized vehicle other than automobile, e.g., four-wheeler

b. boat, with or without motor

c. dangerous equipment, e.g., chain saw

d. medium value, low risk items, e.g., digital camera, GPS unit

3. PERSONAL EQUIPMENT COSTS

The employee is solely responsible for all costs of using personal equipment. The agency will not pay expenses related to the use of personal equipment, including supplies, fuel, operating costs, repair, and maintenance. The agency will not pay for personal equipment, which is lost, stolen or damaged.

4. APPROVAL FOR USE

4.1 Each employee is responsible for obtaining prior approval for on-the-job use of personal equipment. A request for approval should be submitted in writing (email is acceptable) through the chain of command for the following approvals:

a. Associate director for use of motorized vehicle, boat, or dangerous equipment

b. Department head, program manager or chief for use of other personal equipment

4.2 The approval or disapproval will include at least the following considerations:

a. Will the use or misuse of the personal equipment impose additional liability or risk on the agency? Is the operator trained in the use of personal equipment?

b. How will the personal equipment be controlled, stored, safeguarded, etc. at the work location? Will anyone other than the owner of the personal equipment use it?

c. How will the use of the personal equipment be perceived by the general public? By other employees?

d. Is the equipment needed for the employee to perform the assigned duties? If so, why doesn’t the agency purchase the equipment?

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