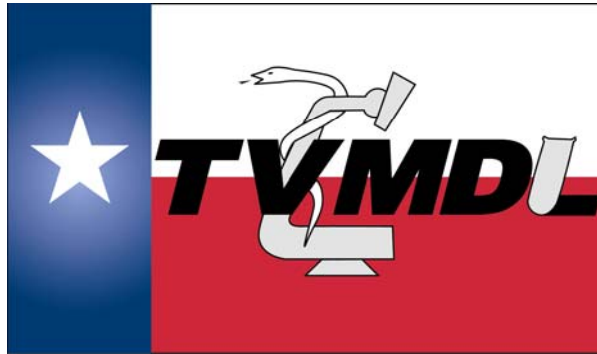


Texas Veterinary Medical Diagnostic Laboratory



Sunset Advisory Commission Self-Evaluation Report



June 2005

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Texas Veterinary Medical Diagnostic Laboratory Self-Evaluation Report

I. Agency Contact Information

A. Please fill in the following chart.

Texas Veterinary Medical Diagnostic Laboratory Exhibit 1: Agency Contacts				
	Name	Address	Telephone & Fax Numbers	E-mail Address
Agency Head	Lelve G. Gayle, DVM	P. O. Drawer 3040 College Station, Tx. 77841	979/845-9000 Fax 979/845-1794	l-gayle@ tvmdl.tamu.edu
Agency's Sunset Liaison	Lelve G. Gayle, DVM	P. O. Drawer 3040 College Station, Tx. 77841	979/845-9000 Fax 979/845-1794	l-gayle@ tvmdl.tamu.edu

II. Key Functions and Performance

Provide the following information about the overall operations of your agency. More detailed information about individual programs will be requested in a later section.

A. Provide an overview of your agency's mission, objectives, and key functions.

The Texas Veterinary Medical Diagnostic Laboratory (TVMDL) in College Station was created in 1967 by the 60th Legislature, Senate Bill 101, for the purpose of providing laboratory service to the animal industries to aid in the identification of diseases, to provide tests required for intra-state, inter-state or international shipments of animals or their products (semen, embryos, etc), to identify disease epidemics through disease surveillance and to generally assist animal owners and veterinarians in the control and management of diseases.

The Texas Veterinary Medical Diagnostic Laboratory is under the oversight and direction of the Board of Regents of the Texas A&M University System and reports to the Board of Regents through the Chancellor and Vice Chancellor for Agriculture. TVMDL has a total of 155 FTE's. TVMDL provides animal disease, including zoonotic disease (animal to human), diagnostic services to the animal industries of Texas. We are a service agency with no major teaching or research mandate. Additionally, our High Consequence and Foreign Animal Disease activities are of major state and national importance in keeping a safe and adequate food supply available to our citizens, a productive animal industry and a surveillance and reporting system for zoonotic animal diseases (i.e. Lymes Disease, Anthrax, Rabies, Mad Cow Disease).

The 63rd Texas Legislature passed HB-1463 in 1973 which created an additional full-service laboratory in Amarillo that opened in 1975. The 70th Texas Legislature mandated that TVMDL be the primary agency responsible for drug testing for the pari-mutuel horse and

greyhound racing industries. The 75th Legislature changed this mandate and required the Texas Racing Commission to secure the drug testing services via an annual open bidding process. The 78th Legislature removed the bid requirement for drug testing.

In 1992, the 72nd Legislature transferred the responsibilities for the poultry diagnostic programs and for the testing mandated by the Pullorum-Typhoid Act from the Texas Agricultural Experiment Station to TVMDL. These programs have laboratories in Center and Gonzales, Texas.

In 2002, USDA chose TVMDL to be one of five state veterinary diagnostic laboratories to form the “HUB” of a National Animal Health Laboratory Network (NAHLN). The purpose of this network is to provide surveillance, early diagnosis, capacity and assistance in eradication efforts for High Consequence and Foreign Animal Diseases outbreaks, whether intentionally (Bioterrorism) or accidentally introduced into Texas and/or the U.S. USDA provided \$2 million to improve facilities, improve high capacity equipment and some personnel support in this effort. We have been receiving approximately \$308,529 annual support in this effort from July 2004 to June 2005.

In June 2004, TVMDL was one of seven state veterinary laboratories to contract with USDA to perform surveillance test for Bovine Spongiform Encephalopathy (BSE or Mad Cow Disease). Through June, 2005 we have performed 38,630 tests for BSE. Only one positive cow has been found. Additionally, TVMDL performs surveillance test for Scrapie (in sheep) and Chronic Wasting Disease (in deer and elk). These diseases, like BSE, are part of a group of prion diseases called Transmissible Spongiform Encephalopathies. BSE has major international trade and human health significance.

TVMDL has “Memoranda of Understanding” with the Texas Animal Health Commission, Texas Department of State Health Services, Texas Department of Criminal Justice and the Texas Parks and Wildlife Department in support of their animal health and disease surveillance activities.

B. Do each of your key functions continue to serve a clear and ongoing objective? Explain why each of these functions is still needed. What harm would come from no longer performing these functions?

TVMDL has clear, unique and ongoing objectives. TVMDL is the only state agency that provides these complete animal disease diagnostic laboratory services to the citizen's of Texas. The projected caseload (request for service) for FY'05 is 188,200 cases.

1. Diagnostic Services Program

- a. Endemic Disease Diagnosis and Surveillance: With our large caseload, we continue to provide diagnosis of diseases known to exist in Texas which allows animal owners to quickly and properly medicate sick animals and monitor what diseases may pose a risk to animals in the state, including animal diseases that may be transmitted to humans. Additionally our surveillance information assists in the free movement of animals in interstate and international trade.

- b. High Consequence and Foreign Animal Disease Diagnosis and Surveillance: This objective is extremely important to both our state and national homeland security efforts. This effort has been funded by federal money and \$355,000 from the Texas Office of Disaster Preparedness (ODP); it has and will for the foreseeable future, provide both diagnostic expertise and capacity to keep our animal industry and food supply protected from those who may want to do us harm. Two examples of failure to be prepared were the Foot and Mouth Disease outbreak in England in 2001 that devastated their animal production and tourist industries. The second example was the Exotic New Castle Disease outbreak in California in 2003 that took over a year to eradicate and millions of dollars in eradication and loss of trade cost. In 2004, Texas had two outbreaks of Highly Pathogenic Avian Influenza. Because of the quick diagnosis, rapid notification of regulatory officials and capacity for continued surveillance by TVMDL, each outbreak was held to a single premise with minimal economic impact to the state.
 - c. Transmissible Spongiform Encephalopathy (TSE) Surveillance: The TSE testing is for Bovine Spongiform Encephalopathy in cattle (BSE/Mad Cow Disease), a TSE with significant human health and trade implications, Scrapie in sheep, which is part of a federal eradication program and Chronic Wasting Disease (CWD) in deer and elk, funded by the Texas Parks and Wildlife Department. All of the TSE's have major significance to their particular animal industry.
2. Texas Pullorium-Typhoid Program: This function maintains Texas as a certified Salmonella pullorium-typhoid free state by monitoring flocks and eliminating pullorium-typhoid disease in Texas poultry. This program is equivalent to the National Poultry Improvement Plan (NPIP). Abolishment of this program would severely limit poultry trade with other states and other nations.
 3. Drug Testing of Pari-mutuel Racing Greyhounds and Horses: This objective provides a much needed service to the Texas Racing Commission from within the state. TVMDL is not aware of any laboratory in Texas that can provide the comprehensive service and toxicology expertise that is being provided by TVMDL. This service is totally supported by fees.

C. What evidence can your agency provide to show your overall effectiveness and efficiency in meeting your objectives?

1. Requests for diagnostic services have increased each year.
2. TVMDL is one of the most efficient state diagnostic laboratories in the nation regarding cases completed per FTE per year. TVMDL productivity is approximately 1,200 cases /FTE per year and this certainly reflects efficiency.
3. Demonstration of the ability of TVMDL to rapidly diagnose high consequence diseases and the capacity to test large numbers of samples with 24 hour "turn-around" time (i.e. Highly Pathogenic Avian Influenza in 2004 and currently BSE testing).
4. Reliance of the U. S. Department of Agriculture on TVMDL to become the southwestern U.S. "HUB" laboratory in the National Animal Health Laboratory Network (NAHLN).

D. Does your agency's enabling law continue to correctly reflect your mission, objectives, and approach to performing your functions? Have you recommended changes to the Legislature in the past to improve your agency's operations? If so, explain. Were the changes adopted?

Our enabling statutes correctly reflect our mission, objectives and approach to performing our functions. We requested the legislature to increase our FTE "cap" from 155 to 165 FTE's in the last legislative session due to our large and continually growing caseload and the additional mission of protecting our animal populations from Agri-terrorism. This request was not successful.

E. Do any of your agency's functions overlap or duplicate those of another state or federal agency? Explain if, and why, each of your key functions is most appropriately placed within your agency. How do you ensure against duplication with other related agencies?

1. The Texas Veterinary Medical Diagnostic Laboratory with locations in College Station, Amarillo, Center and Gonzales are the only laboratories in the state that provides veterinary diagnostic services to the citizens of the state. The Department of State Health Services, which deals with human diseases, has a laboratory that performs rabies test on animals and TVMDL sends rabies suspects to that laboratory for testing. The Texas Animal Health Commission and USDA, whose primary function is field service, have a small "state/federal laboratory" that only performs test for "program" diseases such as brucellosis that are in the state/federal eradication programs. Neither of these laboratories have full service animal disease diagnostic capabilities or missions.
2. Each of our key functions - disease diagnosis, surveillance, Agri-terrorism capabilities, export testing and drug testing - are appropriately located at TVMDL. TVMDL's only function is service and it is hence not distracted by other functions such as teaching, research or regulatory activities. This structure allows TVMDL the opportunity to focus on accurate, rapid, affordable services to the animal industries and animal owning citizens of the state.
3. The TVMDL Testing Directory and fee schedule is listed on our website (<http://tvmdlweb.tamu.edu>). The two state agencies that are to some degree involved with laboratory animal diseases diagnosis are the Texas Department of State Health Services, which deals with specific zoonotic diseases defined by statute and the Texas Animal Health Commission which is involved in regulatory eradication programs, as defined by statute, also have websites that are reviewed frequently. Also, we are in frequent contact with these agencies and are reporting our test results which may indicate a disease diagnoses that would be of interest (i.e. zoonotic or program diseases) or have a statutory requirement of reporting to a regulatory agency. It is very important to keep regulatory functions dealing with animal health separate from diagnostic and surveillance services.

F. In general, how do other states carry out similar functions?

Generally, states carry out their veterinary diagnostic functions in a similar fashion. All state diagnostic laboratories are supported (to varying degrees) by general revenue and fees and offer similar services as does TVMDL. TVMDL earns a higher percentage of our budget by fees than most other state laboratories.

G. What key obstacles impair your agency's ability to achieve its objectives?

We are very understaffed for our large caseload. We need additional FTE's.

H. Discuss any changes that could impact your agency's key functions in the future (e.g., changes in federal law or outstanding court cases).

The agency is not aware of any "planned" changes that may impact our key functions. We expect a reduction in the number of BSE samples we run on contract for USDA. USDA plans a reduction in BSE Surveillance samples for the nation. There are no outstanding court cases.

I. What are your agency's biggest opportunities for improvement in the future?

The most important objective (opportunity) is the "High Consequence Disease/Foreign Animal Disease" detection, surveillance and response effort that we are developing. We have had significant achievements in this program, but development is an ongoing process.

J. In the following chart, provide information regarding your agency's key performance measures included in your appropriations bill pattern, including outcome, input, efficiency, and explanatory measures. See Example 2 or [click here to link directly to the example](#).

Texas Veterinary Medical Diagnostic Laboratory Exhibit 2: Key Performance Measures — Fiscal Year 2004			
Key Performance Measures	FY 2004 Target	FY 2004 Actual Performance	FY 2004 % of Annual Target
Number cases submitted	158,500	181,339	114%
Number test	800,000	891,481	111%
Number Tests for Agents of Bioterrorism	230,000	197,739	86%
Number Animals Tested (Drug Lab)	27,000	26,592	98%

III. History and Major Events

- TVMDL was created by the 60th Legislature effective August 28, 1967. The TVMDL/College Station laboratory opened in 1969.
- The original and continued purpose and responsibilities of the laboratory was to provide diagnostic veterinary services to the people of Texas. The Texas Racing Act of 1989 stipulated that TVMDL had primary responsibility for providing drug-testing services to the pari-mutuel horse and greyhound industries. In 1991, the 72nd Texas Legislature transferred the responsibility for the Salmonella Pullorum-Typhoid Act, as well as the poultry diagnostic laboratories in Center and Gonzales from the Agricultural Experiment Station to TVMDL.
- The policy making body for the Texas Veterinary Medical Diagnostic Laboratory is the Board of Regents of the Texas A&M University System.
- The significant change in programs and funding occurred in 2002 when TVMDL was asked by USDA to become a major “player” in the National Animal Health Laboratory Network (NAHLN) and received \$2 million to improve facilities and equipment and some support for personnel. The purpose of NAHLN is to provide surveillance and capacity to monitor and eradicate High Consequence and/or Foreign Animal Diseases that may be intentionally or accidentally introduced into Texas. In 2004/2005, we received \$308,529 to support this effort.
- TVMDL is not involved in any litigation.
- TVMDL has not had any major changes in our organization.

IV. Policymaking Structure

A. Complete the following chart providing information on your policymaking body members.

Texas Veterinary Medical Diagnostic Laboratory Exhibit 3: Policymaking Body			
Member Name	Term/ Appointment Dates/ Appointed by ____ (e.g., Governor, Lt. Governor, Speaker)	Qualification (e.g., public member, industry representative)	City
White, John D. (Chairman)	6 yr / 2003 / Governor	Public member	The Woodlands, Tx.
Jones, Bill	6 yr / 2003 / Governor	Public member	Austin, Tx.
Adams, Phil	6 yr / 2001 / Governor	Public member	Bryan, Tx.
Fraga, Lupe	6 yr / 2005 / Governor	Public member	Houston, Tx.
Gramm, Wendy	6 yr / 2001 / Governor	Public member	Helotes, Tx.
Mays, Lowry	6 yr / 2001 / Governor	Public member	San Antonio, Tx.
Nye, Erle	6 yr / 2003 / Governor	Public member	Dallas, Tx.

Stallings, Gene	6 yr / 2005 / Governor	Public member	Powderly, Tx.
Stevens, Jr., R. H. (Steve)	6 yr / 1999 / Governor	Public member	Houston, Tx.

B. Describe the primary role and responsibilities of your policymaking body.

The role and responsibilities of the Board of Regents of the Texas A&M University System include supervision and direction for the Texas Veterinary Medical Diagnostic Laboratory, hire the Executive Director, approve the selection of Associate Director(s) and approve programs and budgets.

C. How is the chair selected?

The chair is selected by the members of the Board of Regents.

D. List any special circumstances or unique features about your policymaking body or its responsibilities.

Nothing unique.

E. In general, how often does your policymaking body meet? How many times did it meet in FY 2004? in FY 2005?

The Board of Regents meets bi-monthly. They met six times in 2004 and six times in 2005.

F. What type of training do members of your agency's policymaking body receive?

Nothing formal, but they are kept informed of our programs.

G. Does your agency have policies that describe the respective roles of the policymaking body and agency staff in running the agency? If so, describe these policies.

TVMDL operates under policies set by the TAMUS regents. Where applicable, TVMDL has rules to implement the policies of the Regents.

H. What information is regularly presented to your policymaking body to keep them informed of your agency's performance?

The Executive Director attends all board meetings. Our programs are reviewed by the Board once each year and the Board is updated by the Executive Director as requested. During these presentation, performance measures and programs are reviewed.

I. How does your policymaking body obtain input from the public regarding issues under the jurisdiction of the agency? How is this input incorporated into the operations of your agency?

The Board of Regents is open to the public. Consumers and citizens may bring any issue to the Board.

J. If your policymaking body uses subcommittees or advisory committees to carry out its duties, fill in the following chart. See Exhibit 4 Example or [click here to link directly to the example](#).

Texas Veterinary Medical Diagnostic Laboratory Exhibit 4: Subcommittees and Advisory Committees			
Name of Subcommittee or Advisory Committee	Size/Composition/How are members appointed?	Purpose/Duties	Legal Basis for Committee
Committee on Audit	5 members appointed by chairman	The Committee on Audit shall recommend to the Board guidelines for the operation of the Committee and the auditing functions throughout the System.	Chairman shall make appointments to standing committees
Committee on Finance	5 members appointed by chairman	The Committee on Finance shall make recommendations to the Board concerning budgets and budgeting guidelines	Chairman shall make appointments to standing committees
Committee on Buildings and Physical Plant	5 members appointed by chairman	The Committee on Buildings and Physical Plant shall provide oversight of the administration of System real property, including both surface and mineral interests.	Chairman shall make appointments to standing committees

Committee on Health Affairs	3 members appointed by chairman	The special committee shall report to the Board on those matters for which the special committee was created	Chairman shall make appointments to standing committees
Policy Review Committee	4 members appointed by chairman	The special committee shall report to the Board on those matters for which the special committee was created	Chairman shall make appointments to standing committees
Public Policy & Planning Committee	4 members appointed by chairman	The special committee shall report to the Board on those matters for which the special committee was created	Chairman shall make appointments to standing committees

V. Funding

A. Provide a brief description of your agency's funding.

TVMDL has two primary sources of funding, (1) fees for service (55%) and (2) General Revenue (45%). In 2003, we received a \$2 million one time grant from the USDA for Agri-Terrorism preparedness and \$308,529 in 2004 and 2005 to support the program. In 2005, we received \$355,000 from the State Office of Disaster Preparedness for training and equipment. This was a one time grant. Fees make-up a higher percentage of TVMDL's budget compared to most other state veterinary medical diagnostic laboratories in the nation.

B. List all riders that significantly impact your agency's budget.

TVMDL has no riders that significantly impact our budget.

C. Show your agency's expenditures by strategy. See Exhibit 5 Example or [click here to link directly to the example](#).

**Texas Veterinary Medical Diagnostic Laboratory
Exhibit 5: Expenditures by Strategy — Fiscal Year 2004 (Actual)**

Goal/Strategy	Amount
A. Provide diagnostic services, drug/export tests & disease surveillance.	\$ 9,150,418
1. Provide diagnostic service & disease surveillance	\$ 839,645
2. Provide drug testing service	
B. Maintain staff benefits program for eligible employees and retirees.	\$ 643,425
1. Funding for staff group insurance premiums.	\$ 20,258
2. Funding for worker's compensation insurance.	\$ 2,919
3. Funding for unemployment comp insurance	\$ 229,866
4. Funding for OASI	\$ 41,717
5. Funding for retirement program differential	
C. Indirect administration	
1. Indirect administration	\$ 962,686
2. Infrastructure support – in Brazos County	\$ 261,030
3. Infrastructure support – outside Brazos County	\$ 198,378
GRAND TOTAL:	\$ 12,350,342

D. Show your agency's objects of expense for each category of expense listed for your agency in the General Appropriations Act FY 2005-2006. See Exhibit 6 Example [or click here to link directly to the example](#). Add columns and rows as necessary.

Per the General Appropriate Act FY 2005-2006.

**Texas Veterinary Medical Diagnostic Laboratory
Exhibit 6: Objects of Expense by Program or Function — Fiscal Year 2005**

Object-of-Expense	Diagnostic Services
Salaries & Wages	\$ 5,978,108
Other Personnel Costs	\$ 562,676
Professional Fees and Services	\$ 5,500
Fuels and Lubricants	\$ 16,800
Consumable Supplies	\$ 1,871,212
Utilities	\$ 306,650

Travel	\$ 70,200
Rent – Machine and Other	\$ 30,200
Other Operating Expense	\$ 2,228,658
Capital Expenditures	\$ 175,000
TOTAL	\$ 11,245,004

E. Show your agency’s sources of revenue. Include all local, state, and federal appropriations, all professional and operating fees, and all other sources of revenue collected by the agency, including taxes and fines. See Exhibit 7 Example or [click here to link directly to the example](#).

Texas Veterinary Medical Diagnostic Laboratory Exhibit 7: Sources of Revenue — Fiscal Year 2004 (Actual)	
Source	Amount
State Appropriations	\$ 5,364,141
Sales of Diagnostic Services	\$ 6,970,324
Investment Income	\$ 19,208
Federal – USDA Homeland Security	\$ 1,314,788
TOTAL	\$ 13,668,461

F. If you receive funds from multiple federal programs, show the types of federal funding sources. See Exhibit 8 Example or [click here to link directly to the example](#). N/A

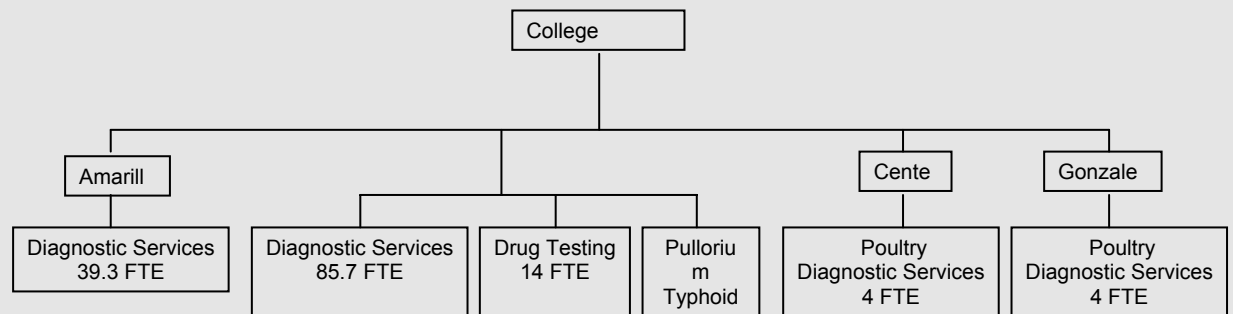
G. If applicable, provide detailed information on fees collected by your agency. See Exhibit 9 Example or [click here to link directly to the example](#).

Texas Veterinary Medical Diagnostic Laboratory Exhibit 9: Fee Revenue — Fiscal Year 2004				
Fee Description/ Program/ Statutory Citation	Current Fee/ Statutory maximum	Number of persons or entities paying fee	Fee Revenue	Where Fee Revenue is Deposited (e.g., General Revenue Fund)
Fees appropriated to TVMDL by GAA	Fee schedule located at http://tvmidlweb.tamu.edu/	3,600	\$6,970,324	Texas A&M University Financial Management Services

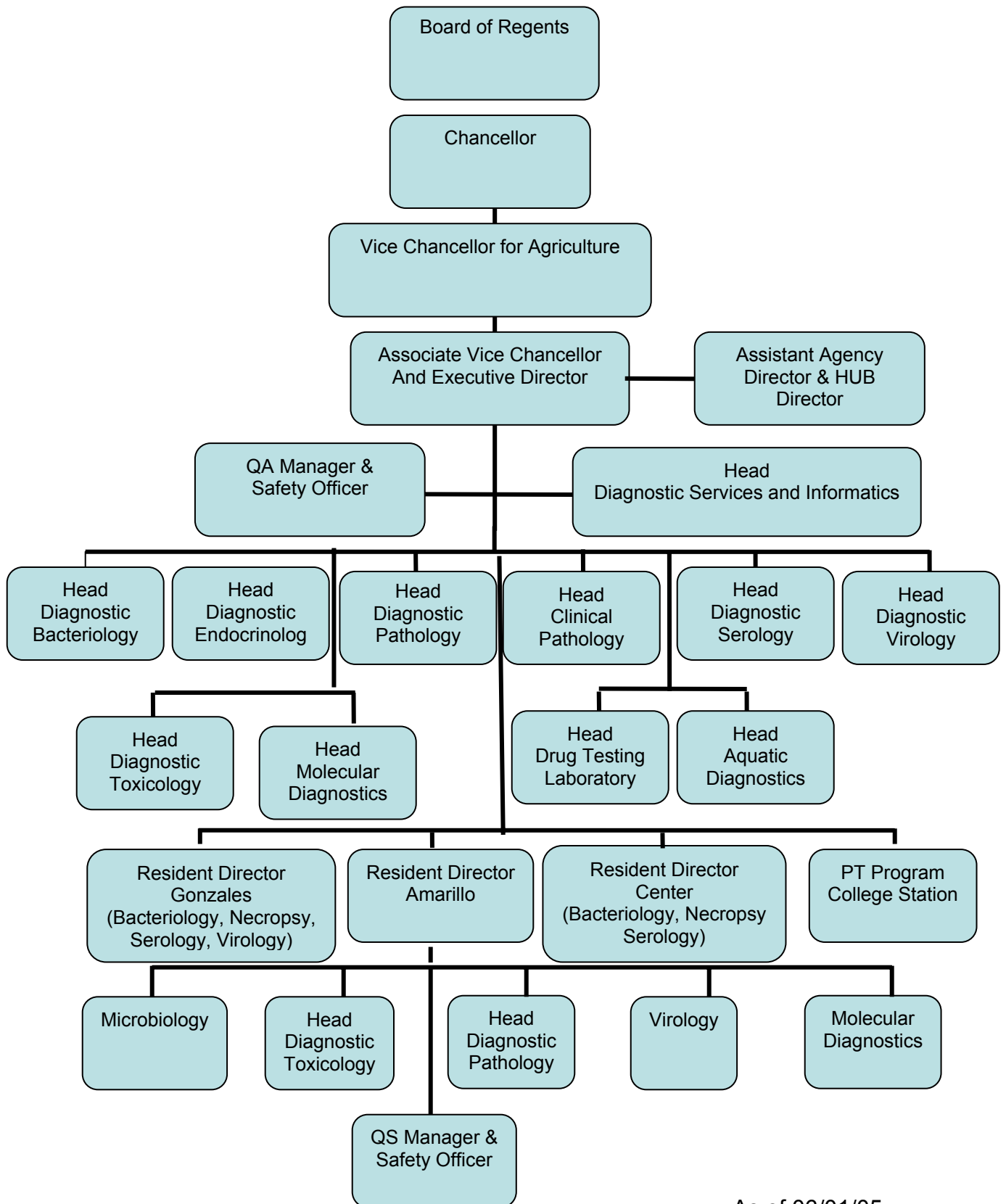
VI. Organization

A. Provide an organizational chart that includes major programs and divisions, and shows the number of FTEs in each program or division.

Texas Veterinary Medical Diagnostic Laboratory Organizational Chart by Program and FTE



**THE TEXAS A&M UNIVERSITY SYSTEM
TEXAS VETERINARY MEDICAL DIAGNOSTIC LABORATORY**



As of 06/01/05

B. If applicable, fill in the chart below listing field or regional offices. See Exhibit 10 Example or [click here to link directly to the example.](#)

Texas Veterinary Medical Diagnostic Laboratory Exhibit 10: FTEs by Location — Fiscal Year 2004			
Headquarters, Region, or Field Office	Location	Number of Budgeted FTEs, FY 2004	Number of Actual FTEs as of August 31, 2004
TVMDL 1. Diagnostic Services	Amarillo	38.5	39.3
TVMDL 1. Diagnostic Services 2. Drug Testing 3. Pullorum - Typhoid	College Station	84.0 19.5 5.0	85.7 14.0 5.0
TVMDL 1. Diagnostic Services	Center	4.0	4.0
TVMDL 1. Diagnostic Services	Gonzales	4.0	4.0
TOTAL		155	152

C. What are your agency's FTE caps for fiscal years 2004 - 2007?

TVMDL's 2004-2007 FTE cap is 155

D. How many temporary or contract employees did your agency have as of August 31, 2004?

The cleaning service at TVMDL/Amarillo.

E. List each of your agency's key programs or functions, along with expenditures and FTEs by program. See Exhibit 11 Example [or click here to link directly to the example.](#)

Texas Veterinary Medical Diagnostic Laboratory Exhibit 11: List of Program FTEs and Expenditures — Fiscal Year 2004		
Program	FTEs as of August 31, 2004	Actual Expenditures
Diagnostic Services	133	\$ 11,053,960
Drug Testing	14	\$ 1,015,811
Pullorum-Typhoid	5	\$ 280,571
TOTAL	152	\$ 12,350,342

VII. Guide to Agency Programs

Complete this section for **each** agency program (or each agency function, activity, or service if more appropriate). Copy and paste the questions as many times as needed to discuss each program, activity, or function. Contact Sunset staff with any questions about applying this section to your agency.

A. Provide the following information at the beginning of each program description.	
Program: Diagnostic Services	
Name of Program or Function	Diagnostic Services
Location/Division	TVMDL / College Station
Contact Name	Dr. Lelve G. Gayle
Actual Expenditures, FY 2004	\$ 8,188,609
Number of FTEs as of August 31, 2004	85.70
Name of Program or Function	Diagnostic Services
Location/Division	TVMDL / Amarillo
Contact Name	Dr. Robert Sprowls
Actual Expenditures, FY 2004	\$ 2,286,847
Number of FTEs as of August 31, 2004	39.30

Name of Program or Function	Diagnostic Services
Location/Division	TVMDL / Center
Contact Name	Dr. Thomas Blount
Actual Expenditures, FY 2004	\$ 269,726
Number of FTEs as of August 31, 2004	4
Name of Program or Function	Diagnostic Services
Location/Division	TVMDL / Gonzales
Contact Name	Dr. Jose Linares
Actual Expenditures, FY 2004	\$ 308,778
Number of FTEs as of August 31, 2004	4

B. What is the objective of this program or function? Describe the major activities performed under this program.

Diagnose diseases in animals from diagnostic specimens submitted to TVMDL by citizens and/or veterinarians and surveillance of disease conditions in the state. Activities include: Necropsies, serology, histopathology, clinical pathology, bacteriology, virology, molecular diagnostics, toxicology and epidemiology

C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and performance measures that best convey the effectiveness and efficiency of this function or program.

The caseload provides evidence of confidence, effectiveness and efficiency of the diagnostic services program. Clients are not required to submit samples and they pay a significant part of the service provided by TVMDL.

Caseload:

<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005 (projected)</u>
153,128	159,980	166,359	181,339	188,200

D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.

The service has essentially remained unchanged from the original mandate. Obviously, the techniques and science has changed significantly since 1969.

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

This program directly affects the citizens of Texas which own and/or trade animal/animal products and regulatory agencies to whom we report zoonotic (i.e. West Nile Virus) and high consequence diseases (i.e. Highly Pathogenic Avian Influenza). We have never maintained a statistical breakdown of persons or entities affected. There are no qualifications or eligibility requirements for persons or entities using our services.

F. Describe how your program or function is administered. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. List any field or regional services.

Samples or animals are received at the laboratory. Each case is submitted with an informational form (submittal form) which provides owner/veterinarian information, medical history and tests requested. The case is assigned a laboratory accession number and forwarded to the diagnostic section(s) performing the test. The case information is entered into our computerized reporting system and test results are entered on the case and reviewed by a laboratory diagnostician, then reported to the submitter. TVMDL sends an invoice with each case and sends a consolidated statement at the end of each month

G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).

General Revenue	\$ 5,102.675
Fees	\$ 4,617.289
Investment Income	\$ 19,208*
Federal Grant	<u>\$ 1,314.788</u>
TOTAL	\$ 11,053,960

*Interest earned on fee revenue

H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions. Describe the similarities and differences.

There are no other programs, internal or external to TVMDL that provides identical or similar services or functions. The Texas Department of State Health Services (TDSHS) provide minimal diagnostic services for some very specific zoonotic diseases such as rabies. TVMDL sends rabies samples to that laboratory, we do not run rabies test. When TVMDL discovers a zoonotic disease, we report that information to that agency.

The Texas Animal Health Commission (TAHC) performs laboratory tests for only “program” diseases, those diseases for which there is a state/federal eradication program. The laboratory testing is currently limited to three program disease, i.e. tuberculosis, brucellosis, and pseudorabies screening test. TVMDL does not perform test specifically for program diseases. When TVMDL discovers a disease for which there is a specific state/federal eradication program, we report that information to TAHC and they perform any additional tests that are required.

Both of these examples demonstrate the necessity for TVMDL’s extensive surveillance program.

Of the thousands of disease which exist in animals, these two state agencies (TAHC and TDSHS) perform, on a regular basis, laboratory test for approximately 10 and TVMDL tests for all other diseases.

I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency’s customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.

TVMDL staff is in frequent direct communication with the staff of the Texas Department of State Health Services and the Texas Animal Health Commission. When TVMDL receives samples that should be tested at either of these agencies, the samples are forwarded to the indicated agency.

J. If the program or function works with local, regional, or federal units of government include a brief description of these entities and their relationship to the agency.

TVMDL staff is in frequent direct communication with the staff of the Texas Department of State Health Services, the Texas Animal Health Commission, and USDA, APHIS. When TVMDL receives samples that should be tested at either of these agencies, the samples are forwarded to the indicated agency. TAHC and USDA, APHIS are regulatory agencies, therefore TVMDL reports diseases diagnosed at TVMDL to the appropriate agency as required.

K. If this program or function is contracted out, provide a description of how you ensure accountability for funding and performance.

This program is not contracted out.

L. What statutory changes could be made to assist this program in performing its functions? Explain.

Current statute is adequate.

M. Provide any additional information needed to gain a preliminary understanding of the program or function.

N/A

VII. Guide to Agency Programs

Complete this section for **each** agency program (or each agency function, activity, or service if more appropriate). Copy and paste the questions as many times as needed to discuss each program, activity, or function. Contact Sunset staff with any questions about applying this section to your agency.

A. Provide the following information at the beginning of each program description.

Name of Program or Function	Drug Testing Laboratory
Location/Division	College Station
Contact Name	Mr. Ken Peck
Actual Expenditures, FY 2004	\$1,015,811 (program 100% supported by fees)
Number of FTEs as of August 31, 2004	14

B. What is the objective of this program or function? Describe the major activities performed under this program.

The objective of this program is to provide drug testing services to the racing industry to discourage “doping” of horses and greyhounds in pari-mutuel races. The only activity of this program is providing drug testing on racing animals that are sent to TVMDL by employees of the Texas Racing Commission.

C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and performance measures that best convey the effectiveness and efficiency of this function or program.

The overall and ultimate effectiveness of the program is demonstrated by the low number of positive animals detected. During FY’2004, the positive rate was 0.4% (averaging 4/100 animals testing). This is within the national average. An effective drug testing program is a significant deterrent against the illegal use of drugs.

D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.

The 72nd Legislature (1991), House Bill 2263, mandated that the Texas Veterinary Medical Diagnostic Laboratory would perform drug testing on pari-mutuel racing horses and greyhounds for the Texas Racing Commission.

The 75th Legislature (1997) mandated drug testing for pari-mutuel racing horses and greyhounds would be by competitive bid. The 78th Legislature (2003) by House Bill 581 mandated TVMDL perform drug testing on pari-mutuel racing horses and greyhounds for the Texas Racing Commission without competitive bidding.

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

The Texas Racing Act of 1989 stipulated that TVMDL has primary responsibility for providing drug-testing services to the pari-mutuel horse and greyhound industries. This service is provided to the Texas Racing Commission.

F. Describe how your program or function is administered. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. List any field or regional services.

Urine and/or blood samples are collected by track and/or Texas Racing Commission employees and transported to TVMDL by private couriers. TVMDL performs the test and reports the results to the Texas Racing Commission. This operation does not lend itself to flowcharts.

G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).

User Fee Only - \$1,015,811

H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions. Describe the similarities and differences.

There are no programs in the state that provide similar or identical services or functions.

I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.

This program is funded by a contract with the Texas Racing Commission.

J. If the program or function works with local, regional, or federal units of government include a brief description of these entities and their relationship to the agency.

TVMDL contracts with the Texas Racing Commission to perform drug testing on racing greyhounds and horses.

K. If this program or function is contracted out, provide a description of how you ensure accountability for funding and performance.

The program is not contracted out.

L. What statutory changes could be made to assist this program in performing its functions? Explain.

No statutory change is required to assist this program in performing its function.

M. Provide any additional information needed to gain a preliminary understanding of the program or function.

N/A

VII. Guide to Agency Programs

Complete this section for **each** agency program (or each agency function, activity, or service if more appropriate). Copy and paste the questions as many times as needed to discuss each program, activity, or function. Contact Sunset staff with any questions about applying this section to your agency.

A. Provide the following information at the beginning of each program description.

Name of Program or Function	Texas Pullorum–Typhoid Program
Location/Division	TVMDL/College Station
Contact Name	Dr. Floyd Golan
Actual Expenditures, FY 2004	\$280,571
Number of FTEs as of August 31, 2004	5

B. What is the objective of this program or function? Describe the major activities performed under this program.

The Texas Pullorum-Typhoid program was created by Senate Bill 973, Acts of the 65th Legislature and began in September, 1977. The Texas Pullorum-Typhoid program monitors and eliminates Salmonella pullorum-typhoid in Texas poultry. This program is equivalent to the National Poultry Improvement Plan (NPIP). The objective of this program is to reduce the threat and/or eliminate pullorum-typhoid from the poultry populations of Texas. This is a devastating infectious disease passed in eggs to hatching chicks.

C. What evidence can you provide that shows the effectiveness and efficiency of this program or function? Provide a summary of key statistics and performance measures that best convey the effectiveness and efficiency of this function or program.

Five Year Average Activity of the Mandatory Pullorum-Typhoid Program

Number of Flocks Tested	1,931
Number of Birds Tested	80,649
Number of Birds In Flocks Tested	2,985,227
Number of Infected Flocks	0.8%

D. Describe any important history regarding this program not included in the general agency history section, including how the services or functions have changed from the original intent.

This program was developed to provide testing of all poultry (commercial and backyard) so Texas could become designated as a U.S. Pullorum-Typhoid Clean State. This status is necessary for poultry movement within U.S. and International markets.

E. Describe who or what this program or function affects. List any qualifications or eligibility requirements for persons or entities affected. Provide a statistical breakdown of persons or entities affected.

This program is directed to any person or firm that buys, sells or trades mature poultry, day-old poultry or hatching eggs. It is available to all, however most testing occurs in backyard or avocation flocks.

F. Describe how your program or function is administered. Include flowcharts, timelines, or other illustrations as necessary to describe agency policies and procedures. List any field or regional services.

The program is administered through an administrator and field personnel (poultry epidemiologists). The primary activity of the Poultry Epidemiologist is to arrange with a producer a whole blood test on his/her mature poultry.

G. Identify all funding sources and amounts for the program or function, including federal grants and pass-through monies. Describe any funding formulas or funding conventions. For state funding sources, please specify (e.g., general revenue, appropriations rider, budget strategy, fees/dues).

Our funding is from state and local funds. By legislative mandate, the agency cannot charge for poultry testing. The agency does charge \$25.00 for a Pullorum-Typhoid Flock Certificate that some individuals request. This has been recognized by states where Texas poultry has been taken or shipped.

Source of Funds: General Revenue	\$ 261,446
Fee Income	\$ 19,125
TOTAL	\$ 280,571

H. Identify any programs, internal or external to your agency, that provide identical or similar services or functions. Describe the similarities and differences.

There is not a Texas internal or external program that has mandatory poultry testing for Salmonella pullorum – Salmonella gallinarum.

I. Discuss how the program or function is coordinating its activities to avoid duplication or conflict with the other programs listed in Question H and with the agency's customers. If applicable, briefly discuss any memorandums of understanding (MOUs), interagency agreements, or interagency contracts.

The program is responsible for testing of flocks and completing flock reports. Any positive flock(s) is reported to the Texas Animal Health Commission for action. (They have quarantine power and responsibilities for all Texas agricultural animals.)

J. If the program or function works with local, regional, or federal units of government include a brief description of these entities and their relationship to the agency.

As a practical matter, any local, regional or federal units of government interaction would be incidental other than the relationship outlined under I.

K. If this program or function is contracted out, provide a description of how you ensure accountability for funding and performance.

This program is not contracted out.

L. What statutory changes could be made to assist this program in performing its functions? Explain.

None

M. Provide any additional information needed to gain a preliminary understanding of the program or function.

N/A

N. Regulatory programs relate to the licensing, registration, certification, or permitting of a person, business, or other entity. For each regulatory program, if applicable, describe:

- why the regulation is needed;
- the scope of, and procedures for, inspections or audits of regulated entities;
- follow-up activities conducted when non-compliance is identified;
- sanctions available to the agency to ensure compliance; and
- procedures for handling consumer/public complaints against regulated entities.

N/A

O. For each regulatory program, if applicable, provide the following complaint information. The chart headings may be changed if needed to better reflect your agency's practices.

N/A

VIII. Statutory Authority and Recent Legislation

A. Fill in the following chart, listing citations for all state and federal statutes that grant authority to or otherwise significantly impact your agency. Do not include general state statutes that apply to all agencies, such as the Public Information Act, the Open Meetings Act, or the Administrative Procedure Act. Provide information on Attorney General opinions from FY 2001 - 2005, or earlier significant Attorney General opinions, that affect your agency's operations.

**Texas Veterinary Medical Diagnostic Laboratory
Exhibit 13: Statutes/Attorney General Opinions**

Statutes	
Citation/Title	Authority/Impact on Agency (e.g., "provides authority to license and regulate nursing home administrators")
60 th Legislature (1967) - Senate Bill 101	Enabling statute that created the Texas Veterinary Medical Diagnostic Laboratory.
63 rd Legislature (1973) – House Bill 1463	Established TVMDL / Amarillo Laboratory
72 nd Legislature (1991) – Senate Bill 254	Transferred the responsibilities of the Texas Pullorum-Typhoid program from the Texas Agriculture Experiment Station to the Texas Veterinary Medical Diagnostic Laboratory.
72 nd Legislature (1991) – House Bill 2263	Designated the Texas Veterinary Medical Diagnostic Laboratory as the drug testing laboratory for the Texas Racing Commission.
78 th Legislature (2003) – House Bill 3459 Sect. 42	Provided the Texas Veterinary Medical Diagnostic Laboratory is subject to Chapter 325, Government Code (Texas Sunset Act) and gave TVMDL the authority to charge fees for services.

Attorney General Opinions	
Attorney General Opinion No.	Impact on Agency
OR2005-05143	ID #225996 provided that the Texas Veterinary Medical Diagnostic Laboratory scientific test record regarding test conducted by TVMDL for the 2005 Southwestern Exposition and Livestock Show (Ft. Worth) were confidential and exempt from the Public Information Act (open records request).

B. Provide a summary of recent legislation regarding your agency by filling in the chart below or attaching information already available in an agency-developed format. Briefly summarize the key provisions. For bills that did not pass, briefly explain the key provisions and issues that resulted in failure of the bill to pass (e.g., opposition to a new fee, or high cost of implementation). See Exhibit 14 Example or [click here to link directly to the example](#).

Texas Veterinary Medical Diagnostic Laboratory Exhibit 14: 79th Legislative Session Chart		
Legislation Enacted - 79th Legislative Session		
Bill Number	Author	Summary of Key Provisions
		See Appropriation Attachment #10A

Legislation Not Passed - 79th Legislative Session		
Bill Number	Author	Summary of Key Provisions/Reason the Bill Did Not Pass
		None

IX. Policy Issues

The purpose of this section is to briefly describe any potential issues raised by your agency, the Legislature, or stakeholders that Sunset could help address through changes in statute to improve your agency's operations and service delivery. This section is intended to give the Sunset Commission a basic understanding of the issues so staff can collect more information during our detailed research on your agency. Some questions to ask in preparing this section may include: (1) How can your agency do a better job in meeting the needs of customers or in achieving agency goals? (2) What barriers exist that limit your agency's ability to get the job done?

Emphasis should be given to issues appropriate for resolution through changes in state law. Issues related to funding or actions by other governmental entities (federal, local, quasi-governmental, etc.) may be included, but the Sunset Commission has no authority in the appropriations process or with other units of government. If these types of issues are included, the focus should be on solutions which can be enacted in state law. This section contains three components:

Brief Description of Issue.

Background. Include enough information to give context for the issue. Information helpful in building context includes:

- What specific problems or concerns are involved in this issue?
- Who does this issue affect?
- What is the agency's role related to the issue?
- Any previous legislative action related to the issue?

Possible Solutions and Impact. Provide potential recommendations to solve the problem. Feel free to add a more detailed discussion of each proposed solution, including:

- How will the proposed solution fix the problem or issue?
- How will the proposed change impact any entities or interest groups?
- How will your agency's performance be impacted by the proposed change?
- What are the benefits of the recommended change?
- What are the possible drawbacks of the recommended change?
- What is the fiscal impact of the proposed change?

Complete this section for each policy issue. Copy and paste boxes A through C as many times as needed to discuss each issue. See Policy Issue Example or [click here to link directly to the example](#).

A. Brief Description of Issue	N/A
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B. Discussion	N/A
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C. Possible Solutions and Impact	N/A
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X. Other Contacts

A. Fill in the following chart with updated information on people with an interest in your agency, and be sure to include the most recent e-mail address.

Texas Veterinary Medical Diagnostic Laboratory Exhibit 15: Contacts			
INTEREST GROUPS (groups affected by agency actions or that represent others served by or affected by agency actions)			
Group or Association Name/ Contact Person	Address	Telephone	E-mail Address
Texas Southwestern Cattle Raisers Association Mr. Matt Brockman	1301 W. Seventh Street Ft. Worth, Tx. 76102-2660	817-332-7064 x101	mbrockman@texascattleraisers.org
Texas Poultry Federation Mr. James Grimm	595 Round Rock West Drive, Suite 305 Round Rock, Tx. 78681	512-248-0600	jgrimm@texaspoultry.org
Texas Cattle Feeders Association Mr. Richard McDonald	5501 I-40 West Amarillo, Tx. 79106	806-358-3681	Richard@tcfa.org
Texas Farm Bureau Mr. Joe Maley	P. O. Box 2689 Waco, Tx. 76702-2689	254-751-2270	jmaley@txfb.org
Texas Pork Producers Association Mr. Ken Horton	P.O. Box 10168 Austin, TX 78766	512/453-0615 or 800-501-PORK (7675)	tppa@austin.rr.com

INTERAGENCY, STATE, OR NATIONAL ASSOCIATIONS (that serve as an information clearinghouse or regularly interact with your agency)			
Group or Association Name/ Contact Person	Address	Telephone	E-mail Address
Texas Veterinary Medical Association Dr. Elbert Hutchins	8104 Exchange Dr. Austin, Texas 78754	512-452-4224	ehutchins@tvma.org
American Association of Veterinary Laboratory Diagnosticians, Inc. Dr. H. L. Thacker	1175 ADDL Purdue University West Lafayette, IN 47907-1175	765-494-7460	thacker@purdue.edu

LIAISONS AT OTHER STATE AGENCIES (with which your agency maintains an ongoing relationship, e.g., the agency's assigned analyst at the Legislative Budget Board, or attorney at the Attorney General's office)			
Agency Name/Relationship/ Contact Person	Address	Telephone	E-mail Address
Texas Animal Health Commission Dr. Max Coats	2105 Kramer Ln. Austin, Tx. 78758	512-719-0700	mcoats@tahc.state.tx.us
Texas Department of State Health Services Ms. Mary Anne Patterson	1100 West 49th Street Austin, TX 78756	512-458-7111	Maryanne.Patterson@dshs.state.tx.us
U. S. Department of Agriculture, APHIS Dr. Jerry W. Diemer	903 San Jacinto, #220 Austin, Tx. 78701	512-916-5551	Jerry.W.Diemer@aphis.usda.gov
Legislative Budget Board Mr. John Miller	P.O. Box 12666 Capitol Station Austin, Texas 78711	512-463-5311	John.Miller@lbb.state.tx.us
Texas Parks & Wildlife Department Mr. Clayton Wolf	4200 Smith School Rd. Austin, Texas 78744	512-389-4809	clayton.wolf@tpwd.state.tx.us
Texas Racing Commission Dr. Stewart Marsh	P.O. Box 12080 Austin, Texas 78711-2080	512-833-6699	Stewart.march@txrc.state.tx.us

XI. Additional Information

A. Fill in the following chart detailing information on complaints regarding your agency. Do not include complaints received against people or entities you regulate. The chart headings may be changed if needed to better reflect your agency's practices.

Texas Veterinary Medical Diagnostic Laboratory Exhibit 16: Complaints Against the Agency — Fiscal Years 2003 and 2004		
	FY 2003	FY 2004
Number of complaints received	None	None
Number of complaints resolved	None	None
Number of complaints dropped/found to be without merit	None	None
Number of complaints pending from prior years	None	None
Average time period for resolution of a complaint	N/A	N/A

B. Fill in the following chart detailing your agency's Historically Underutilized Business (HUB) purchases. See Exhibit 17 Example [or click here to link directly to the example.](#)

Texas Veterinary Medical Diagnostic Laboratory Exhibit 17: Purchases from HUBs				
FISCAL YEAR 2002				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	0	0	0	11.9%
Building Construction	23,493	0	0	26.1%
Special Trade	30,907	0	0	57.2%
Professional Services	0	0	0	20.0%
Other Services	355,085	0	0	33.0%
Commodities	2,019,830	30,135	1.49	12.6%
TOTAL	2,429,316	30,135	1.24	

FISCAL YEAR 2003				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	0	0	0	11.9%
Building Construction	351,916	226,470	64.3%	26.1%
Special Trade	24,302	0	0	57.2%
Professional Services	0	0	0	20.0%
Other Services	450,862	8,757	1.94%	33.0%
Commodities	1,903,626	160,989	8.45%	12.6%
TOTAL	2,730,707	396,217	14.5%	

FISCAL YEAR 2004				
Category	Total \$ Spent	Total HUB \$ Spent	Percent	Statewide Goal
Heavy Construction	0	0	0	11.9%
Building Construction	1,068,763	0	0	26.1%
Special Trade	194,476	0	0	57.2%
Professional Services	5,166	0	0	20.0%
Other Services	354,579	7,286	2.05%	33.0%
Commodities	2,376,506	480,783	20.2%	12.6%
TOTAL	3,999,491	488,069	12.2%	

C. Does your agency have a HUB policy? How does your agency address performance shortfalls related to the policy?

Yes, the Executive Director reviews all purchases over \$50.00. Where competitive and cost effective, we purchase from HUB vendors.

D. For agencies with contracts valued at \$100,000 or more: Does your agency follow a HUB subcontracting plan to solicit bids, proposals, offers, or other applicable expressions of interest for subcontracting opportunities available for contracts of \$100,000 or more? (Tex. Government Code, Sec. 2161.252; TAC 111.14)

Yes, this is handled by TAMU Purchasing Department.

E. For agencies with biennial appropriations exceeding \$10 million, answer the following HUB questions.

	Response / Agency Contact
1. Do you have a HUB coordinator? (Tex. Government Code, Sec. 2161.062; TAC 111.126)	Yes
2. Has your agency designed a program of HUB forums in which businesses are invited to deliver presentations that demonstrate their capability to do business with your agency? (Tex. Government Code, Sec. 2161.066; TAC 111.127)	In cooperation with other TAMU System Agencies
3. Has your agency developed a mentor-protege program to foster long-term relationships between prime contractors and HUBs and to increase the ability of HUBs to contract with the state or to receive subcontracts under a state contract? (Tex. Government Code, Sec. 2161.065; TAC 111.128)	Yes, In cooperation with other TAMU System Agencies

F. Fill in the chart below detailing your agency's Equal Employment Opportunity (EEO) statistics. See Exhibit 18 Example or [click here to link directly to the example](#).

Texas Veterinary Medical Diagnostic Laboratory							
Exhibit 18: Equal Employment Opportunity Statistics							
FISCAL YEAR 2002							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	15		7%		11%	6%	31%
Professional	34		9%		10%	23%	47%
Technical	81	2%	14%	11%	18%	65%	39%
Protective Services			18%		21%		21%
Para-Professionals			18%		31%		56%
Administrative Support	22	4%	19%	13%	27%	72%	80%
Skilled Craft			10%		28%		10%
Service/Maintenance			18%		44%		26%

FISCAL YEAR 2003							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	14		7%	7%	11%	7%	31%
Professional	32		9%	9%	10%	25%	47%
Technical	71	3%	14%	8%	18%	76%	39%
Protective Services			18%		21%		21%
Para-Professionals			18%		31%		56%
Administrative Support	19		19%	11%	27%	100%	80%
Skilled Craft			10%		28%		10%
Service/Maintenance			18%		44%		26%

FISCAL YEAR 2004							
Job Category	Total Positions	Minority Workforce Percentages					
		Black		Hispanic		Female	
		Agency	Civilian Labor Force %	Agency	Civilian Labor Force %	Agency	Civilian Labor Force %
Officials/Administration	15		7%		11%	7%	31%
Professional	29		9%	10%	10%	28%	47%
Technical	73	1%	14%	10%	18%	79%	39%
Protective Services			18%		21%		21%
Para-Professionals			18%		31%		56%
Administrative Support	18		19%	17%	27%	100%	80%
Skilled Craft			10%		28%		10%
Service/Maintenance			18%		44%		26%

G. Does your agency have an equal employment opportunity policy? How does your agency address performance shortfalls related to the policy?

We employ the Texas A&M University Personnel Department to advertise our job openings as broadly as possible via various venues. Every effort is made to attract minority candidates. It is to be realized that there are very few black and Hispanic veterinarians in the U.S.

XII. Agency Comments

Provide any additional information needed to gain a preliminary understanding of your agency.

None

ATTACHMENTS

Submit the following supplemental data or documents with the hard copy of the Self-Evaluation Report. Label each attachment with its number (e.g., Attachment 1). As part of the electronic version, attach a list of items submitted, but do not attach the actual documents to the electronic submission.

Attachments Relating to Key Functions, Powers, and Duties

1. A **copy** of the agency's enabling statute.
2. A **copy** of each annual report published by the agency from FY 2000 - 2004. **None**
3. A **copy** of each internal or external newsletter published by the agency from FY 2003 - 2004.
4. A **list** of publications and brochures describing the agency.
5. A **list** of studies that the agency is required to do by legislation or riders. **None**
6. A **list** of legislative or interagency studies relating to the agency that are being performed during the current interim. **None**
7. A **list** of studies from other states, the federal government, or national groups/associations that relate to or affect the agency or agencies with similar duties or functions. **None**

Attachments Relating to Policymaking Structure

8. Biographical information (e.g, education, employment, affiliations, and honors) or resumes of all policymaking body members. See Attachment 6 Example or [click here to link directly to the example](#).
9. A **copy** of the agency's most recent rules.

Attachments Relating to Funding

10. A **copy** of the agency's Legislative Appropriations Request for FY 2006-2007.
- 10a. A copy of the agency's Appropriations for FY 2006-2007.
11. A **copy** of each annual financial report from FY 2002 - 2004.
12. A **copy** of each operating budget from FY 2003 - 2005.

Attachments Relating to Organization

13. If applicable, a map to illustrate the regional boundaries, headquarters location, and field or regional office locations.

Attachments Relating to Agency Performance Evaluation

14. A **copy** of each quarterly performance report completed by the agency in FY 2002 - 2004.
15. A **copy** of any recent studies on the agency or any of its functions conducted by outside management consultants or academic institutions.
16. A **copy** of the agency's current internal audit plan.
17. A **list** of internal audit reports from FY 2001 - 2005 completed by or in progress at the agency.
18. A **list** of State Auditor reports from FY 2001 - 2005 that relate to the agency or any of its functions.
None
19. A **copy** of any customer service surveys conducted by or for your agency in FY 2004.