

# **01.01.01.E0.01      Development, Approval, and Distribution of Agency Rules and Standard Administrative Procedures**

Approved April 26, 2002  
Revised October 26, 2006  
Revised September 23, 2008  
Revised February 15, 2011  
Next Scheduled Review: February 15, 2014

Supplements System Policy 01.01, System Regulation 01.01.01

## **Standard Administrative Procedure Statement**

The Texas Engineering Experiment Station (TEES) is responsible for the development, approval, and distribution of TEES Rules and Standard Administrative Procedures (SAP) as provided in System Policy 01.01, System Regulation 01.01.01, and by this SAP.

## **Reason for Standard Administrative Procedure**

This SAP includes the responsibilities for distributing System Policies, Regulations, and TEES Rules and SAPs, and guidance for maintaining and developing TEES Rules and SAPs.

## **Procedures and Responsibilities**

### **1. GENERAL**

The System Policies and Regulations and TEES Rules and SAPs will be distributed electronically to TEES division heads. TEES Rules and SAPs will be maintained on the TEES Risk and Compliance Web Page, with a link to System Policies and Regulations.

### **2. RESPONSIBILITIES**

2.1 The Agency Director has delegated overall responsibility for development, review, routing for approval, and distribution of TEES Rules and SAPs to the Director of Risk and Compliance.

2.2 Each TEES Rule and SAP is assigned to a TEES contact office that is responsible for initiating changes, drafting new items, interpreting for constituents, and maintaining consistency with System Policies and Regulations.

2.3 The Director of Risk and Compliance is responsible for distributing copies of System Policies and Regulations and TEES Rules and SAPs, and for maintaining rules and SAPs on the TEES Risk and Compliance Web Page.

### 3. PROCESS FOR NEW OR REVISED RULES

3.1 New rules or revisions to existing rules may originate with the TEES contact office assigned responsibility for such rules or with a committee or other group formed to review such rules or procedures.

3.2 Drafts of new or revised TEES Rules will be submitted to the Director of Risk and Compliance, who will review the content for consistency with System Policies and Regulations and coordinate the review and approval process.

3.3 The proposed rule will be distributed to TEES division heads and others, as appropriate, for review and comment.

3.4 Following the review described in 3.3, the Director of Risk and Compliance will submit the final draft of the proposed rule to the System Policy Coordinator for review by the Office of General Counsel for legal sufficiency.

3.5 The Director of Risk and Compliance will review any comments provided by the System Policy Coordinator and/or the Office of General Counsel and will modify the rule if necessary.

3.6 After review for legal sufficiency and resolution of any issues raised by the System Offices, the new/revised rule is sent to the Agency Director for final approval.

3.7 After final approval, the Director of Risk and Compliance will distribute the new or revised TEES rule to division heads and will maintain it on the TEES Risk and Compliance Web Page.

### 4. PROCESS FOR NEW OR REVISED SAPS

4.1 New or revised SAPs follow the process outlined above in sections 3.1 through 3.3.

4.2 Following the review described in 3.3, the new/revised SAP is sent to the Agency Director for final approval.

4.3 After final approval, the Director of Risk and Compliance will distribute the new or revised TEES SAP to division heads and will maintain it on the TEES Risk and Compliance Web Page.

## **Related Statutes, Policies, or Requirements**

[Policy 01.01, System Policies, Regulations, and Member Rules and Procedures](#)

[Regulation 01.01.01, Format for Policies, Regulations, Rules, and Procedures](#)

**Definitions**

Unless otherwise stated, all terms used in this SAP shall have the meaning assigned by System Policy 01.01.

**Contact Office**

Office of Risk and Compliance  
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