TESTING SERVICES POLICY

100.00 INTRODUCTION AND PURPOSE

This policy governs the provision of testing services requested by third parties and performed by MSU using MSU facilities and equipment. Direct use of MSU facilities and equipment by non-affiliated groups is governed by Facilities Use Manual – 700.00 Rules for Research Facilities/Equipment, see http://www2.montana.edu/policy/facility_use/facuse700.html#730.

200.00 DEFINITION

As used herein testing services means the use of MSU laboratories, equipment, and expertise to perform fee-based testing requested by a third party, using testing protocols specified by the third party, and performed primarily for the benefit of the third party.

300.00 POLICY

1. The University may conduct testing services for others when it appropriately serves the University's mission in one or more ways:

    a. Furthers the University's teaching mission by providing students with opportunities for educationally relevant projects.
    b. Contributes to the creation of new testing protocols and methods.
    c. Supports the University's mission of serving communities.
    d. Provides unique testing capabilities not readily available elsewhere.
    e. Uses laboratories and equipment which might not otherwise be fully utilized.

400.00 PROCEDURE

1. Departments may provide testing services when:

    a. The testing service fosters the mission in accordance with 300.00 above;
    b. The testing service will not be detrimental to any research equipment, facilities, or other MSU resources;
    c. The testing service will not detract from MSU research or academic programs; and
    d. The testing services do not unfairly compete with private laboratory and testing services.

2. In order to protect the University's interests related to testing, Departments wishing to provide testing services shall use the form of agreement, Testing Services Agreement, found at http://tto.montana.edu/forms/. If there is any deviation from the form, the agreement must be reviewed and approved by the Technology Transfer Office.

3. Testing Services revenue is managed though a designated account in University Business Services. Revenue received is usually accounted for as Unrelated Business Income, which in accordance with MSU accounting procedures, must be reported annually to the Vice President for Administration and Finance.