



TEXAS TECH UNIVERSITY

Student Disability Services / University Student Housing Welcome Center

Service Animal Procedure

Under the ADA, “service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability.”

All Service Dog requests must be submitted to Student Disability Services (SDS), located in 130 Weeks Hall, Texas Tech University, Lubbock, TX.

Standards for Service Dog

- Animal must always be collared and leashed when outside the resident’s room and must never be allowed to run freely.
- Animal must be licensed, and a copy of the license must be on file with the University Student Housing Welcome Center. Additionally, the animal must have the tag displayed appropriately on its collar. Animal must remain in compliance with all required immunizations.
- Animal is not to be chained, tethered, or tied to anything while outside of the room, suite or apartment.
- Waste should be disposed of properly.

Standards of Behavior Expected for Animal and Animal Owner

A Service Dog living in “pet-free” residential areas should be fully trained. Health, sanitary, safety, and disruptive standards must be maintained as follows:

- Animal requires daily food and attention, as well as a daily assessment of its general health, behavior and overall welfare.
- Animal cannot be left unattended overnight at any time. If the owner must be away, they must either take the animal with them, or make arrangements for it to be cared for elsewhere, which **does not** include other residence hall or apartment spaces.
- The owner of the Service Dog must provide emergency contact information to facilitate continuity of care for the animal in the event of an emergency. Once the emergency contact has been notified, they will have 24-hours to pick up the animal.
- * Animal waste must be taken care of, and any animal handler or owner must comply with Sec. 4.01.002- Animals defecating on public and private property. Animal feces must be disposed of properly. It is the owner’s responsibility to remove feces from University grounds, dispose of it in a plastic bag, and then place that bag in the garbage dumpsters outside. Clean up occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle or through the sewer system inside any building on the Texas Tech University campus. Waste MUST be taken to a dumpster for disposal.
- Animal accidents within the residence hall room or apartment must be promptly cleaned up using appropriate cleaning products.
- Regular and routine cleaning of floors must occur. The odor of an animal emanating from the residence hall room or apartment is not acceptable. (see Cleaning Section below)
- Any flea infestation must be attended to promptly by the University Student Housing Welcome Center contracted professional extermination company at owner’s expense. Owner is expected to promptly notify the hall office or University Student Housing Welcome Center facilities staff via the **fixit** work order system and arrange for extermination when a flea problem is noted. Animal owner may take precautionary measures such as: flea medications prescribed by veterinarians, flea and tick collars, taking your animal to the veterinarian for flea and tick baths. However, University Student Housing Welcome Center staff may not use chemical agents and insecticides to exterminate fleas and ticks. Because not all precautions listed above can prevent flea and tick infestations, the owner is responsible for extermination costs after vacating the residence hall room or apartment.
- Animal must not be allowed to disrupt others (e.g., barking continuously, growling, yowling, howling, etc.). Animal which constitutes a threat or nuisance to staff, residents or property, as determined by the University Student Housing Welcome Center Managing Director or designee, must be removed within seven (7) days of notification. If Texas Tech Police Department personnel determine an animal poses an immediate threat, animal control may be summoned to remove the animal. If the behavior of the animal can be addressed by the owner and the owner can change the behavior of the animal so the animal does not have to be removed, then a written action plan must be submitted by the owner. The action plan must outline the action to take place to alleviate the problems and must give a deadline as to length of time the plan will take to complete. Any action plan must meet the approval of the University Student Housing Welcome Center Managing Director or designee.

The day after the deadline for removal from the apartment, University Student Housing Welcome Center staff will do a residence hall room or apartment inspection to check damages and infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.

- The owner of the Service Dog will take all reasonable precautions to protect university staff and residents, as well as the property of the University and of the residents.
- The owner of the Service Dog will notify University Student Housing Welcome Center residence life staff via the hall office if the Service Dog has escaped its confines and is unable to be located within eight (8) hours of the animal being discovered missing.
- **All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and as warranted, may also result in a resident being in breach of their housing contract.**

Cleaning and Damages

- When the owner of a Service Dog moves out of his/her apartment/residence hall room, or no longer owns the Service Dog, the apartment/residence hall room will be assessed to determine if damage to department property can be attributed to the animal. University Student Housing Welcome Center staff maintains the right to conduct inspections annually for the purpose of assessing damage caused by the animal or otherwise determine the resident's compliance with this procedure.
- The Service Dog owner has an obligation to make sure the apartment/residence hall room is as clean as the original standard. If the apartment or room has carpeting, this also includes regular vacuuming and spot cleaning. Damages and extraordinary cleaning caused by the animal are the responsibility of the resident. Replacement or repair of damaged items will be the financial responsibility of the animal owner and assessed by members of the University Student Housing Welcome Center staff.

I have read and understand the expectations as outlined above of having a Service Dog accommodation while living in the residence halls. I accept responsibility for the behavior, health, and welfare of my animal.

Printed Name

_____/_____/_____
Date

Signature

R#