

Track # \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 Posted: \_\_\_\_\_  
 (Office Use Only)

### POLICY COVER SHEET

(See Faculty Staff Handbook 1460 for instructions.)  
[7-06]

*Faculty/Staff Handbook [FSH]*  Addition  Revision\*  Deletion\*  Emergency  
 Minor Amendment   
**Chapter & Title:** \_\_\_\_\_

*Administrative Procedures Manual [APM]*  Addition  Revision\*  Deletion\*  Emergency  
 Minor Amendment   
**Chapter & Title:** 40.22 -- Landscape & Exterior Services (LES)

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu) respectively.

\*Note: If revision/deletion request original document from [apm@uidaho.edu](mailto:apm@uidaho.edu) or [fsh@uidaho.edu](mailto:fsh@uidaho.edu), all changes must be made using "track changes."

**Originator:**

Charles M. Zillinger

(Please see FSH 1460 C)

**Telephone & Email:**

885 – 6633 or charlesz@uidaho.edu

**Policy Sponsor:** (If different than originator.)

**NOTE: Nancy Spink – Risk Management (5-6177); Fred Hutchison – EHS (5-7208); and Brian Johnson – Facilities (5-6246) have all reviewed and agreed to sponsor this APM addition as well.**

**Telephone & Email:**

- I. **Policy/Procedure Statement:** Briefly explain the purpose of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual.  
**Because of a recent trapping problem on campus, and a lack of policy concerning hunting/trapping/snaring/baiting of campus wildlife, I think we need to include a revision concerning these type of activities that will lay out what is not allowed; what is allowed; and how to properly go about doing this.**
- II. **Reason/Rationale:** Reason this addition, revision, and/or deletion is necessary, if different than above?
- III. **Fiscal Impact:** What fiscal impact, if any, will this addition, revision, or deletion have?  
**None to UI. Possibly some to a requestor wanting to trap on campus if we allow it at all.**
- IV. **Related Policies/Procedures:** Describe other policies or procedures existing that are related or similar to this proposed change.  
**We currently have a Pest Control Portion that this part will be added too in 40:22 and there is a Housing policy concerning pets that I wish to incorporate in with this revision as well, so they work together. I couldn't find the Housing Policy in the APM, but think it needs to be referenced as well.**
- V. **Effective Date:** This policy shall be effective on July 1, or January 1, whichever arrives first after final approval (see FSH 1460 D) unless otherwise specified in the policy.  
**As soon as it is approved.**

\_\_\_\_\_  
Policy Coordinator

Approve  Disapprove

If not a minor amendment forward to: \_\_\_\_\_