



Pennsylvania State Animal
Response Team (PASART)
2605 Interstate Drive
Harrisburg, Pennsylvania 17110-9364

PASART POLICY

NO. P2008-1Revised

SUBJECT: EQUIPMENT AND SUPPLIES LOAN POLICY

DATE: September 30, 2008
Revised: April 7, 2009

I. PURPOSE

To establish a policy for the loan to other organizations dealing with animals of PASART owned equipment and supplies to organizations dealing with animals, other than PASART or CART members. These organizations requesting to borrow equipment may be government agencies or other non-profit organizations that have either a disaster response mission or an animal welfare/law enforcement mission.

PASART emergency response equipment may only be lent to one of the following approved entities, or to another such entity as approved by the Executive Director and/or Chair of the PASART Board

- a. A member or division of any official emergency responder agency
- b. A 501(c)(3) rescue or sheltering organization
- c. A member of Volunteer Organizations Active in Disaster (VOAD)
- d. A member or division of a local government (mayor, city council)
- e. A member or division of an emergency management service agency
- f. An activated CART member of PASART

II. GOAL

Establishes a uniform procedure under which requests for use of PASART equipment will be reviewed and approved while also providing specific requirements to which requesting organizations must agree before any equipment loan request will be considered.

III. POLICY

It is the policy of PASART to make available any of its equipment for use by other legitimate disaster response and animal welfare organizations, to include law enforcement. The equipment is only for disaster response activities. Personnel loaning equipment and personnel borrowing equipment must adhere to all conditions, procedures and restrictions specified in this policy.

IV. APPLICABILITY

This policy applies to all PASART members, CART members, and/or any organization or agency that manages, maintains, or possesses equipment owned by the PASART.

V. **PROCEDURES/REQUIREMENTS/RESTRICTIONS**

1. PASART hereby approves the following equipment to be lent under this policy to the entities listed in Paragraph 1:
 - a. Sheltering Equipment (e.g. crates)
 - b. Other specific equipment if a trained operator is provided for and the request is approved by the CART Coordinator with notification to the PASART Executive Director and/or PASART Board Chair.
2. All requests for loan/use of equipment must be made by the organization through the respective County Emergency Management Agency which will forward the request to their CART.
3. The CART will review the request and determine if the requested equipment is available and not needed at that time by the CART for its own use. If the CART cannot support the request, PASART will be asked for assistance.
4. If more than one entity is borrowing the specified equipment, the obligations of such entities will be joint and several.
5. PASART emergency response equipment will only be lent upon filling out of the appropriate paperwork which must include a description of the proposed use of the equipment, duration of use, and location where the equipment will be used and stored. PASART and the borrowing entity must agree upon a return time and date and the borrowing entity shall pay a \$100.00 deposit to be returned upon satisfactory inspection of the equipment when returned
6. An inspection shall be performed prior to lending the equipment and upon its return by the lending entity and the party responsible for its safe return. Both PASART and the borrowing entity shall note any existing damage to the equipment at the time of lending and upon return. The borrower shall be responsible for all damage incurred while the equipment was in borrower's possession, which commences at the completion of the initial inspection and ends when the return inspection is completed, with the exception of normal wear and tear; including but not limited to dings, nicks, scratches, etc. The attached paperwork will be included with the lending documentation.
7. The equipment must be returned no later than the date and time set forth in the lending documentation unless the borrowing entity requests and is granted an extension which shall be documented in the lending paperwork and verified by the borrowing entity upon return of the equipment. PASART perpetually reserves the right to demand immediate return of the equipment for any reason.
8. The borrowing entity shall assume risks of loss, damage, destruction, or interference with use of the borrowed equipment, from any cause whatsoever; from the time the equipment is transferred to borrower.

9. The borrowing entity strictly assumes all risks and liability, whether or not covered by insurance, for loss or damage to the equipment and for injuries or death of persons and damage to property howsoever arising from or incident to the use, operation or storage of the items borrowed and listed on the lending paperwork, whether such injury or death to persons be agents or employees of the borrowing entity or of third parties, and whether such damage to property be of borrower or others.
10. All risk of loss, damage, theft, or destruction to each item of equipment shall be borne by the borrowing entity. No such loss, damage, theft or destruction of the equipment, in whole or in part, shall impair the obligations of the borrowing entity under this policy, all of which shall continue in full force and effect. The borrowing entity, at PASART's option, shall either (a) place the affected equipment in good repair, condition, and working order, (b) replace the same with like equipment in good repair, condition, and working order, or (c) pay PASART an amount equal to the replacement cost of the affected equipment, less the net amount of the recovery, if any, actually received by PASART from insurance or otherwise for such loss, damage, theft, or destruction.
Borrower in taking possession of the equipment certifies that no one except those properly trained on use of the equipment shall be allowed to operate any equipment.
11. PASART reserves the right to refuse to lend any equipment at any time to any entity.

VII. DISTRIBUTION

1. PASART Members
2. County Animal Response Team (CART) Leaders
3. County Emergency Management Coordinators
4. PEMA Area Offices
5. PA Department of Agriculture



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Harrisburg, Pennsylvania 17110-9364

This is to acknowledge that _____
Please Print

of _____
Organization Phone

Address

received the following item(s) from the _____ County Animal Response Team
(CART) to be returned on

or before: _____

ITEMS:

If additional time is needed, call this office at _____ before the due date.

Signature

Date

CART Leader or County EMA Signature

Date

Person Returning Items: _____ Date Returned: _____

CART LEADER or COUNTY EMA Verification _____
Initial