

## **ERTG BEST PRACTICES FOR EQUIPMENT SHARING**

### **PURPOSE:**

This document shall set forth best practices for establishing an understanding and consensus across the Regions and Special Teams on equipment sharing responsibilities and equipment sharing costs.

### **BACKGROUND:**

The ERTG has developed an Emergency Response Equipment list composed of equipment that all regions must have for response consistency across the country with the assumptions of:

- Equipment will be dedicated to Emergency Responses.
- Each Region will maintain enough ER equipment to operate independently (i.e., self-sufficient) for 24-48 hours.
- Nationally, EPA's response community will have enough equipment to respond to 5 simultaneous incidents of National significance (INSs).
- National assets (to include other Regions and Special Teams) will be available to supplement Regional capacity.

As the Regions and Special Teams have loaned and borrowed equipment for short and long term projects, costs and equipment disposition responsibilities have arose.

### **RESOLUTION:**

When an incident or situation arises that a Region or Special Team needs to borrow equipment for a short or long term project the Region or Special Team will immediately begin the process of requesting equipment from other Regions and/or Special Teams. This is accomplished by contacting the ERTG representative for that Region or Special Team and supplying them with the following information:

- Equipment, accessories, and quantity requested.
- Site and explanation as to why you need the equipment.
- Who will be using the equipment.
- Person responsible for equipment and cell phone number.
- Time and date needed at site/location.
- Duration the equipment will be needed.
- Name, address, and phone number of person you want equipment shipped to.
- Shipping account number to bill to.

Region or Special Team requesting equipment is known as the "Borrower".

Region or Special Team providing equipment is known as the "Loaner".

The Regions and Special Teams agree that the following conditions apply to equipment requests and borrowed equipment:

- The Loaner shall determine if the equipment will be loaned and for how long. Equipment is normally loaned out for 3 or 4 weeks at most.
- The Loaner shipping the equipment shall not be compensated for time unless an exorbitant (>2 days) amount of time has to be spent shipping the equipment. This does not include time making sure the equipment is calibrated and working properly as the equipment should be ready for use at all times.

- The Loaner shipping the equipment shall assure that the equipment includes all necessary supplies, accessories, and manuals/guides.
- The Loaner shipping the equipment shall assure that the equipment is calibrated, is functioning correctly, and is packaged appropriately to not incur any damage through the shipping service utilized when it leaves the warehouse.
- The Loaner shipping the equipment shall assure that filled-in/completed return shipping labels/forms are included in the shipping cases.
- The Loaner shipping the equipment shall incur any costs associated with the improper packaging of equipment.
- The Loaner shipping the equipment shall email the requester the shipping tracking numbers and the return shipping address when available.
- The Borrower shall pay for the shipping costs.
- The Borrower shall keep the equipment owner apprized of the equipment status. i.e. received, damaged, returning and provide tracking numbers....
- The Borrower shall be responsible for tracking, repairing or replacing, and returning the equipment once it has left the Loaner's custody. This period starts when the delivery service takes receipt of the equipment from the Loaner to the time when the Loaner receives it back from the delivery service.
- The Borrower shall NOT be responsible for replacing normal equipment consumables included in the equipment cases. Note: There can be exception to this if the consumable cost is excessive. The Loaner shall determine this and inform the requesting Borrower of the situation.
- The Borrower shall NOT be responsible for factory calibrations if it expires while in their custody and returned to the owner. The Borrower is responsible for the cost of factory calibration if they are using the equipment and want to continue to use the equipment after factory calibration has expired. Note: There can be exceptions to this and the Regions and Special Teams involved will have to resolve the issues.
- The Borrower shall be responsible for decontaminating the equipment after use. If the equipment can not be decontaminated, the Borrower shall be responsible for replacing the equipment.
- If the Borrower needs equipment longer than what the Loaner can provide, the Borrower must arrange for the use of other equipment through other Regions, Special Teams, or rentals. Equipment must be returned by the agreed upon date.
- The Borrower shall demobilize loaned equipment before demobilize their own equipment.
- If the Borrower has to replace borrowed equipment and is delayed for any reason in doing so when the equipment is needed by the Loaner said Region or Special Team shall loan or incur costs to rent equipment for the other Region or Special Team of need.
- If the Borrower has to replace borrowed equipment the newly purchased equipment shall belong to the lending Region or Special Team.

Different issues/exception can arise to the situations addressed above or to situations not addressed above. The Regions or Special Teams can agree to different terms for equipment use. If terms are not agreed to before shipment of equipment then the above resolutions are assumed and agreed upon by all.