



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

**PASART POLICY**  
**NO. P2009-1**

**SUBJECT: EQUIPMENT ISSUANCE POLICY**

**DATE: October 27, 2009**

**I. PURPOSE**

To establish a policy for the issuance of equipment owned by PASART to PASART/CART Volunteers and for the return of same when the volunteer resigns from the CART.

**II. GOAL**

Establishes a uniform procedure under which equipment is issued to PASART/CART Volunteers for mission related use and for return of same when the volunteer resigns from the CART.

**III. POLICY**

It is the policy of PASART/CART to issue certain items of equipment to CART volunteers to assist in the completion of their volunteer duties. These equipment items may include: equipment bags; safety vests; flashlights; hard hats; gloves and/or any other equipment which they may need during deployments and/or training.

**IV. APPLICABILITY**

This policy applies to all PASART members and CART members.

**V. PROCEDURES**

1. CART Coordinators shall issue equipment to CART volunteers as needed. This may include both expendable (hats, gloves, vests, flashlights etc) and durable equipment such slings, glides, generators, catch poles etc.
2. CART Coordinators shall keep a record to include: date and time of loan, to whom the loan was made, expected duration of use of the equipment, expected return date, if any, and description and condition of the equipment lent for equipment assigned to each CART volunteer.

3. CART Volunteers must make all equipment assigned to them available for inspection by the CART Coordinator upon request.
4. CART volunteers shall return all equipment assigned to them within 5 days of the request of the CART Coordinator or no later than 15 days after the date of their resignation from the CART.
5. The condition of equipment will be documented at the time of return. Any damage to durable items will be reported to the Executive Director for appropriate action as may be necessary.

**VI. RESTRICTIONS**

1. The equipment must be cleaned and/or disinfected as specified by PASART/CART.

**VII. DISTRIBUTION**

1. PASART Members
2. County Animal Response Team (CART) Leaders



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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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

CART Leader Signature

Date

Person Returning Items: \_\_\_\_\_ Date Returned: \_\_\_\_\_

CART LEADER Verification \_\_\_\_\_  
Initial