



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

PASART POLICY

NO. P2008-1

SUBJECT: EQUIPMENT AND SUPPLIES LOAN POLICY

DATE: September 30, 2008

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.

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 for 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

1. 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.

2. 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.
3. Equipment will be inventoried and its outgoing condition noted on the inventory form.

VI. RETRIBUTIONS

1. The equipment must be returned in the same condition as loaned.
2. The equipment must be cleaned and/or disinfected as specified by PASART or the CART Leader.
3. The receiving organization must replace or repair, as determined by PASART or CART Coordinator, any lost or damaged equipment within 30 days of the conclusion of their event.
4. All borrowed/loaned PASART, or CART, equipment will be returned immediately upon request. Timeframe for the return of the equipment will be determined on a case by case basis by PASART/CART leadership.
5. The receiving organization will hold PASART, CART, and County Government, its officers, directors, employees and volunteers harmless for any liability arising out of the use of the loaned equipment.

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

CART Leader or County EMA Signature

Date

Date

Person Returning Items: _____ Date Returned: _____

CART LEADER or COUNTY EMA Verification _____
Initial