

POLICY FOR BORROWING DART TRAILERS AND SUPPLIES
ESTABLISHED BY THE
WESTERN REGION HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

1. Parties eligible to borrow and use the goods procured by the WRHSAC shall be known as “Requesting Eligible Parties” (REPs). REPs include the following: All “local units of government”, as defined by the U.S. Homeland Security Act of 2003 and any subsequent pertinent laws (i.e., any subdivision of state government); all regional and state government units within the WRHSAC region; and any Host organization.
2. The trailers will be made available to REPs on a first-come, first-served basis in response to a bona fide emergency. A DART volunteer must be present at all times while the trailer is in use. The Host agency will provide access to the trailer within 4 hours of the initial request for access by an REP, provided that DART volunteers are available.
3. REPs will be required to have proper insurance coverage and a ¾ ton vehicle with electric brakes and equipped with a 10,000 pound hitch in order to remove the trailer from the host site. REPs may also request that the Host agency transport the trailer to and from the REP site.
4. Trailers will be returned to the Host agency within 48 hours of the end of the emergency.
5. REPs are responsible to return the trailer and all non-consumable goods in the same condition as when loaned. REPs are financially responsible for repairs and extraordinary maintenance left to be performed by the Host in order to restore the goods to their condition when loaned. The REP agrees to restock within 30 days any consumable items that are used. The Host will invoice the responsible REP directly after 30 days for any costs incurred for the borrowing. An inventory check-out sheet will be filled out when the trailer is borrowed and a check-in sheet will be filled out when the trailer is returned.
6. The Host will provide supervised access to goods at all times, without exception, in support of REPs engaged in emergency response. The Host shall provide supervised access during normal business hours in support of non-emergency access to goods.
7. REPs are solely responsible to arrange and pay for the cost of transport of the trailer to and from the host site.
8. The WRHSAC or the Host will not deny the loan of trailers to an REP during a bona fide emergency, provided that DART volunteers are available to accompany the trailer.

INVENTORY CHECK-OUT SHEET FOR BORROWING DART TRAILERS AND SUPPLIES
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Check-Out

In borrowing the DART Trailer, I agree to take responsibility for returning it and its contents, itemized in the attached inventory, in the same condition as borrowed, and to replace all consumable items used. I have read and agree to adhere to the Policy for Borrowing DART Trailers and Supplies.

Borrower Signature _____

Borrower Name (print) _____

Borrower Title _____ Date _____

Borrower Phone # _____ Borrower e-mail _____

REP/Town _____

As a representative of the Host Agency, I verify that the DART Trailer and the contents itemized on the attached inventory have been borrowed by the above REP.

Host Agent Signature _____

Host Agent Name (print) _____

Host Agent Title _____ Date _____

Check-In

As a representative of the Host Agency, I verify that the DART Trailer and the contents itemized in the attached inventory borrowed by the above REP have been returned in satisfactory condition.

Host Agent Signature _____

Host Agent Name (print) _____

Host Agent Title _____ Date _____