



Regional Air Quality Council
 1445 Market Street, Suite 260
 Denver, Colorado 80200

PERSONAL PROPERTY LOAN AGREEMENT

1. Loan Number:
 SAMPLE

2. Loan Date: From: _____ To: _____

3. Recipient:
 Address:

Point of Contact:

Phone/Fax/Email:

4. Purpose of Loan:
 Recipient employees have been trained and certified in use of the FLIR Camera. They will use this tool to identify and repair leaks from oil and gas facilities that result in methan, VOC, and HAP emissions as noted in the Terms and Conditions.

5. The property described below is offered by the Regional Air Quality Council for use without charge to the recipient named above for a period not to exceed _____.

Item Number	Description	Serial Number	Acquisition Cost
1	FLIR GF320 24°, as described in the attached T.D. sheet	####	\$\$

6. This agreement is entered into with the understanding that the property identified shall remain that of the Regional Air Quality Council and that this agreement may be terminated by submission of a _____ day prior written notice to the recipient by the Regional Air Quality Council (see full terms and condition on reverse.)

Regional Air Quality Council

Signature of RAQC Authorized Official
 Misty Howell, Office Manager

_____ Date

Recipient

Printed Name

Signature

Title

_____ Date

Terms and Conditions of Loan

1. The Recipient shall:
 - A. provide to the RAQC identification and location of leaks by county, including description of kind of equipment (valves, tanks, pumps, pipes, heater/treaters etc.) involved, location of leak on equipment, repair action taken, repair date, and an estimate of the size of the leaks and, where possible, the emissions reduced by the repair;
 - B. return the loaned property in like condition as when received from the Regional Air Quality Council, normal wear and tear excepted, and free of contamination, on or before the expiration date (as set forth in Section 2 of the first page of this Loan Agreement), unless the loan period is formally extended or terminated before the expiration date;
 - C. in case of loss, theft or damage of the loaned property, reimburse the Regional Air Quality Council at the current price of the replacement or repair;
 - D. assume all costs involved in preparing, handling, loading, disconnecting, and transporting the loaned property from and to the RAQC;
 - E. indemnify and hold harmless the Regional Air Quality Council against any and all liability loss, damages, claims, and costs incidental thereto as a result of Recipient's use or possession on the loaned property; and
 - F. use the loaned property only for the purpose specified in the loan agreement.
2. The loaned property shall not be modified, loaned, or transferred to a third party without the prior written permission of the Regional Air Quality Council.
3. The Recipient shall account for, or permit physical inspection of the loaned property by the Regional Air Quality Council after notification from the Regional Air Quality Council.
4. Title to the loaned property is vested in and will remain with the Regional Air Quality Council and the loaned property shall be used only for official purposes as described in Section 4 of the first page of this Loan Agreement.

I have read and understand the terms and conditions of this loan agreement.

Signature

Date

Print Name and Title

SAMPLE

Regional Air Quality Council (RAQC)

Recipient Employee Agreement for Handling and Security of RAQC FLIR Infrared Camera

I, _____, agree to the following handling and security procedures at all times when in possession of the RAQC FLIR Infrared Camera (IR Camera):

- 1) Prior to each time a recipient employee checks out the IR Camera from the RAQC, this form shall be read, signed and dated by the employee, and the employee's supervisor. The employee shall indicate the dates that the camera will be in the employee's possession, as noted on the form below.
- 2) When the IR Camera is in the recipient employee's possession, it shall be handled with reasonable care and diligence to the greatest extent possible.
- 3) When the IR Camera is in the recipient employee's possession, including overnight, it shall be stored in a lockable and secure area, which may include a responsible employee's office or locking storage cabinet or a locking storage area.
- 4) The IR Camera shall not be taken home by the responsible recipient employee.
- 5) The IR Camera shall not be left unattended in a vehicle even when the vehicle is locked. Exceptions when traveling with the camera may include when the responsible recipient employee stops to refill the vehicle for gasoline, so long as the vehicle remains within sight or view of the employee to the greatest extent possible during this time period.

The RAQC IR Camera is being checked out by the noted recipient employee below from the following date: _____ to the following date: _____.

Company Name

Employee

Date

Supervisor

Date

SAMPLE



FLIR GF320 24° Optical Imaging Camera
List of Transport Case Materials and Equipment

Equipment

- Hard transport case (P/N 44401189)
- Infrared camera with lens (SN: 44401189)
- Battery, 2 ea. (P/N1196209-20) SRL-No. 004345 & 004292
- Shoulder strap
- Lens cap (2 ea.)
- Lens cap (mounted on lens)
- Mirco SD Memory card (2GB)
- 2 Memory card adapters (MicroSD to Mini SD; MicroSD to SD)
- WiFi USB mirco adapter & strap (EDIMAX 9577110814)
- Verbatim MiniSD/SD Pocket card reader (model 47128)
- Battery charger (NS 008625; P/N 1196210)
- Power supply, incl. multi-plugs (P/N 10231014)
- HDMI-DVI cable (P/N T910816)
- HDMI-HDMI cable (P/N T910815)
- USB cable (P/N T910423)
- Vista Voyages Lite Tripod with carrying case

Materials

- Printed Getting Started Guide
- Printed Important Information Guide
- Service & training brochure
- Downloads brochure
- User documentation CD-ROM (P/N T197554-11)
- FLIR QuickReport™ PC software CD-ROM (P/N T197965-05)
- FLIR VideoReport™ PC software CD-ROM (P/N T197556-08)

SAMPLE