



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

PASART POLICY

NO. P2009-1

SUBJECT: EQUIPMENT MAINTENANCE AND ISSUANCE POLICY

DATE: October 27, 2009
Revised August 2013

I. PURPOSE

To establish a policy for the maintenance and 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 maintained by and 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 properly maintain all equipment purchased with federal funds and/or other funds and donations and subsequently issue 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 as well as sheltering and rescue equipment 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 periodically(at least annually) inspect all PASART equipment to insure proper maintenance and take corrective and/or preventive action to insure that such equipment is maintained in working condition. Records of such inspection shall be maintained at each CART.

3. 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.
4. CART Volunteers must make all equipment assigned to them available for inspection by the CART Coordinator upon request.
5. 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.
6. 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.
7. SPECIAL PROVISION: As it relates to PASART vehicles, the CART Coordinator shall insure that all vehicles that require annual State Inspection shall be inspected as required by Commonwealth Law and Regulation. The Executive Director will insure that all vehicles are properly insured and registered as required by those same laws and regulations.

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



Pennsylvania State Animal Response Team (PASART)
2605 Interstate Drive
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:

Signature

Date

CART Leader Signature

Date

Person Returning Items: _____ Date Returned: _____

CART LEADER Verification _____
Initial