

ESSP Instrument/Equipment Use Agreement

THIS AGREEMENT, made the day of _____, by and between

I agree to be personally responsible for the return of the equipment in the same condition as check-out. In case of damage or loss, I agree to pay for repair or replacement at market value that is acceptable to the Earth System Science and Policy Department.

Student (User) Signature _____ *Date* _____

Approved by (Department) Signature _____ *Date* _____

LIST OF EQUIPMENT

Description of instrument	Instrument to be used at or near	Approximate use period	Checked by User & Department

CONDITIONS OF INSTRUMENT USE AGREEMENT

1. Upon checkout the instrument, User and Department (or Lab manager) have to check basic functionality of the instrument to confirm whether the instrument works fine at the time of checkout.
2. User must request instrument checkout schedule at least two days prior.
3. The experiment personnel (User) are required to have proper training on the using the instruments and their components.
4. The experiment personnel (User) will be responsible for appropriate care and handling of the equipment.
5. User is responsible to return the instrument to the Department on the date specified.
6. Upon returning, the instrument should be the same as checkout condition physically and functionally.
7. Immediately after the fieldwork has been completed, the experiment personnel should download all necessary data files before returning the instrument.
8. In case of damage or loss, User has to pay for repair or replacement at market value that is acceptable to the Earth System Science and Policy Department.
9. Any misuse of departmental equipment may result in sanctions including up to expulsion from the program.