

EDUCATION, TRAINING AND TECHNICAL ASSISTANCE

Equipment Control Policy

The following equipment check out and check in procedures apply to shared and loaner equipment. These procedures are required when borrowing or loaning equipment. Any changes to this policy require prior supervisory approval.

I. Check Out

1. All equipment used from ETTA inventory must be signed out. The only exception is for personally assigned equipment being used by the custodial individual. Personally assigned equipment is not to be used by individuals outside of ETTA. Equipment such as training props, booths, screens, lecterns, coffee pots and flip charts can be found in the equipment room. Electronic equipment such as laptops, projectors, speakers, and pointers are stored in the loaner closet in the pubs room.
2. For ETTA staff:
 - a. Use the reservation notebook in the equipment room to reserve equipment as soon as you know the equipment will be needed. An additional reservation notebook for electronic equipment will be stored by the loaner closet in the Pubs room. Reserved equipment takes priority.
 - b. Use the reservation notebook in the equipment room or by the loaner closet to sign out the equipment on the appropriate date. The borrower can get the key to the loaner cabinet from the Equipment Manager (an extra key is stored in the lockbox).
 - c. The borrower will be responsible for verifying that each piece of equipment is present, and they know how to operate it.
3. For non-ETTA staff:
 - a. Fill out the Equipment Loaner Request form on the One Stop Shop as soon as you know the equipment will be needed. Reserved equipment takes priority.
 - b. The Equipment Manager or ETTA contact will contact the borrower to confirm details on the request form. The Equipment Manager will use the reservation notebook in the equipment room or in the loaner closet in the Pubs room to reserve the equipment.
 - c. When the borrower arrives to pick up the equipment, the borrower will coordinate with Equipment Manager or ETTA contact to ensure the equipment is signed out appropriately in the reservation notebook.
 - d. The borrower will be responsible for verifying that each piece of equipment is present, and that they how to operate it.

II. Check In

1. For ETTA staff:
 - a. The borrower will examine each piece of borrowed equipment to verify that all components are returned and that no obvious damage is present. If components are missing or damaged, the borrower will notify their supervisor.
 - b. The borrower will return the equipment to the correct storage location and will sign in the equipment using the appropriate reservation notebook.
2. For non-ETTA staff:
 - a. The borrower will examine each piece of borrowed equipment to verify that all components are returned and that no obvious damage is present. If components are missing or damaged, the borrower will notify the Equipment Manager or their ETTA contact.
 - b. The borrower will coordinate with the Equipment Manager or their ETTA contact to ensure the equipment has been returned to the correct storage location and will sign in the equipment using the appropriate reservation notebook.

III. Effective Date

This policy is effective 10/07/19 and remains in effect until rescinded or amended.



Wanda Lagoe
Bureau Chief

Note: This policy will be covered during ETTA new employee orientation.