



## Animal Disease Traceability (ADT) Long-Term Equipment Loan Agreement

### Purpose

The ADT Long-Term Equipment Loan Agreement establishes the eligibility for Animal Disease Traceability (ADT) equipment loans and the expectations around loaned equipment. This ADT equipment is provided for long-term use for Oregon Accredited Veterinarians (borrower). The borrower is responsible for that equipment until it is returned to the Oregon Department of Agriculture (ODA), and the equipment remains the property of ODA. The equipment must be returned upon request.

### Scope

The Equipment Long-Term Loan Agreement is available to Oregon Accredited Veterinarians who:

- Are interesting in utilizing, or currently utilize RFID technology within their practice
- Currently conduct regulatory veterinary work on Oregon livestock
- Currently does not possess or work for a clinic that possesses an RFID reader

### Definitions

**ADT equipment:** All RFID tag readers owned by the ODA Animal Health Program available for loan to Oregon Accredited Veterinarians

### Governing Laws & Regulations

Public Records Law (ORS 192.410 – 192.505) the public has the right to inspect and copy certain public records

### Loan Requests

Accredited Veterinarians can initiate a long-term loan by completing and signing an ADT Long-Term Equipment Loan Agreement and delivering it to an ODA District Veterinarian or other person authorized by the State veterinarian. Employees must provide the following information on the Equipment Loan Agreement Form:

- Veterinarian Name
- Veterinarian Signature
- Date of Signature

The Oregon Department of Agriculture does not guarantee availability of equipment and may deviate from the first-come, first-served process at its discretion. Veterinarians should make reservations in advance whenever possible to ensure equipment availability.

### Pickup and Return Information

ODA District Veterinarians or other authorized personnel will work with the borrower to determine the best time and place to deliver the ADT equipment. In most cases the equipment will be delivered in person to enable ODA personnel to demonstrate the use of the equipment. If this is not possible, alternate arrangements will be made at the discretion of ODA.

Equipment return will be arranged as needed. Long-term loans are valid until the veterinarian stops practicing, leaves the state of Oregon or ODA determines that the equipment must be returned.

The working condition of all equipment will be assessed upon its return. If the borrower does not return the equipment by the predetermined deadline, the Oregon Department of Agriculture will contact the borrowing veterinarian to request its immediate return.

### Policy Statements

Borrowers are responsible for the equipment until such time as it is checked back into the ODA equipment library. Borrowers are responsible for taking proper care of loaned equipment.

All equipment is covered under the manufacturer's limited warranty. The borrower is liable for damages caused by:

- Unreasonable use, abuse, neglect, and alternations
- Improper service, improper installation, and improper connections with peripherals

In order to avoid damage, loss, or theft, borrowers should follow these guidelines:

- When storing in a car, keep the car locked and the equipment out of view.
- Ensure that equipment is securely stored so that it does not slide while driving.
- Avoid storage in a car during very hot or very cold weather.
- Ensure that equipment is not left anywhere that unauthorized users may have access to it

The borrower will be expected to protect the equipment from loss and damage and must report to the State Veterinarian as soon as possible if the equipment is lost or stolen.

- A written or email report must be filed within 24 hours to the State Veterinarian if equipment is lost or stolen.
- The borrower will be responsible for reporting the lost/stolen device to police authorities. The State Veterinarian will provide guidance on how to do so as well as information about the equipment that should be shared with the police authorities.

Veterinarians using the equipment loan service should notify their District Veterinarian or the Program Disease and Traceability Coordinator of any problems with the equipment encountered during their loan period.

All data on the ADT equipment will be removed when the equipment is returned. Personal files will be the responsibility of the user to backup prior to returning the equipment.

## Noncompliance

Violations of this Agreement will be treated like other allegations of wrongdoing at the Oregon Department of Agriculture. Allegations of misconduct will be adjudicated according to established procedures.

Sanctions for noncompliance may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of equipment loans,
2. Disciplinary action according to applicable ODA policies, and/or
3. Legal action according to applicable laws and contractual agreements.

## Agreement

### Conditions of Agreement

\_\_\_\_\_ I am conducting regulatory veterinary work on Oregon livestock

\_\_\_\_\_ I currently do not own or work for a clinic that owns any other RFID readers

\_\_\_\_\_ If at any time I move outside of Oregon, stop doing regulatory work on Oregon livestock or retire from veterinary practice I must return this RFID reader to the Oregon Department of Agriculture

I have read and understand the ADT-Long-Term Equipment Loan Agreement. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or agency policy.

Accredited Veterinarian Name

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Accredited Veterinarian Signature

Date