

Equipment Loan Guidance

State of the art equipment is essential to performing the duties of a local enforcement agency (LEA). An array of technical and scientific instruments is available for loan.

Equipment loaned is distributed based on a first come, first serve basis. The equipment/instrument loan is provided for three months to minimize maintenance requirements. Provisions can be made for the exchange of an instrument for a freshly calibrated and serviced instrument after the initial three months. Once possession is taken, the LEA is responsible for loss, mishandling and consequential damages resulting from use of the equipment.

***Note:** Under short supply or emergency situations, CalRecycle reserves the right to recall or prioritize the loan of equipment.

Equipment Available

The following is a current list of instruments and inspection equipment available in our inventory:

Gas Monitoring Instrumentation

- RKI Eagle Gas Instrument
- RKI GX-2009/4-Gas Personal Monitor

Gas Monitoring Probe Inspection Service

- XL PRO Plus VideoProbe: Contact [Engineering Support Branch](#), (916) 341-6348 to request this service.

Health and Safety Monitoring Instrumentation

- SAIC Radiation Dosimeter

Inspection Equipment

- Magnehelic Pressure Gauge
- Compost Thermometer (digital and analog)
- Bar Hole Punch

Borrowing Equipment

It's easy to borrow an instrument or equipment. Simply follow the procedures below:

1. Send an e-mail request for the needed equipment at least two (2) weeks in advance to the LEA Equipment Loan Program at healthandsafety@CalRecycle.ca.gov.
2. Confirm request by submitting a completed [Equipment Loan Request Form](#), CalRecycle 640, within seven (7) working days. This may be done in person, or by fax, e-mail (PDF), or mail.
3. Arrange for receipt of equipment. Equipment can be picked up at CalRecycle or delivered to the LEA by a commercial carrier certified delivery (UPS, Federal Express, USPS, etc.). Shipment to the LEAs will be paid by CalRecycle.
4. Send an e-mail confirmation to healthandsafety@CalRecycle.ca.gov within 24 hours of receiving equipment.
5. Return the instrument and/or equipment upon completion of use, or at the end of three (3) month term, whichever comes first. Notify the LEA Equipment Loan Program before the item is returned. LEAs are responsible for the return shipment cost. All shipments shall be insured and shipped according to the CalRecycle instrument shipping/receiving procedures:

Shipping to CalRecycle:

- Inspect items to be shipped to ensure that shipment is complete. Be sure to use the correct shipping materials.
- Select a Carrier-Either UPS, Federal Express or other private carrier may be used.
- Provide insurance: The LEA is responsible for each instrument/equipment that it ships to CalRecycle.
- For purposes of obtaining insurance, please check with the LEA Equipment Loan Program to approximate cost of replacing the instrument/equipment. Maintenance of a shipping log with all receipts is recommended in case of loss or theft while in transit.
- Pack instrument/equipment carefully in original shipping materials and ship to:

CalRecycle
Attn: LEA Equipment Loan–Marc Arico
1001 I Street, MS 10A-15
Sacramento, CA 95814

6. Contact the LEA Equipment Loan Program by e-mail to verify that returned equipment arrived.