

DISASTER RECOVERY KIT LOAN AGREEMENT

THIS DISASTER RECOVERY KIT LOAN AGREEMENT (this "Agreement") dated this _____ day of _____ , _____

BETWEEN:

Council of Nova Scotia Archives (CNSA)
(herein referred to as the "CNSA")

OF THE FIRST PART

-AND-

Company/Institution: _____ ;
Representative Title: _____ ;
(herein referred to as the "Member")

OF THE SECOND PART

The CNSA will lend the Disaster Recovery Kit (herein referred to as the "Kit") to the borrowing organization or individual in accordance with the terms and conditions of this Agreement.

Each part of the Kit shall be listed separately using the format included in Appendix A.

The total number of pieces of Equipment covered by this Agreement is _____.

1. Definitions

"Equipment" refers to all the supplies provided in the Kit, both single-use and reusable, including the containers in which the supplies are stored.

"Consumable Supplies" refers to supplies that for health-and-safety reasons are intended as single-use, and/or cannot be cleaned for reuse, and/or will be consumed or irreparably damaged once used. These supplies include, but are not limited to, respirator filters, dust masks, gloves, aprons, hi-vis vests, tape, plastic sheeting, sorbents, garbage bags, blotting paper, Hollytex, and insect traps/monitors.

"Reusable Supplies" refers to Equipment that is reusable in nature including, but not limited to, half-face respirators, goggles, hardhats, lighting, tools, utility knives, scissors, tarps, fans, extension cords, plastic boxes, coroplast sheets, plexiglass sheets, weights, HEPA vacuum, and conservator brushes.

2. Lease

The Member will agree to uphold the terms in this agreement for the entire duration of their agreement with the CNSA.

3. Term

This agreement will be in effect from _____ for a 30-day period, with possible renewal.

4. Delivery of Disaster Recover Kit

The Member will collect the Kit from the CNSA Office at 6016 University Ave, Halifax, NS, unless written consent has been provided by the CNSA for delivery and the cost of delivery has been paid for or arranged by the Member.

5. Use of Equipment

The Member will use the Equipment in a reasonable and careful manner and will comply with all manufacturer requirements and recommendations respecting the Equipment and with any applicable law, whether local, provincial, or federal, including, but not limited to environmental law.

The Member will be responsible for providing instructions to anyone using the Equipment on the proper use of the Equipment in accordance with any usage requirements and recommendations . If the Member is unclear about their responsibility in this regard, they should contact the CNSA for assistance.

6. Liability

The Member will use the Equipment for the purpose for which it was designed and not for any other purpose. The Member will comply with recommendations provided by the CNSA regarding the use of the Equipment. If the Member is unsure about any aspect of the operation or care of this equipment, they should contact the CNSA's Archives Advisor: 902-424-7093 or advisor@councilofnsarchives.ca.

Please refer to your institution's disaster plan and protocols before conducting any salvage and recovery activities. The CNSA is not responsible for any damage or harm caused by misuse of the supplies by the Member. If you need guidance, please contact the CNSA's Archives Advisor: 902-424-7093 or advisor@councilofnsarchives.ca.

7. Repair and Maintenance of Equipment

The Member is accountable for the replacement cost of all Consumable Supplies used from the time the Member assumes custody of the Kit until it is returned to the CNSA (See Appendix B). After the Kit has been returned to the CNSA Office, the supplies will be inventoried. The Member will be invoiced by the CNSA for the cost of replacing the supplies needed to restock the Kit.

Reusable Supplies must be returned to the CNSA cleaned, in working order, and must be devoid of permanent damage including, but not limited to, structural damage and markings beyond reasonable wear and tear, as determined by the CNSA. The Member is responsible for the full cost of repair or replacement of any or all Reusable Supplies that are damaged beyond useability, lost, confiscated, or stolen.

8. Surrender

On or before the final day of the Term of this Agreement, the Member will return the Kit to the CNSA Office at the Member's expense unless written consent has been provided by the CNSA for alternative delivery.

9. Renewal

Upon giving notice 5 days prior to the end of the Term, the Member may renew this Agreement for an additional Term, unless equipment has been loaned or promised to another Institution. The renewal will be in accordance with the same terms and conditions as this agreement.

Signature of Borrowing Member

Date

Signature of CNSA Representative

Date

Appendix A

Equipment Checklist

Please indicate all equipment that is included in the Agreement. All supplies must be accounted for upon return of the Disaster Recovery Kit.

Disaster Recovery Kit Equipment Content

Check this box if all equipment is included.

Personal Protective Equipment (PPE)

Check this box if all PPE equipment is included.

- Tyvek Hooded coveralls
- 3M Mould & Lead Half-Face Respirators and filters
- Dust masks/particulate respirators P100
- Heavy-duty nitrile gloves (S,M,L)
- Regular nitrile gloves (S,M,L)
- Safety Goggles
- Plastic ponchos
- Vinyl aprons
- Hi-Visibility Vests
- Hardhats
- Wet Naps

Safety Equipment

Check this box if all safety equipment is included.

Headlamps
Flashlight/lantern
Portable LED work light
Waterproof, floating flashlights
Batteries
Tool kit
Power drill & bits
Staple gun & staples
Scissors (large & small)
Utility knife
Duct tape
Packing tape
Gorilla Tape
Yellow/black caution tape (adhesive)
Caution tape (non adhesive)
Reflective Tape
Tuck Tape (outdoor repair sheathing tape)
Binder Clips (large & small)
Cable ties

Collections Protection

Check this box if all collection protection supplies are included.

Tarps (large)
Tarps (small)
Polyethylene sheeting, 2mil, 10'x100' roll
Sorbent pads
Sorbent socks
Sorbent Pillows
Barriers in a bucket

Clean-up Supplies

Check this box if all cleanup supplies are included.

Box fans
Extension cords
(Industrial dehumidifier)
Sponges – XL commercial
Shammy towels (XL & L)
Microfiber Cloths
Heavy-duty garbage bags

Packing, Drying, & Flattening Wet Records & Collections

Check this box if all wet records & collections supplies are included.

Corrugated plastic bankers boxes
Coroplast sheets
Foam sheets from roll of 36"x12" perforated sheets
Bubble wrap
Deluxe paper towels
Freezer paper
13"x15" 2-mil Ziplock bags
Waterproof adhesive labels, 4"x3.3"

Waterproof Tyvek tags, 3.75"x1.9"
Plastic clipboards
Waterproof paper
Waterproof marker
Waterproof pen
Fiberglass screen kit, 36"x36" (on frames)
Cotton cord, 50ft (for photos)
Plastic clothespins, 50pk (for drying and hanging photos)
Blotting paper
TEK Wipe roll/sheets
Hollytex 1.5mil and 2.5mil
Plexiglass sheets 24x24
Weights

Treating Mold, Dirt & Smoke

Check this box if all mold, dirt, and smoke supplies are included.

HEPA wet/dry vacuum
PEC-PAD Photo wipes
Conservator brushes
Cleaning swab kit
Cosmetic sponges
Dry-cleaning soot sponges
Wishab soft and hard sponges
Cotton roll
Water repellent weight bags
Insect traps/monitors

Appendix B

Consumable Supplies

Tyvek Hooded coveralls
Half-face respirator filters
Dust masks/particulate respirators P100
Heavy-duty nitrile gloves
Regular nitrile gloves
Wet Naps
Batteries
Duct tape
Packing tape
Gorilla Tape
Yellow/black caution tape (adhesive)
Caution tape (non adhesive)
Reflective Tape
Tuck Tape (outdoor repair sheathing tape)
Cable ties
Polyethylene sheeting, 2mil, 10'x100' roll

Sorbet pads
Sorbent socks
Sorbent Pillows
(Barriers in a bucket)
Heavy-duty garbage bags
Foam sheets from roll of 36"x12" perforated sheets
Bubble wrap
Deluxe paper towels
Freezer paper
13"x15" 2-mil Ziplock bags
Waterproof adhesive labels
Waterproof Tyvek tags
Waterproof paper
Waterproof marker
Waterproof pen
Cotton cord
Blotting paper
Hollytex
Cleaning swab kit
Cosmetic sponges
Dry-cleaning soot sponges
Wishab sponges
Cotton roll
Insect traps/monitors