

CNSA DISASTER RECOVERY KIT LOAN AGREEMENT

THIS DISASTER RECOVERY KIT LOAN AGREEMENT (hereinafter referred to as the “Agreement”) dated _____,

BETWEEN

Council of Nova Scotia Archives (CNSA)
(hereinafter referred to as the “CNSA”)

OF THE FIRST PART

AND

Member Institution: _____;
Representative: _____;
(hereinafter 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 Member 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 (below).

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 Avenue, 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 below). 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 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 which bins and stand-alone Equipment are included in this Agreement. All unused and Reusable Supplies in the Kit must be returned to the CNSA Office or the Member will be invoiced for their replacement.

BIN 1 – PPE	Qty in Kit
Hard hats, CSA Type 1, yellow	3
Tyvek Hooded coveralls, M	5
Tyvek Hooded coveralls, L	5
Tyvek Hooded coveralls, XL	5
3M Half-Face Respirators	S-1, M-2, L-1
3M Respirator Filters, P100, 2091	8
3M Dust Masks, N95	40
Heavy-duty nitrile gloves (Medium)	12 pair
Heavy-duty nitrile gloves (Large)	6 pair
Heavy-duty nitrile gloves (Small)	6 pair
Regular nitrile gloves, 8 mil, S,M,L	25 pair of each
Heavy-duty leather work gloves	3
Safety Goggles, indirect vent	6
Plastic ponchos	6
Vinyl aprons	6
Disposable boot/shoe covers	10 pair
Hi-Visibility Vests	3
Hand wipes	80
Earplugs	30
First Aid Kit	1
BIN 1 – Lighting	Qty in Kit
Weather resistant headlamps (100 lumens)	4
Water resistant, collapsible lantern/flashlight	2
Waterproof, floating flashlight (250 lumen)	1
Portable LED work light (600 lumen)	2
Magnetic Utility Light (125 + 150 lumen)	1
Batteries: 16 AAA and 20 AA	36
BIN 2 – Protecting Collections	Qty in Kit
Tarps, 12' x 14' (x2), 10' x 12', and 6' x 8'	4 total
Polyethylene sheeting, 2mil, 10' x 100' roll	1 roll
Absorbent 'Barriers in a Bucket'	5
Sorbent pads, 30" x 30"	15
Sorbent socks 3" x 4'	10
Tool kit (hammer, screw drivers, pliers, socket set, utility knife, clamps, etc.)	1
Heavy duty staple gun	1

T50 Staples 3/8" staples	1,250
Polyester rope, 5/32"	50 ft
Cable ties, 14"	20
Binder clips, 2" and 1¼"	24 + 12
Scissors, large & small	3
Utility knife (plus 1 in tool kit)	1
Tuck Tape (outdoor repair sheathing tape)	1
Duct tape	2
Packing tape	2
Gorilla tape	1
Yellow/black hazard tape, 2" wide	100 ft
"Caution" barrier tape, 3" wide (non-adhesive)	100 ft
BIN 3 – Stabilizing the Environment	Qty in Kit
Thermo Hygrometer + L1154H battery	1
Extension cords	2
DeWalt variable-speed, wet/dry HEPA shop vacuum (stand alone)	1
DeWalt shop-vac attachments	5
Sump pump	1
Hose, 50 ft	1
Utility heater	1
Plastic scrub brush	1
Shammy towels	3
Deluxe paper towels, 11" x 11" sheets	2
3M jumbo sponges	4
Heavy-duty trash bags, 40-45 Gallon	32
Heavy-duty floor squeegee (stand alone)	1
Commercial dehumidifier (stand alone)	1
Vertical-tilt floor fans (stand alone)	2
BIN 4 – Documenting & Tracking Collections	Qty in Kit
Weatherproof clipboard	1
Plastic clipboards	6
Dry bags for cell phones	4
Waterproof Tyvek tags, white, 3¾" x 2"	100
Cotton twine	250 ft
Painters tape	3
Mechanical pencils	12
Sharpie markers, extra-fine	5
Sharpie markers, regular	16
BIN 4 – Collections Evacuation, Salvage, & Recovery	Qty in Kit
Cafeteria trays	5
Remay, 7' x 50'	1
13"x15" polyethylene zipper bags	100

18"x24" polyethylene zipper bags	30
Freezer paper: 70 sheets (12" x 15"), plus roll (15" x 50')	1 of each
Bubble Wrap Roll, 12" wide	90 ft
Buffered archival wrapping paper, 26" wide	250 ft
Cotton tying cord, 6mm x 100m	1 roll
Texwipe Technicloth Wipes, 12" x 12", 150 pk	2 packs
Pump sprayer	1
Tabletop tarps	4
Pallet knives	10
3M jumbo sponges	2
Kodak Photo-Flo	16 oz
PEC-PAD Photo wipes	100
Shammies	20
Rags in a box (shop towels)	200
Deluxe paper towels, 11" x 11" sheets	1 roll
Flat, stackable drying racks, 32"x 32" (requires assembly)	6
Polyester-cotton clothesline cord, 3/16"	50 ft
Plastic clothespins	50
BAG – Collections Evacuation, Salvage, & Recovery	Qty in Kit
Corrugated plastic bankers boxes, 16" x 12" x 12"	10
Corrugated plastic sheets, 24" x 36" and smaller	14
Medium weight blotting paper, 34" x 48"	25 sheets
Drying rack	1
BIN 5 – Collections Evacuation, Salvage, & Recovery	Qty in Kit
(DeWalt variable-speed, wet/dry HEPA shop vacuum)	1
DeWalt bags for shop vac	5
Texwipe Technicloth Wipes, 12" x 12", 150 pk	1 pack
Hake brushes, 1", 1½, & 2½" wide	1 of each
Horse-hair dusting brushes, 9"	2
Wishab Hard Sponges – soft & hard	1 of each
Dry-cleaning soot sponges	4
Cosmetic sponges	48
Gum erasers/cleaners	8
Microfibre towels for delicate surfaces	12
Deluxe paper towels, 11" x 11" sheets	1 roll
Insect traps/monitors	24
Weight plates, ¼, ½, ¾, 1, & 1¼ lbs	2 of each – 8 total
PEL water-repellant weight bags, 2" x 4", 200g each	2
Buffered tissue paper sheets, 20" x 30"	50 sheets
Stabilio marking pencils	4
Transportation	
Dolly for transporting kits (stand alone)	1

Appendix B

Consumable Supplies

	Qty in Kit	Approx. Replace- ment Value
BIN 1 – PPE & Lighting		
Tyvek Hooded coveralls, M	5	\$30.00
Tyvek Hooded coveralls, L	5	\$70.00
Tyvek Hooded coveralls, XL	5	\$70.00
3M Respirator Filters, P100, 2091	8	\$60.00
3M Dust Masks, N95	40	\$31.00
Heavy-duty nitrile gloves (Medium)	12 pair	\$28.00
Heavy-duty nitrile gloves (Large)	6 pair	\$14.00
Heavy-duty nitrile gloves (Small)	6 pair	\$14.00
Regular nitrile gloves, 8 mil, S,M,L	25 pair of each	\$24.00
Disposable boot/shoe covers	12 pair	\$15.00
Hand wipes	80	\$5.50
Earplugs	30	\$10.00
First Aid Kit	1	\$20.00
Batteries: 16 AAA and 20 AA	36	\$12.50
BIN 2 – Protecting Collections		
Polyethylene sheeting, 2mil, 10' x 100' roll	1 roll	\$45.00
Absorbent 'Barriers in a Bucket'	5	\$250.00
Sorbet pads, 30" x 30"	15	\$56.50
Sorbent socks 3" x 4'	11	\$151.00
T50 Staples 3/8" staples	1,250	\$5.00
Cable ties, 14"	20	\$8.50
Tuck Tape (outdoor repair sheathing tape)	1	\$11.50
Duct tape	2	\$17.00
Packing tape	2	\$7.50
Gorilla tape	1	\$13.00
Yellow/black hazard tape, 2" wide	100 ft	\$16.00
Caution barrier tape, 3" wide (non-adhesive)	100 ft	\$11.00
BIN 3 – Stabilizing the Environment		
Deluxe paper towels, 11"x11" sheets	2	\$12.50
3M C41 jumbo sponges	4	\$28.00
Heavy-duty trash liners, 40-45 Gallon	32	\$35.00
BIN 4 – Collections Tracking, Evacuation, Salvage, & Recovery		
Waterproof Tyvek tags, white, 3.75"x1.9"	100	\$32.00
Cotton twine	250 ft	\$5.00
Painters tape	3	\$15.00
Mechanical pencils	12	\$3.00

Sharpie extra-fine markers	5	\$3.50
Sharpie markers	16	\$7.00
Remay, 7' x 50'	1	\$38.00
Bubble Wrap Roll, 12" wide	90 ft	\$30.00
Buffered archival wrapping paper, 26" wide	250 ft	\$129.50
Cotton tying cord, 6mm x 100m	1 roll	\$32.50
Freezer paper, 15" x 150' roll	1	\$30.00
PEC-PAD Photo wipes	100	\$22.50
KodakPhoto-Flo	16 oz	\$35.50
Deluxe paper towels, 11"x11" sheets	1	\$6.25
Rags in a box (shop towels)	200	\$23.00
BAG – Collections Evacuation, Salvage, & Recovery		
Medium weight blotting paper, 34"x48"	25 sheets	\$180.00
BIN 5 – Collections Evacuation, Salvage, & Recovery		
Bags for DeWalt shop vac	5	\$30.00
Replacement filter for DeWalt HEPA shop vac	1	\$40.00
Cosmetic sponges	48	\$14.00
Dry-cleaning soot sponges	4	\$53.00
Wishab Hard Sponges – soft & hard	1 of each	\$27.00
Gum erasers/cleaners	8	\$12.00
Deluxe paper towels, 11"x11" sheets	1	\$6.25
Insect traps/monitors	24	\$46.50
Buffered tissue paper sheets, 20" x 30"	50 sheets	\$95.00
Stabilio marking pencils	4	\$14.50

Approx. shipping charges	\$200.00
Subtotal	2,202.50
Tax	253.29
Grand total	2,455.79