



Arizona LTAP EQUIPMENT Loan Program Policies

Retroreflectometer/Turning Movement Counters

How To Borrow

AZ LTAP will take requests from agencies via phone (602-712-~~4050~~) or via email: spalmer@azdot.gov on a first come-first served basis. Agencies will be required to provide an estimated length of use (a maximum of two weeks) and a schedule to pick up and return the equipment. Because the Retroreflectometer is worth approximately \$15,000, normal shipping will not be permitted. Arrangements will need to be made for agencies to pick up the device, for LTAP to deliver the device, or some combination of these. A waitlist will be maintained for each piece of equipment on loan and equipment will be available to the next agency on the list upon its return. Each agency is responsible for returning the equipment to AZ LTAP. A late fee of \$25 per day will be assessed if not returned on time.

Proper Use and Handling

Agencies will be required to uphold any software licensing agreements established with the equipment loan. The PetraPro Software required to analyze the data from the Turning Movement Counters is accessible in two fashions:

- 1) you may also borrow a laptop with the counter that contains the software and a limited logon capability that allows agencies to access the software, excel, word and printer software only,
- 2) you may return the turning movement counter and request reports be generated by the AZ LTAP team.

Agencies will be required to maintain the equipment in a secure and locked location during transportation and storage. Due to high value of the devices, the agency will be required to reimburse AZ LTAP if reported lost or stolen. Agencies are also expected to cover expenses related to obvious physical damage to the equipment.

PetraPro Software License Agreement

This is a legal agreement by you (as an entity or an individual). By using this software you are agreeing to be bound by the terms of this agreement. If you do not agree to the terms of this agreement, return the unused software to the AZ LTAP Center. YOU MAY NOT:

- 1) copy the documentation which accompanies the Software,
- 2) sublicense, lease, transfer, copy or rent any portion of the Software,
- 3) continue to use a previous version of the Software in addition to any updates that may be received. All copies of previous versions must be destroyed except that one copy can be kept for archival purposes;
- 4) reverse engineer, decompile, disassemble, modify, translate, make any attempts to reconstruct or find the source code for the Software.

The laptop you may borrow contains one copy of the PetraPro Software. You have limited logon access to PetraPro, Excel, and the printer drivers to enable you to download, manipulate and view your data and to print any needed reports as well as to Export the data into Excel format and storage on an external storage device. You are not entitled to use this software or the laptop for any other purpose.



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Fees and Charges

Late Fee:

The borrowing agency will be charged a late fee of \$25 per day will be charged for each day beyond the agreed upon delivery return date.

Damages:

The borrowing agency is required to reimburse AZ LTAP for the repair or replacement cost of any equipment that receives obvious intentional or negligent damage.

In the case of obvious accidental damage, the borrowing agency is required to reimburse AZ LTAP for any repairs required to return the equipment to its best possible operation. If the equipment cannot be repaired, the borrowing agency is required to reimburse AZ LTAP for 50% of the replacement cost of the equipment.

Lost / Stolen:

If an item is stolen, the borrowing agency is required to file a police report and to provide a copy of that report and any other related documentation to AZ LTAP.

If an item is lost, the borrowing agency is responsible for 100% of the replacement cost since the equipment is required to be stored in a secure storage location (see Proper Use and Handling).

A copy of the AZ LTAP Equipment Loan Program Policies will be provided to all borrowing agencies. A signature is required from the borrowing agency at the time of delivery/receipt recognizing the AZ LTAP borrowing policies and terms.



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I have read the above policies, I am authorized to sign this agreement, and I agree to and I am responsible for adhering to these policies.

Printed Name

Title

Email Address

Agency

Phone Number

Equipment Borrowed, Asset Tag Number and Description

Signature

Date

Date Equipment will be returned to AZ LTAP