



## AZ LTAP EQUIPMENT BORROWING POLICY

### Retroreflectometer / Turning Movement Counters

#### How to Borrow

AZ LTAP accepts requests from local government agencies, FHWA, or other AZ State agencies (The Borrowing Agency) through submission of an *AZ LTAP Equipment Borrowing Agreement* (see page 2) via email: [ttraining@azdot.gov](mailto:ttraining@azdot.gov) on a first-come, first-served basis. THE BORROWING AGENCY may borrow the equipment for a maximum of two consecutive weeks and accepts responsibility for pick up and return of the equipment. Shipping is not permitted.

#### Proper Use and Handling

THE BORROWING AGENCY must uphold any software licensing agreements designated for the equipment, must apply adequate care and appropriate handling to minimize wear and prevent damage to the equipment, and must store the equipment in a secure and locked location when not in use.

#### Turning Movement Counters

After data input, analysis through the PetraPro Software requires access through one of two methods:

1. Borrow an AZ LTAP laptop with preinstalled PetraPro Software. THE BORROWING AGENCY logon limits access to PetraPro, Excel, and the printer drivers to enable you to download, manipulate and view your data, to print any needed reports, and to export the data into Excel format for storage on an external storage device. **AZ LTAP does not grant express or implied authorization for THE BORROWING AGENCY to use the PetroPro Software or the laptop for any other purpose.**
2. Return the turning movement counter with data loaded and request report generation by the AZ LTAP team.

#### 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.

#### Fees and Charges

*Late Fee:* A late fee of \$25 per day accrues to THE BORROWING AGENCY for each day beyond the agreed upon return date.

*Damages:* THE BORROWING AGENCY must reimburse AZ LTAP for the repair or replacement cost of any equipment or related parts / attachments / items that receives obvious **intentional** or **negligent** damage.

In the case of obvious **accidental** damage to equipment or related parts / attachments / items, THE BORROWING AGENCY must reimburse AZ LTAP for any repairs required to return the equipment to proper operating condition. If the equipment cannot be repaired, THE BORROWING AGENCY must reimburse AZ LTAP for 50% of the replacement cost of the equipment.

*Lost / Stolen:* In the case of stolen equipment or related parts / attachments / items, THE BORROWING AGENCY must file a police report and provide a copy of that report and any other related documentation to AZ LTAP.

In the case of lost equipment or related parts / attachments / items, THE BORROWING AGENCY is responsible for 100% of the replacement cost.



## AZ LTAP EQUIPMENT BORROWING AGREEMENT

Retroreflectometer / Turning Movement Counters

By signing below, I hereby state: I read and understood the *AZ LTAP Equipment Borrowing Policy*. I am authorized to sign this agreement. I agree to the terms of and I accept responsibility for adherence to the *AZ LTAP Equipment Borrowing Policy* by THE BORROWING AGENCY.

<b>Borrowing Agency</b>	
<b>Name of Authorized Signer</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Equipment Requested</b>	Turning Movement Counter
	Laptop with PetroPro Software
	Delta Retroreflectometer
	Road Vista Retroreflectometer
<b>Requested Pick Up Date</b>	
<b>Requested Return Delivery Date (maximum 2 weeks)</b>	
<b>Signature</b>	
<b>Date Signed</b>	