

United States Department of Agriculture  
Animal and Plant Health Inspection Service

# WS Directive

4.165 10/31/03

---

## LOANING EQUIPMENT

1. PURPOSE

To provide guidelines for loaning program-owned equipment to cooperators and the public.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 4.005 dated 3/26/93.

3. POLICY

At the discretion of the Director or State Director, WS equipment may be loaned to cooperating organizations or private individuals.

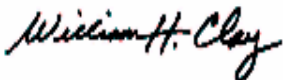
The equipment must: 1) be legal for use by the public, 2) not pose an unreasonable safety or health hazard, and 3) be sufficiently durable to withstand use by the public.

Foot-hold traps identified for official Government use will not be loaned to the public. Unmarked traps may be loaned. When loaning equipment, WS personnel will give verbal or written instructions on its safe and proper use and alert the cooperator to potential hazards.

WS equipment may be loaned for any designated period of time that is appropriate to resolve the problem. However, if the equipment is likely to be needed for an extended period of time, individuals should be encouraged to acquire their own.

Cooperators are expected to replace loaned equipment that is lost, damaged, or stolen.

Documentation of equipment loans on a completed WS Form 24, Temporary Assignment of Government Property to Private Individuals, or other appropriate written documentation is required.



Deputy Administrator