



Borrowing Personal Property For Testing – Form
“Administered at Division Level”

Requester: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_
Loaning Company: \_\_\_\_\_ Company Contact: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_
Period of Borrow: From: \_\_\_\_\_ To: \_\_\_\_\_
Describe Item(s) to be borrowed:
[ ] See Attached List
Total Acquisition Value of Equipment to be borrowed: \_\_\_\_\_
Reason for Borrowing the Equipment:
Who will have custody of this equipment: \_\_\_\_\_ Employee #: \_\_\_\_\_
I understand that I am fully accountable for the security and condition of this equipment and will adhere to all safety procedures appropriate to its use while it is at LBNL. I will promptly notify my supervisor of any proposed change in the terms or circumstances of the borrow.
Property Custodian \_\_\_\_\_ Date: \_\_\_\_\_

Approvals:
The equipment listed in the borrow agreement has been reviewed and approved for use at LBNL. The Borrower has been advised of Laboratory liability and has been provided with EHS safety requirements.
Determine if electrical property has been listed or accepted by a Nationally Recognized Testing Laboratory (NRTL). If no, the property may not be used until it has been inspected and accepted by the LBNL AHJ. (Authority Having Jurisdiction)
Requestor’s Supervisor/Date \_\_\_\_\_ Division Safety Coordinator/Date \_\_\_\_\_
Signifies Division Approval Signifies the equipment listed on the borrow has been inspected and approved for use at LBL

The property identified above is being loaned to the Lawrence Berkeley National Laboratory (LBNL) for testing and evaluation purposes only. There is no guarantee, either assumed or implied, that LBNL will purchase the equipment. There is no obligation created by this borrow other than to return the property at the conclusion of the testing and evaluation.
LBNL will be responsible only for loss of or damage to the property due to the negligence on the part of its employee.
Authorized Lending Organizations/Date \_\_\_\_\_