



Oregon Department of Environmental Quality

# Air Monitoring Equipment Loan Agreement

## Community Air Action Planning

This document states the terms for loaning air quality monitoring equipment to monitor hosts participating in the CAAP program.

### Agreement terms

DEQ and monitor host agree to the following terms:

1. DEQ will lend air monitoring equipment to the monitor host. The specific equipment and duration of the loan are specified in the Monitor Details section of this agreement.
2. DEQ and the monitor host may terminate this agreement at any time if notification is provided 30 days in advance.
3. The monitor host agrees to:
  - a. Use the air monitor for the purpose of the CAAP project.
  - b. Provide continuous electricity to the air monitor (and wireless internet connectivity if possible).
  - c. Maintain the air monitor in good operating condition.
  - d. Inspect the air monitor about every 14 days and document this activity through the online CAAP Field Activity Form.
  - e. Notify DEQ project staff as soon as possible of any damage, destruction, loss or theft of the air monitor.
  - f. Monitor host accepts risks associated with operating the air monitor.
  - g. Allow DEQ project staff access to equipment when requested and with permission from monitor host. Project staff are listed below.
  - h. Return the air monitor to DEQ at the end of the project with fair wear and tear excepted
4. At the end of the monitoring period, the monitor host will receive a one-time stipend up to \$500.00 for operating and maintaining the air monitor. If monitor host is not able to host the air monitor for the full project period, monitor host will receive a prorated stipend of \$50 per month for each month of hosting.
5. If the air monitor is not returned at a CAAP meeting, return monitoring equipment to:

#### **Community Air Action Planning Program**

c/o Ryan Porter

Oregon Department of Environmental Quality

700 NE Multnomah Street, Suite 600

Portland, OR, 97232

#### **Translation or other formats**

Español | 한국어 | 繁體中文 | Русский | Tiếng Việt | العربية

800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

## Monitor host details

Host name: \_\_\_\_\_

Host address: \_\_\_\_\_

Host email address: \_\_\_\_\_

Host phone number: \_\_\_\_\_

## Air monitor details

Air Monitor Type: \_\_\_\_\_

Air Monitor Serial Number: \_\_\_\_\_

Air Monitor Issuance Date: \_\_\_\_\_

Air Monitor Return Date: \_\_\_\_\_

## Contact

For more information about CAAP and the loan agreement terms, send an email to [caap@deq.oregon.gov](mailto:caap@deq.oregon.gov) or contact the project staff listed below.

Name	Phone
Tim Wollerman	503-229-6974
Ryan Porter	503-804-2283
Hillarie Sales	503-863-4644
Ryan Bellinson	503-935-0036
Lindsey Meyers	503-803-5076

## Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).