

INTERNAL EQUIPMENT LOAN REQUEST/RENEWAL

(Guidelines and Instructions on 2nd Page)

1. Loaned items (include general description and property numbers):

2. Purpose of loan/benefit to Laboratory's mission/DOE's mission:

3. Does loaning the equipment negatively impact the mission of Ames Laboratory? Explain.

4. Borrower/Point of Contact:

Name: _____ Institution: _____

Address: _____ City, ST, Zip: _____

Phone: _____ E-mail Address: _____

5. Please explain your continuing need for the equipment:

6. Requested Duration of Loan (3 year maximum allowed):

From _____ to _____

7. Internal Approval:

 Requestor Date

 Program Director Date

Completed by Property Services:

8. Review for high risk was completed:

 Manager, Property Date

Guidelines

DOE property may be loaned to other DOE offices and contractors, other Federal agencies, and to others for official purposes. The program requesting the loan must have a continuing need for the equipment at the Laboratory, but can do without it temporarily for the purpose stated in this request. If you do not have a further need for the property, then it should be sent to the Equipment Pool at the Warehouse for redistribution.

Instructions

1. **Description of items on Loan Request** – Include general description and Ames Laboratory Property Number.
2. **Purpose of Loan/Benefit to the Laboratory** – State the official purpose for the loan and what benefit the Laboratory will derive from the loan. Explanation must include information about the DOE-approved program.
3. **Negative Impact to the Laboratory** – State how/if the equipment loan will negatively impact Ames Laboratory.
4. **Borrower/Point of Contact** – Loans are made to institutions only. Please supply name, telephone, and e-mail address of borrower/s.
5. **Your Continuing Need for the Equipment at the Laboratory** – As stated above in the comments, your program must have a continuing need for the equipment in the long term before a loan can be approved. Loans are not a substitute for the official equipment reutilization programs established by DOE. Thus, equipment no longer needed should be turned into the Ames Laboratory Equipment Pool for reuse within the Laboratory programs or other DOE reutilization programs.
6. **Duration of Loan** – Equipment loans can be made for three years at a time and may be renewed pending the approval process indicated.
7. **Internal Approval** – Loan requests must be signed by the requestor and the Program Director.
8. **Review for High Risk** – Property Services will complete a risk assessment on each loan.