



Sonoma County Energy and Sustainability Division

Tool Lending Library Policy

The Tool Lending Library (TLL) is a program that loans building measurement equipment (tools, instruments, devices and other equipment) (*collectively and individually*, “tools”) free of charge to qualified professionals in Sonoma County working on short term energy efficiency projects.

We also provide advice and application notes for some of the tools in the TLL. There are special considerations or borrower qualifications for most of the equipment in the TLL. This document describes the specific policies around these tools.

Residential & Commercial Projects

The TLL program focuses primarily on residential projects, although some tools are utilized for both residential and commercial. Others are specific to a commercial application.

The tools focus primarily on promoting the performance and efficiency of existing energy systems. There are some tools available for those interested in site analysis and installing renewable energy systems. Use of tools varies in complexity and user expertise required.

Response Time Guidelines

The TLL endeavors to respond to an online tool request by email within one business day with information regarding tool availability and to request more information about the project if needed. After the TLL confirms the loan, it takes one or more days (depending on the number of tools) to prepare the tools and make them available for pick up.

Some tools are limited in quantity and may have waiting lists. Borrowers should confirm availability with us before making any project commitments that require TLL tools.

Loan Periods

Loan periods are a maximum of one week.

Shipping

We are not able to ship items to customers due to the size of some tools and since many of the tools are sensitive and require calibration. Borrowers must pick up tools and hand-deliver them back to the Energy and Sustainability Office. This eliminates the chance of shipping damage and delays.

Borrower Responsibility and Liability

Proof of Liability Insurance – The TLL requires borrowers to furnish documentation of and maintain sufficient business liability insurance to cover up to \$10,000.00.

Indemnification – The borrower shall sign and maintain a Waiver and Indemnification Agreement, in the form determined by the County, to cover all uses of TLL tools.

Required Certification – Borrowers must provide documentation of certification or proof that they are in the process of obtaining certification from one of the agencies listed below. For instance, they may have completed and passed their written test for one of the agencies and they have to complete and pass their field test in order to become fully certified. In this instance, a copy of their test results or a letter from the agency will be acceptable.

Approved Agencies

- Building Performance Institute (BPI)
- Residential Energy Services Network (RESNET®)
- California Home Energy Efficiency Rating Services (CHEERS)
- California Certified Energy Rating Training Services (CalCERTS)
- California Building Performance Contractors Association (CBPCA)
- Build It Green (BIG) GreenPoint Rater (for existing home)
- California State License Board (CSLB)
- Leadership in Energy and Environmental Design (LEED) Accredited Professional (Building Design + Construction or LEED for Homes)
- California Association of Building Energy Consultants (CABEC) Certified Energy Analyst
- Association of Energy Engineers (AEE) Certified Energy Manager

Loans of TLL tools are limited to use by approved users only, and are loaned on an individual basis. If an employer has additional employees that are certified by one of the approved agencies and the employer's liability insurance covers that employee, the employee shall separately apply to use the TLL. They must fill out their own application and provide proof of certification along with a copy of the employer's Certificate of Insurance.

Special Loan Allowances

Extended Loan Periods – Data loggers may be loaned out for over one week, depending on the project type and the availability of the requested tools. Also, on a case-by-case basis, County, in its sole discretion, may approve an extended loan period. Research and educational loans are examples of special projects where extended loan periods may be granted.

Insurance Waiver – On a case-by-case basis, County, in its sole discretion, may waive insurance requirements. Research and educational loans are examples of special projects where insurance requirements may be waived.

Other Loan Limitations

Loans Outside of Sonoma County, California – As a County of Sonoma-funded program, we cannot loan tools to borrowers whose primary address is outside of Sonoma County.

I have read this form in its entirety and agree to all provisions, terms, and conditions.

NAME (PLEASE PRINT)

SIGNATURE

Please contact the Sonoma County Energy and Sustainability Division Office at (707) 565-6470 if you have questions.

Sonoma County Energy and Sustainability Division
TOOL LENDING LIBRARY
2300 County Center Drive, Suite A105, Santa Rosa, California 95403