



Sonoma County Energy Independence Program Tool Lending Library Policy

The Tool Lending Library (TLL) is a grant funded program that loans building measurement equipment 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 Tool Lending Library program focuses primarily on residential projects, although some tools are utilized for both residential and commercial. Others are specific to a commercial application. These tools are only made available to home performance professionals, energy analysts and specialty contractors (see our certification and liability insurance policy below).

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 Tool Lending Library responds 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 Tool Library 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 tools from the Tool Lending Library.

Loan Period Duration – 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. The tools are picked up from and hand-delivered back to the Energy Independence Program office when borrowed. This eliminates the chance of shipping damage and delays.

Borrower Responsibility and Liability

Proof of Liability Insurance – The Tool Lending Library requires borrowers to furnish documentation of sufficient business liability insurance to cover up to \$10,000.00. This requirement is meant to ensure that tools borrowed from the Tool Lending Library are used in a safe and effective way.

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 may also apply to use the Tool Library. They must fill out their own application and provide proof of certification along with a copy of the employer's Certificate of Insurance.

SCEIP Tool Lending Library Policy

Required Certification – Borrowers must provide documentation of certification from the Building Performance Institute (BPI), Residential Energy Services Network (RESNET®)/HERS, or equivalent certification. These requirements are meant to ensure that tools borrowed from the SCEIP Tool Lending Library are used in a safe and effective way. Borrowers need to either have full 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.

Indemnification – The Borrower assumes full responsibility for the use of the borrowed equipment and all accessories. Borrower agrees to indemnify and defend the County of Sonoma and its employees and agents from any claims or liabilities arising from Borrower's actions in borrowing or using the equipment from the Tool Lending Library. Borrower agrees to waive any claims against the County, its employees, and agents related to Borrower's actions in borrowing or using the equipment from the Tool Lending Library.

Lost or Damaged Tools – Borrowers agree to return tools in the same condition as when they were checked out. Borrowers who lose or damage tools are asked to reimburse SCEIP or replace the tools with equivalent tools of equal value, to be approved by SCEIP staff before purchase. Borrowers who lose or damage tools will have their borrowing privileges revoked until the tools are replaced.

Data Logging Meters – Borrowers using data logging equipment with the intent of installing these meters in an electrical control center or any other location with line voltage (any voltage above 12V) must be installed by a licensed, qualified electrician.

Software - Data logger and other proprietary software programs associated with tools in the lending library are made available to the borrower for the duration of the loan. Borrowers agree to un-install these programs after the tools are returned.

Other Loan Limitations

Special Research and Educational Loans – There are cases where extended loan period may be granted. We will assess these special projects on a case-by-case basis.

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

Please contact the Sonoma County Energy Independence Program at (707) 565-6470 if you have questions.

Sonoma County Energy Independence Program

TOOL LENDING LIBRARY

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