

WAMPANOAG WELLNESS EQUIPMENT LENDING BANK POLICIES & PROCEDURES

PURPOSE

The Equipment Lending Bank is an outgrowth of the Wampanoag Health Service's WELL Initiative, and is intended to enable tribal households to implement healthy housing recommendations from Healthy Homes Assessments. The lending bank will offer both short-term and medium term loans of equipment. Equipment offered for short-term loans, such as HEPA vacuums and steam cleaners, can be used to address immediate concerns, such as intense cleaning to remove allergens from the home environment. Equipment offered for a longer term, including dehumidifiers and air cleaners, will have an on-going impact on the home's indoor environment. Households will be able to experience the change in condition and the impact on family health to determine whether to make their own investment in the equipment. Households that borrow equipment will be required to allow unobtrusive monitoring of basic indoor environmental conditions including temperature, humidity and carbon dioxide to enable the Health Service to measure the environmental impact of the use of the equipment in the homes.

The WELL Initiative is funded through a grant from the U.S. Centers for Disease Control and Prevention.

PROCEDURES

The basic steps for using the Equipment Lending Bank are:

1. Participate in a Healthy Home Assessment
2. Have recommendations for action that include use of one or more of the available types of equipment
3. Agree to participate in the lending bank program:
 - a. Agree to allow monitoring of home environmental conditions
 - b. Agree to additional healthy homes education
 - c. Agree to operate and maintain the equipment in good working order
 - d. Agree to periodic visits from the Environmental Health Coordinator or other appointed Health Service Representative
 - e. Agree to a liability waiver for the Tribe regarding the use of the equipment in the home.
4. Return the equipment at the completion of the lending terms
5. Allow the Health Service to collect the monitoring devices
6. Complete a program satisfaction survey

STEP ONE: *HEALTHY HOME ASSESSMENT*

The procedure for accessing the Equipment Lending Bank starts with a Healthy Home Assessment. The Health Service currently offers Healthy Home Assessments conducted by the Environmental Health Coordinator to tribe members, and the reports offer recommendations for action. Based on the Health Service's experience with previous

assessments, these recommendations often include some combination of intense, one-time deep cleaning to remove allergen burdens and long-term recommendations to install equipment, such as dehumidifiers, to reduce moisture levels or improve air quality.

STEP TWO: *RECOMMENDATIONS*

As noted, recommendations in the Home Assessment Report are likely to include both short-term and long-term actions. When the recommendations include the use of equipment, families can access the Equipment Lending Bank to address short-term or one-time actions or to test options for future purchase of equipment to address long-term needs.

Specialized equipment such as HEPA vacuum cleaners and “dry” steam vapor cleaners will be made available on loan for short-term or one-time use recommended action items.

When the recommendations for action include the use of equipment intended for longer term intervention such as dehumidifiers or air cleaners, these items will be available to fulfill the suggested actions for a longer period of time.

STEP THREE: *EQUIPMENT LENDING BANK*

Families will work with the Environmental Health Coordinator or another appointed Health Service Representative to determine the appropriate equipment choices to implement the recommendations. In order to access the equipment, households must agree to allow the Health Service to place environmental condition monitoring data loggers (such as a HOBO, from Onset Computer Corp) in the home for a period of time. The Environmental Health Coordinator or another appointed Health Service Representative will offer instructions for proper use of the selected equipment, and will conduct occasional home visits during the equipment loan period to provide additional healthy home education to the family.

Families must sign an Agreement to Participate, Acknowledgements and Waiver Form to ensure that they recognize that the equipment is on loan and must be returned in good condition at the agreed-upon time.

Typically, two types of loans will be offered:

1. Short-term loan of up to one month for cleaning-related equipment
2. Medium-term loan of up to four months for dehumidifiers and air cleaners

STEP FOUR: *RETURN EQUIPMENT*

At the completion of the agreed-upon lending period, the equipment must be returned to the Health Service. The Environmental Health Coordinator or appointed Health Service Representative will arrange for a pick-up of borrowed equipment. All equipment will be thoroughly cleaned and disinfected by Health Department staff before re-lending. Please do not attempt to clean or disinfect equipment while on loan other than required maintenance delineated in equipment operation manual.

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STEP FIVE: *COLLECT MONITORING DEVICES (DATA LOGGERS)*

At the completion of the agreed-upon monitoring period, the Health Service Representative will be allowed access to the home to collect the monitoring equipment.

STEP SIX: *SATISFACTION SURVEY*

At the completion of the lending period, families will fill out a satisfaction survey.

Once the equipment has been returned, inspected, and determined to be in acceptable condition, the monitoring equipment has been collected, and the survey is completed, you will receive a project completion thank you gift.

AGREEMENT TO PARTICIPATE, ACKNOWLEDGEMENTS AND WAIVER

SECTION 1: *AGREEMENT TO PARTICIPATE*

I/we agree to participate in the WELL Initiative equipment loan program, and agree that as part of my/our participation I/we will:

- Allow access to my/our home by the Environmental Health Coordinator or appointed Health Service Representative to place and collect monitoring equipment, to provide instruction in proper use of the borrowed equipment and to conduct periodic home visits to provide additional healthy homes information
- Allow collection of indoor environmental conditions with a data logger for the agreed-upon period of time as noted below
- Participate in training on proper use of the equipment and healthy housing practices

SECTION 2: *ACKNOWLEDGEMENTS*

1. I/we acknowledge that the equipment noted below is ON LOAN from the Health Service and must be returned to the Health Service at the agreed upon time.
2. I/we acknowledge that the equipment has been delivered in good condition and working order and must be maintained by me/us during the loan period and returned to the Health Service in good condition and working order at the completion of the loan period.
3. I/we acknowledge that at the completion of our participation in the program,
 - a. I/we will allow access to the Health Service to collect the environmental monitoring equipment
 - b. I/we will complete a Participant Satisfaction Survey
4. I/we agree to follow procedures for proper maintenance of equipment loaned, as delineated in equipment operation manual. If damaged other than normal wear and tear, I/we will be responsible for reasonable repair or replacement cost of loaned equipment.

SECTION 3: *WAIVER*

The Wampanoag Health Service warrants that the equipment lent is in good condition and working order at the time of delivery and offers no further warranty as to the performance of the equipment.

Participant/borrower agrees to hold the Tribe and the Wampanoag Health Service harmless and to waive any claims of liability for equipment malfunctions or damages.

SECTION 4: EQUIPMENT

I/we are borrowing the following equipment for the period of time indicated:

EQUIPMENT ITEM	IDENTIFICATION NUMBER	END DATE OF LOAN PERIOD
1.		
2.		
3.		

I/we will arrange for the equipment to be picked up, to be coordinated with the Environmental Health Coordinator or appointed Health Service Representative.

SECTION 5: SIGNATURES

By my/our signature(s), I/we acknowledge that I/we have read the terms and conditions for participation in the Equipment Lending Program and promise to use the equipment as instructed and return it in good condition and working order at the conclusion of the loan period.

Signature 1: _____

Signature 2: _____