



Otago Near-surface Geophysical Imaging Facility (NGIF)

NGIF Internal Teaching and Research Equipment Usage Agreement

This agreement applies to University of Otago users of NGIF equipment only.

This agreement is valid for the calendar year: 2018 and only needs to be signed once per user per year

Appropriate use by trained technicians is the best assurance of quality data acquisition. Time must be allowed for correct mobilisation and calibration of NGIF equipment. The time required scales with experience of the equipment user and as NGIF procedures evolve and the user community gains experience.

1. **HIRING PERIOD.** The hiring period shall be broken in two; a “booking rate” covering time used transporting and keeping this gear from others, and a “use rate” while using the equipment. Other than the right to use the equipment, no other rights are guaranteed. Additional arrangements may be made of post-acquisition data processing.
2. **USAGE.** NGIF equipment shall only be operated by individuals with appropriate training, as evaluated by the appropriate equipment manager.
 - a. **PRE-CHECK.** At or near the start of the hiring period, the user shall together with the appropriate trained technician review the correct operation of the equipment and confirm that all required components have been transferred to the user in good working order.
 - b. The user shall see that the equipment is not subjected to careless, unusually or needlessly rough usage.
 - c. **USAGE LOG.** The user shall keep a clear and accurate log of equipment usage, including hours, environmental conditions, and issues arising during use. This record supports NGIF reporting, charging and equipment maintenance. This log shall be returned with the equipment - failure to log equipment usage will be grounds to refuse future usage requests.
3. **RETURN.** Equipment will be returned on time and in good working order, as assessed by technical staff responsible for routine maintenance of NGIF equipment. Ordinary wear and tear resulting from proper use is expected.
 - a. If equipment is returned late, the user shall pay for any extra days.
 - b. Maintenance and repair fees will be charged if the equipment is returned in an unacceptable condition due to inappropriate usage.
4. **DATA.** It is anticipated that data collected with NGIF equipment will become publically available, after a suitable research interval. It is vital that complete metadata be recorded and stored along with original data. All users must complete this User Agreement and a Collection Plan prior to use and provide collected data to the School of Surveying on return of equipment.
5. All commercial use is managed separately by the NGIF Management Advisory Committee and handled by separate contracting procedures.

Signature: _____

Date: _____

10/25/2018