

The logo is a circular seal. The outer ring contains the text "PUEBLO COUNTY" at the top and "BEEKEEPERS ASSOCIATION" at the bottom. The inner circle features a stylized illustration of a beehive on the left, a bee in flight in the center, and a sun or moon in the background.

Pueblo County Beekeepers Association

Equipment Rental Agreement
Oxalic Acid Vaporizer

Approved by the Pueblo County Beekeepers Association
Board of Directors on:

2026 Pueblo County Beekeepers Association This document
is intended for official PCBA equipment rental use and may
be revised by the Board of Directors as needed.

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This Agreement contains the policies, responsibilities, acknowledgments, and forms required for participation in the Pueblo County Beekeepers Association Equipment Rental Program.

SECTION 1

MEMBER INFORMATION & RENTAL TERMS

1.1 PURPOSE

The Pueblo County Beekeepers Association (PCBA) provides Oxalic Acid Vaporizers as a benefit to its members to promote effective varroa mite management and healthy honey bee colonies. Because this equipment represents a significant investment by the Association, members renting this equipment agree to exercise reasonable care and accept responsibility for its proper use, cleaning, and timely return.

1.2 MEMBER INFORMATION

Member Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

PCBA Member Number (if applicable):

Date of Agreement (Day 1): _____

Due Date for Return (30 calendar days from Day 1):

1.3 RENTAL TERMS

- **Rental Fee: \$50.00**
- **Rental Period: 30 calendar days. Day 1 begins on the date this agreement is signed.**
- **Equipment must be returned no later than the due date listed above.**
- **Late returns may result in additional fees and/or charges up to the replacement cost of the equipment.**
- *PCBA reserves the right to refuse future rentals to any member who does not comply with the terms of this agreement.*

SECTION 2

EQUIPMENT CHECKOUT & PRE- RENTAL INSPECTION

The following equipment is provided to the member in good working condition unless otherwise noted. Both the member and the PCBA representative must initial each item issued at checkout.

2.1 EQUIPMENT CHECKOUT

Member Name: _____ **Rental Date:** _____

PCBA Representative: _____

2.2 EQUIPMENT INVENTORY

Equipment Description	Serial Number / Asset ID	Condition at Checkout	Member Initials	PCBA Initials

2.3 EXISTING DAMAGE & WEAR (IF ANY)

List any scratches, dents, missing labels, cosmetic wear, or other conditions present **before** the equipment leaves PCBA.

☐ No existing damage noted.

2.4 CHECKOUT INSPECTION CHECKLIST

Together, the Member and PCBA Representative verified that:

- Equipment is clean.
- Equipment appears to operate properly.
- A carrying case is included.
- Battery is included (if applicable).
- Charger is included (if applicable).
- All accessories are present.
- Existing damage (if any) has been documented above.
- Member received the laminated **Safe Operation & Return Guide**.

We jointly inspected the equipment listed above prior to checkout. The condition recorded on this form accurately reflects the equipment at the time it was released to the member.

Any damage, excessive wear, or missing items not documented on this checkout inspection may be presumed to have occurred during the rental period unless otherwise determined by PCBA.

Member Signature: _____ **Date:** _____

PCBA Representative: _____ **Date:** _____

SECTION 3

MEMBER RESPONSIBILITIES

As the renter of Pueblo County Beekeepers Association equipment, I agree to the following:

- I am responsible for the equipment from the time it is checked out until it has been returned and accepted by a PCBA representative.
- I will use the equipment only for its intended purpose and according to the manufacturer's instructions.
- I will use all required personal protective equipment (PPE) while operating the equipment. (**Member must provide own PPE**)
- I understand that oxalic acid is a hazardous substance and I agree to follow all applicable safety precautions and product labeling.
- I will not allow anyone who is unfamiliar with the equipment or under 18 years of age to operate it.
- I will not modify, alter, repair, or tamper with the equipment.
- I will notify PCBA immediately if the equipment is damaged, lost, stolen, or does not function properly.
- I will return the equipment clean, dry, and with all accessories that were issued at checkout.
- I understand that normal wear is expected, but damage caused by misuse, neglect, abuse, or improper operation may result in repair or replacement charges.
- I understand that failure to return the equipment by the agreed return date may result in additional fees or replacement charges as outlined in this agreement.

By initialing below, I acknowledge that I have read and understand my responsibilities while renting equipment from the Pueblo County Beekeepers Association.

Member Initials: _____

SECTION 4

CLEANING, RETURN REQUIREMENTS, INSPECTION PROCESS, & LATE RETURNS

4.1 EQUIPMENT CLEANING REQUIREMENTS

To help ensure the equipment remains safe and operational for all members, the renter agrees to return all rented equipment in clean condition.

Before returning equipment, the member shall:

- Remove visible dirt, debris, wax, and residue from all equipment.
- Remove any oxalic acid residue from the vaporizer in accordance with the manufacturer's cleaning instructions.
- Wipe down the exterior surfaces of all equipment
- Ensure all equipment is dry before returning it.
- Return all accessories that were issued at checkout.
- Return the carrying case clean and free of debris.

Equipment shall **not** be submerged in water or cleaned in any manner that could damage electrical components.

4.2 CLEANING FEES

PCBA will have five (5) business days after the equipment is returned to inspect and assess the condition of the equipment and all accessories.

If the equipment is returned with oxalic acid residue or excessive dirt requiring cleaning, the following fees may apply:

- Light Cleaning **\$25.00**
- Heavy Cleaning **\$75.00**
- Excessive residue requiring disassembly or special cleaning (actual labor cost)..... **Actual Cost**

4.3 EQUIPMENT RETURN REQUIREMENTS

The renter agrees to return the equipment:

- On or before the agreed return date.
- During a scheduled return arranged with a PCBA representative.
- With all equipment and accessories listed on the Equipment Checkout Inventory.
- In substantially the same condition as when issued, excluding normal wear from proper use.

4.4 EQUIPMENT INSPECTION

Upon return, a Pueblo County Beekeepers Association representative will inspect all equipment for:

- Cleanliness
- Proper operation
- Missing components
- Excessive wear
- Damage
- Evidence of misuse
- Required repairs

PCBA may complete a more detailed inspection within **five (5) business days** after the equipment is returned. If additional damage or missing items are discovered during this inspection, the renter will be notified before any authorized charges are processed.

4.5 LATE RETURNS

Equipment not returned by the agreed return date may affect the availability of equipment for other members.

Equipment is rented for **30 calendar days** unless otherwise approved by PCBA.

If the equipment is returned after the agreed return date without prior written approval from PCBA, the renter agrees to pay a **late return fee of \$5.00 per calendar day** until the equipment is returned.

If the renter anticipates being late, they are expected to contact a PCBA representative as soon as possible. PCBA may, at its discretion, approve an extension or waive late fees based on the circumstances.

4.6 FAILURE TO RETURN EQUIPMENT

If the equipment has **not been returned within ten (10) calendar days after the scheduled return date** and the renter has **not contacted PCBA**, the equipment may be considered unreturned.

At that time, PCBA may:

- Charge applicable late fees.
- Charge the authorized payment method for the actual repair or replacement cost of the equipment and any missing accessories, as permitted by this agreement.
- Take any additional action permitted by law to recover Association property.

4.7 DAMAGE, LOSS & REPLACEMENT COST

The renter is financially responsible for damage resulting from misuse, abuse, negligence, unauthorized modifications, theft due to negligence, or failure to return the equipment.

If equipment cannot be repaired, the renter agrees that PCBA may charge the actual replacement cost of the damaged or missing equipment, including applicable taxes, shipping, and replacement parts, as authorized under this agreement. Minimum \$600.

Normal wear from proper use will not be considered damage.

SECTION 5

CREDIT CARD AUTHORIZATION & PAYMENT INFORMATION SECURITY

5.1 Credit Card Authorization

As a condition of renting equipment from the Pueblo County Beekeepers Association ("PCBA"), I authorize PCBA to securely retain my payment information until the rental transaction has been completed and all equipment has been returned, inspected, and any authorized charges have been resolved.

I understand that my credit card **will not be charged** unless charges become necessary under the terms of this Agreement.

I authorize PCBA to charge my payment method for any of the following, when applicable:

- The agreed rental fee.
- Approved late return fees.
- Cleaning fees, if equipment is returned in an excessively dirty condition requiring additional cleaning.
- Repair costs resulting from misuse, abuse, negligence, or unauthorized modifications.
- Replacement costs for equipment or accessories that are lost, stolen, or not returned.
- Any other charges specifically authorized under this Agreement.

PCBA agrees that no charges will be processed that are not permitted by this Agreement.

5.2 CARDHOLDER INFORMATION

Name on Card: _____

Billing Address: _____

City: _____ **State:** _____ **ZIP:** _____

Credit Card Number: _____

Expiration Date (MM/YY): _____ **CVV:** _____

I certify that I am the authorized cardholder and authorize Pueblo County Beekeepers Association to charge the payment method listed above for authorized charges as described in this Agreement.

Cardholder Signature: _____ **Date:** _____

5.3 PAYMENT INFORMATION SECURITY

PCBA recognizes the importance of protecting members' financial information.

Payment information collected under this Agreement will:

- Be maintained in a secure location with access limited to authorized PCBA representatives.
- Be used only for purposes authorized by this Agreement.
- Not be shared, sold, or disclosed except as required by law.
- Be retained only as long as reasonably necessary to complete the rental transaction and resolve any authorized charges.

PCBA, upon satisfactory return of the equipment, completion of the inspection period, and resolution of any outstanding charges, will be permanently destroying all written payment information using an appropriate method, such as cross-cut shredding or another secure destruction process.

5.4 PRIVACY ACKNOWLEDGMENT

I understand why PCBA is collecting my payment information and acknowledge that it will be stored and destroyed according to this Agreement.

Member Initials: _____

5.5 LIABILITY WAIVER & INDEMNIFICATION

The member agrees to indemnify, defend, and hold harmless the Pueblo County Beekeepers Association, its officers, directors, employees, and volunteers from and against any and all claims, liabilities, damages, losses, expenses, and costs, including reasonable attorneys' fees, arising out of or in connection with the member's use of the rented equipment

This indemnity obligation applies to any claims arising from the member's negligence, willful misconduct, or breach of this agreement, regardless of whether such claims are based on a theory of contract, tort, or otherwise.

PCBA is not responsible for any injury, loss, or damage that may occur as a result of the use or misuse of this equipment.

SECTION 6

SAFE USE OF OXALIC ACID VAPORIZER EQUIPMENT

6.1 SAFETY INFORMATION

The Pueblo County Beekeepers Association is committed to promoting the safe use of oxalic acid vaporizer equipment. Every member renting equipment is responsible for understanding and following safe operating procedures before each use.

Members are responsible for reading and following the manufacturer's operating instructions and the pesticide label for any oxalic acid product being used.

6.2 REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE)

The following personal protective equipment should be worn whenever operating an oxalic acid vaporizer:

- NIOSH-approved respirator equipped with cartridges appropriate for oxalic acid vapors (as required by the product label)
- Chemical-resistant gloves
- Safety glasses or face shield
- Long-sleeved shirt
- Long pants
- Closed-toe shoes

Additional PPE may be required depending on the oxalic acid product label or manufacturer instructions.

6.3 BEFORE OPERATING EQUIPMENT

Before each use, inspect the equipment for signs of damage or malfunction.

Verify that:

- Equipment appears clean and in good condition.
- Electrical cords and connections are free from damage.
- Battery, charger, and cables (if applicable) are functioning properly.
- The heating chamber and components appear undamaged.
- All required accessories are present.

Do not operate equipment that appears damaged or unsafe. Notify PCBA immediately if equipment requires repair or replacement.

6.4 SAFE OPERATING PRACTICES

Members agree to:

- Operate the equipment only for its intended purpose.
- Follow all manufacturer instructions.
- Follow all oxalic acid product label directions.
- Keep children, pets, and bystanders away from the treatment area.
- Never leave energized equipment unattended.
- Allow heated equipment to cool before handling or storing.
- Avoid operating equipment near flammable materials.
- Never modify or alter the equipment.
- Use equipment only in well-ventilated conditions consistent with product labeling.

6.5 OXALIC ACID SAFETY

Oxalic acid can be hazardous if used improperly.

Exposure may result in:

- Eye irritation
- Skin irritation
- Respiratory irritation
- Coughing
- Difficulty breathing
- Serious injury from significant exposure

Avoid breathing vapors or allowing oxalic acid to contact your skin or eyes.

Always wash your hands thoroughly after handling oxalic acid or contaminated equipment.

6.6 FIRST AID

- **Eye Contact**
Immediately flush eyes with clean water for at least 15 minutes. Seek medical attention if irritation persists or as directed by the product label.
- **Skin Contact**
Wash exposed skin thoroughly with soap and water. Remove contaminated clothing.
- **Inhalation**
Move to fresh air immediately. Seek medical attention if symptoms develop or breathing becomes difficult.
- **If Swallowed**
Immediately contact Poison Control or seek emergency medical attention. Follow the instructions provided on the product label.

6.7 CLEANING AFTER USE

Before returning equipment:

- Remove visible residue.
- Wipe down exterior surfaces.
- Clean accessories.
- Allow equipment to cool completely.
- Store equipment in its carrying case.
- Do not immerse electrical components in water.

I acknowledge that I have read and understand the safety information contained in this Agreement. I understand that improper use of oxalic acid vaporizer equipment or oxalic acid products may result in serious injury or property damage. I agree to use the equipment safely, wear the required personal protective equipment, and follow all manufacturer instructions and product labeling.

Member Signature: _____ **Date:** _____

PCBA Emergency Contacts

Equipment Coordinator: _____

Phone: _____

Alternate PCBA Representative: _____

Phone: _____

Emergency: 911

Poison Control: 1-800-222-1222

SECTION 7

RETURN INSPECTION & INCIDENT REPORT

7.1 EQUIPMENT RETURN INFORMATION

Member Name: _____ **Date Returned:** _____

Returned To (PCBA Representative): _____

Please inspect the equipment before completing this section.

7.2 EQUIPMENT CONDITION

• Equipment returned on time • Equipment returned complete • Battery returned (if applicable) • Equipment is clean • No new damage observed	• Carrying case returned • Charger returned (if applicable) • All accessories returned • Equipment operates normally
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Condition Upon Return	Excellent ☐	Good ☐	Fair ☐	Poor ☐
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7.3 MISSING EQUIPMENT OR ACCESSORIES

7.4 DAMAGE OR REPAIRS NEEDED

7.5 CLEANING REQUIRED BY PCBA.

None ☐	Minor Cleaning ☐	Extensive Cleaning ☐
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Comments: _____

7.6 AUTHORIZED CHARGES (IF APPLICABLE)

Rental Fee Due: \$ _____

Late Fees: \$ _____

Cleaning Fee: \$ _____

Repair Costs: \$ _____

Replacement Costs: \$ _____

Total Authorized Charges: \$ _____

7.7 INCIDENT REPORT (COMPLETE ONLY IF NEEDED)

If any equipment damage, malfunction, injury, accident, or unusual event occurred during the rental period, please describe what happened.

I acknowledge that the equipment has been inspected in my presence (when applicable) and that the condition noted above accurately reflects the equipment at the time of return.

Member Signature: _____ **Date:** _____

PCBA Representative: _____ **Date** _____

The inspection documented on this form represents the initial condition of the equipment at the time of return. PCBA reserves up to five (5) business days to complete a more thorough inspection and identify any hidden damage, missing components, or operational issues that were not reasonably apparent during check-in. Any authorized charges will be assessed in accordance with this Agreement.