PROCEDURE TITLE: Use of Equipment, Tools, Materials, and Supplies		
Procedure Number:	**Review Cycle: One year**	**Effective Date: 1/3/2025**
Reviewer: Chief of Parks	**Approval Authority: Director**	

SCOPE:

This procedure applies to all Baltimore County Recreation and Parks employees and anyone otherwise seeking to operate/use Recreation and Parks equipment, tools, materials, and supplies or operate/use non-County owned equipment, tools, materials, and supplies at Recreation and Parks Sites.

PROCEDURE:

The Department of Recreation and Parks recognizes that there are instances where volunteers need to operate or use County-owned equipment as well as volunteer owned equipment and County staff may need to operate or use non-County owned equipment. All such use must occur within the guidelines established by Baltimore County.

The Baltimore County Department of Public Works and Transportation Safety Office is responsible for administering the County's safety program including guidelines for the use of tools and equipment which can be found in Section 9 of the Baltimore County Safety and Health Manual. The Safety Office requires that each Department implement adequate training of personnel and require adherence to the standards and provisions of this section as well as the written work practices required for each operation. Employees must be qualified by means of adequate training in the use, care and control of tools and equipment and applicable standards and regulations.

Each Department should develop specific written standard operating procedures for the types of tools and equipment which may be encountered by employees. A copy of the procedures shall be forwarded to the Safety and Training Division for review. The procedures will be made a part of the annual inspection process conducted by the Safety Office.

The safe use, care and control of tools and equipment shall be performed in accordance with applicable law, including OSHA regulations 29 CFR 1910 Subpart P—Hand and Portable Powered Tools and Other Hand-Held Equipment.

Inspections of tools and equipment should be conducted prior to each use for safety hazards and wear. Any tools or equipment deemed unsafe on inspection will be red-tagged and removed immediately removed from service.

Portable Electric & Battery-Operated Power Tools

- Tools shall be double insulated and or properly grounded. Do not use any tools with the ground prong missing.
- Keep portable electric power tools in good working condition. Tools with defective cords must be removed from service immediately. Do not make electrical repairs. The tool must be tagged damaged and taken to someone authorized to make repairs.
- All extension cords must be inspected before use. Damaged cords must be taken out of service immediately. Supervisors shall determine if extension cords can be repaired. If extension cords cannot be repaired, cut off both ends of the cord and properly dispose of all pieces.
- Protect extension cords and wiring from damage from being run over, sharp corners and pinching.
- Portable electric power tools shall not be hoisted or lowered by the cords.
- Never wear loose clothing with frayed ends when operating portable electric power tools.
- All portable, power-driven circular saws having a blade diameter greater than two inches will be equipped with guards above and below the base plate or shoe.
- An upper guard must cover the entire blade of the saw and a retractable lower guard must cover the teeth of the saw.
- Except when it makes contact with the work material, the lower guard must automatically return to the covering position when the tool is withdrawn from the work.
- Tools should be disconnected when changing attachments, making minor adjustments or repairing.

Gasoline Driven Power Tools

- Should not be fueled or used in unventilated areas.
- Gasoline should be stored in a safe place.
- Use only United Laboratories (UL) approved safety cans (see Fire Prevention policy).
- Appropriate fuel mix shall be used for each piece of equipment.
- Tools shall be stopped while being refueled, serviced or maintained.
- Tools requiring guards shall not be used unless the guards are present and working properly.

Chainsaws

- All users shall be trained in chainsaw safe operating procedures. Completion of the day long Chainsaw Safety Course offered by the Safety Office is required for staff operating chainsaws. Staff are required to recertify biannually. The manufacturer's instruction manual shall be incorporated in these procedures. Volunteer groups using chainsaws are responsible for meeting a recognized or appropriate safety training standard.
- Disconnect the spark plug wire when cleaning, repairing, or inspecting the chainsaw.
- Inspect the saw before each use—check the chain, the brake, handles, guards and control switches. Make sure all are tight and in proper operating condition. Tag and remove any damaged chainsaws from service.
- Make sure chainsaw is fueled with a mixture of gas and oil, and the oil reservoir is full. Fuel chainsaw on a flat surface at least 10 feet from possible ignition sources and the work area. Chainsaws must be turned off when fueling. Vapor pressure may build in the gas tank. Remove

the gas cap slowly to release the pressure to reduce possible injury. Never remove the gas cap while the chainsaw is running. Only fuel outdoors and never smoke while fueling.

- PPE must be worn and includes: eye protection, face protection, foot protection, hand protection, head protection, hearing protection and leg protection such as chaps when staff/volunteer are operating chainsaws.
- Chaps are not required when a user is working as a climber if the supervisor/volunteer project leader demonstrates that a greater hazard is posed by wearing leg protection in the particular situation, or when an user is working from a vehicular mounted elevating and rotating work platform.
- All chainsaws shall be operated and adjusted in accordance with each manufacturer's instructions.
- Only trained users may sharpen a chain. Users must wear eye, face and hand protection and use the proper tools when performing this task.
- Start chainsaw on a firm level area. Clear a safe distance around the area prior to starting. Place the control switch to the on position and engage the chain brake. Put your right foot on the rear handle and your left hand on the front handle. Pull the cord with your right hand to start. Drop starting a chainsaw is prohibited.
- Users shall be spaced and the duties of each staff/volunteer shall be organized so the actions of one staff/volunteer will not create a hazard for any other staff/volunteer.
- Only use a chainsaw equipped with a chain brake, chain catcher, inertia brake and continuous pressure throttle control system. Hold the chainsaw firmly with both hands. Grip the handles by putting your thumbs around them. Watch for twigs that can snag the chain. Don't pinch the chain while cutting the log. Saw with the lower part of the bar close to the bumper, not on the top near the nose. Maintain high saw speed when entering or leaving a cut. Keep the chain sharp. Do not reach above your shoulder to cut as the chain is too close to your face in this position.
- Avoid making cuts with the saw between your legs. Do not stand on a log and saw between your feet. Stand to one side when you are cutting. Be mindful of where the chain would go if it should break—do not cut with others in line with the chain. Keep the chain out of the dirt and rocks. Do not put yourself in a position where you are off balance or in danger of tripping, slipping or falling.
- Never allow the chainsaw to run unattended.
- Shut-off; engage the chain brake and turn the control switch to the off position. The chainsaw shall be shutdown whenever a saw is carried further than 50 feet. The chainsaw shall be shut down when a saw is carried less than 50 feet if conditions such as, but not limited to, the terrain, underbrush and slippery surfaces, may create a hazard for a staff/volunteer.
- The chainsaw shall be carried, with the blade facing backwards, in a manner that will prevent operator contact with the cutting chain and muffler. Keep the chain guard in place or put in the carrying case when transporting. Never transport in the cab of the truck.
- Make eye contact before approaching anyone operating a chainsaw. Never approach someone operating a chainsaw who does not see you. Always make verbal contact, loud voice or yelling, prior to approaching someone operating a chainsaw. When voice communication does not work hand signals, whistles, horns, or radios shall be utilized.

Trailers

Operation of Department trailers will be for official county business only. Operators of Department trailers must operate them in accordance Trailer and Tie Down Safety Training and meet the following criteria:

- Have authorization from the Director of Recreation and Parks or designee.
- Be a County employee.

- Be at least 18 years of age.
- Possess a valid Class C Maryland Driver's License or equivalent.
- Have completed a Trailer and Tie Down Safety Training offered by the Baltimore County Department of Public Works and Transportation Safety Office.

Power Boats

Operation of Department powerboats will be for official county business only and operators must comply with all boating regulations outlined in the safe boating course. Operators of Department powerboats must meet the following criteria:

- Have authorization from the Director of Recreation and Parks or designee.
- Be a County employee.
- Be at least 18 years of age.
- Possess a valid Class C Maryland Driver's License or equivalent.
- Complete a safe boating course taught by the Department of Natural Resources, United States Coast Guard Auxiliary, Power Squadron and/or United States Coast Guard Seamanship, Captain or Master's Courses (or other related Armed Services Course).
- In order to transport participants in a paid program a Captain's License in good standing from the United States Coast Guard is required.
- Paying program participants will be transported in accordance with the vessel's established capacity- Maximum of six paying participants on an uninspected passenger vessel.

Tractors

Operation of Department tractors will be for official county business only. Operators of Department tractors must operate them in accordance with the owner's manual and meet the following criteria:

- Have authorization from the Director of Recreation and Parks or designee.
- Be a County employee, approved volunteer, or participant in the equipment rental program.
- Be at least 18 years of age.
- Possess a valid Class C Maryland Driver's License or equivalent.
- Complete the National Safe Tractor and Machinery Operation Program (NSTMOP) Instructor Training, and equivalent program, or receive in-house training from a NSTMOP Instructor.
- All tractors must be inspected daily or before each use to include tires and wheels, controls, lights, oil and other fluids, chassis and accessories.

Dump Truck

Operation of Department dump truck will be for official county business only. Operators of Department dump trucks must operate them in accordance with the owner's manual and meet the following criteria:

- Have authorization from the Director of Recreation and Parks or designee.
- Be a County employee.
- Be at least 18 years of age.
- Possess a valid Class C Maryland Driver's License or equivalent.
- All dump trucks must be inspected daily or before each use to include tires and wheels, controls, lights, oil and other fluids, and chassis and accessories.
- Complete a dump truck safety course offered by the Baltimore County Department of Public Works and Transportation Safety Office.

Utility Terrain Vehicle (UTV)

Operation of Department UTVs will be for official county business only. Operators of Department UTVs must operate them in accordance with the owner's manual and meet the following criteria:

- Have authorization from the Director of Recreation and Parks or designee.
- Be a County employee, approved volunteer, or participant in the equipment rental program.
- Be at least 18 years of age.
- Possess a valid Class C Maryland Driver's License or equivalent.
- Have a safe driving record.
- All UTVs must be inspected daily or before each use to include tires and wheels, controls, lights, oil and other fluids, and chassis and accessories.
- In the occurrence of an accident resulting in injury to a person and/or damage to the UTV, an incident report must be generated and delivered to the park manager's supervisor as promptly as possible.
- All staff and authorized volunteers must complete at least one hour of in-person training on multiple terrains with a ROHVA certified site supervisor or other approved trainer.
- All loads being transported in the bed of a UTV must be properly secured.
- Reckless driving and horseplay are prohibited.
- Deep or swift water crossings should be avoided.
- Modifications that include changes to the frame, electrical systems, and other changes to the manufacturer's design of an OHV's mechanical configuration are not allowed.
- A seat and working seat belt must be available for the operator and every passenger.
- Passengers are not permitted to ride in the bed of any UTV.

Equipment Rental Program

- The Baltimore County Department of Recreation and Parks manages an equipment rental program for local farmers at the Agricultural Center and Farm Park. Participants in the program are eligible to utilize the equipment listed on the Equipment Use Agreement upon meeting the requirements specified in the agreement to include contact information, proof of insurance, payment of fee, training on the specific piece of equipment provided by Farm Park staff, and acknowledgement of the agreement.

Baltimore County Agricultural Center & Farm Park Equipment Use Agreement

This agreement is effective for one year from Start Date and is only effective for the equipment specified.

Agreement Between Baltimore County, Maryland and _____ [User]

For use of [Equipment Name]: _____

Start Date: _____Return Date: _____

User Information:

Contact Name:_____

Farm Name:_____

Phone: _____ Email: _____

Farm Location (Address):

_____

Drivers License of User: State_____ Number_____

Name and affiliation of any additional users (if applicable, must be insured under your business policy)

1._____
2._____
3._____

Conditions of Use: User agrees to return equipment by the end of the designated use period. User will not lend or allow the equipment to be operated by anyone other than the user and those listed above on this form. User agrees that (1) that equipment will only be transported by the user, (2) that user has completed the required safety training(s), is familiar with the equipment operation, and competent to operate said equipment in a safe and appropriate manner, and (3) that the user acknowledges the inherent dangers and perils associated with the operation of equipment and assumes all risk and liability associated with such transportation, operation, use and storage. User must examine the equipment prior to use and note any defects. User agrees to follow per-use maintenance tasks and safety checks as specified below, and to remove seed, dirt and debris prior to returning equipment. Per-use maintenance tasks and safety checks include: _____

Fees: User agrees to pay the designated fees for equipment prior to borrowing equipment. The fee will be $50/hour for tractor (with or without implement), or $50/day (up to 8 hours) for implement only. Equipment must be picked up and returned on the same day during business hours (between 8am-4pm daily).

Transport: User agrees to transport on highways with an appropriate vehicle with hitch, to secure safety chains at all times when equipment is in use, and display a “slow moving” sign on the rear of the equipment. User assumes all liability when towing equipment.

Insurance: User agrees to carry a minimum of $1 million liability insurance policy listing "Baltimore County, Maryland" as additional insured, and user shall indemnify and hold harmless the County, its officials, agents and employees against any claim for bodily injury or property damage arising out of use, possession or transportation of equipment.

Damage to Equipment: Damage to equipment must be reported immediately to [the Park Manager/ designated maintenance person]. Damage incurred as a result of improper operation will be billed to the user. The cause of damage (normal wear and tear or improper operation) may be determined by (1) mutual agreement between both user and the County, or (2) by evaluation by a reputable/certified mechanic/welder chosen by the County at the County's reasonable discretion. If the damage is determined to have been caused by improper operation, user shall be responsible for cost of such evaluation.

The Following Tractors are Available at Rate of $50/hour (includes implement fee):

- John Deere 5115M Utility Tractor 100 PTO Horsepower
- John Deere 4066R Compact Utility Tractor 52 PTO Horsepower

The Following Equipment is Available at Rate of $50/day:

- John Deere 610 Series Chisel Plow
- Frontier DH1612 Disc Harrow (hydraulic)
- 5' Disc Harrow
- Pixall by Oxbo Bean Harvester
- Pixall by Oxbo Corn Harvester
- DoubleL 852 2-Row Potato Harvester
- Miedema CP22 2-Row Potato Planter
- CropCare 25 ft Single Sprayer
- John Deere 1755R Multi-Row Seed Planter
- Abi Water Wagon
- Concord 6'x4' Drag/Chain Harrow
- Field Tuff 43" 3PT Garden Bedder/Hiller
- County Line 350 lb. Poly Spreader

Signature of User _____

Insurance Company:
Policy Number:
Confirmation of additional insured Initial Here:

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User Receipt

Beginning Date: _____ Ending Date: _____ Days Used: _____

Amount Due: $ _____

Equipment returned with no defects and in working order with only normal wear

Signature: _____ Date: ___/___/_____

Baltimore County Recreation and Parks Department
Volunteer Non-Powered and Electric Hand Tool Use Agreement and Waiver

Use of Non-Powered and Electric Hand Tools by Volunteers

Non-powered and electric hand tools may be used by volunteers who have satisfied the requirements of the Non-Powered and Electric Hand Tool Use Agreement. Volunteers are eligible to utilize the equipment listed on the agreement upon meeting the requirements specified in the agreement to include contact information, waiver, completion of equipment specific training (if relevant), and acknowledgement of the agreement.

This agreement is effective for one year from Start Date and is effective for the equipment specified. Multiple hand tools can be included on this form.

Agreement Between Baltimore County, Maryland and _____ [User]

For use of [Equipment Name]: _____

Start Date: _____End Date: _____

User Information:

Contact Name:_____

Organization Name:_____

Phone: _____ Email: _____

Organization Location (Address):_____

Drivers License of User: State_____ Number_____

Conditions of Use: User agrees to return equipment by the end of the designated use period. User will not lend or allow the equipment to be operated by anyone other than the user and those listed above on this form. User agrees that (1) that equipment will only be transported by the user, (2) that user has completed the appropriate required safety training(s) (if applicable), is familiar with the equipment operation, and competent to operate said equipment in a safe and appropriate manner, and (3) that the user acknowledges the inherent dangers and perils associated with the operation of equipment and assumes all risk and liability associated with operation, use and storage. User must examine the equipment prior to use and note any defects. User agrees to follow per-use maintenance tasks and safety checks as specified below, and to remove seed, dirt and debris prior to returning equipment.

Per-use maintenance tasks and safety checks include: _____

Waiver: I acknowledge, on behalf of myself (and/or my minor children), that Baltimore County, Maryland, its appointed or elected officials, employees, agents, volunteers, members, and any other participant, entity, party or person involved in any regard with the activity (program, permit, or rental) or the activity premises and their respective agents, personal representatives, heirs, employees, contractors, successors and assigns (each an activity representative and collectively the “activity representatives”) shall not be responsible or liable in any regard or manner for any and all property damage or bodily injury (including serious physical injury or even death) incurred

by participant or any party related thereto, as a result of his/her participation in the activity, except to the extent the damage or injury is caused by the County's gross negligence or intentional misconduct.

I have read, fully understand, and hereby freely sign, approve of, and agree to the terms of this waiver. I hereby expressly and forever unconditionally release, discharge, covenant not to sue, waive my rights and remedies, and agree to hold harmless and indemnify the activity representatives from any and all claims, costs, demands, losses, damages, or expenses, and from all acts of active or passive negligence or other fault on the part of the activity representatives associated with, in whole or in part, participant's involvement with the activity except to the extent the damage or injury is caused by the County's gross negligence or intentional misconduct.

Damage to Equipment: Damage to equipment must be reported immediately to the Department Supervisor/Volunteer Project Leader. Damage incurred as a result of improper use of County-owned tools will be billed to the user. The cause of damage (normal wear and tear or improper operation) may be determined by (1) mutual agreement between both user and the County. If the damage is determined to have been caused by improper operation, user shall be responsible for cost of such evaluation. Damage to privately owned tools is the sole responsibility of the owner.

Signature of User _____

****

User Receipt

Beginning Date: _____ Ending Date: _____ Days Used: _____

Equipment returned with no defects and in working order with only normal wear

Signature: _____ Date: ___/___/_____

Baltimore County Recreation and Parks Department
Volunteer Powered Equipment Use Agreement and Waiver

Use of Powered Equipment by Volunteers

Powered equipment may be used by volunteers who have satisfied the requirements of the Volunteer Equipment and Tool Use Agreement. Volunteers are eligible to utilize the equipment listed on the agreement upon meeting the requirements specified in the agreement to include contact information, proof of insurance, completion of equipment specific training, and acknowledgement of the agreement. These requirements apply to the volunteer use of County-owned powered equipment and the volunteer use of non-County owned powered equipment.

The Department reserves the right to approve what type of powered equipment is utilized at the Facility or Park by Volunteers. Approval will not be unreasonably withheld.

This agreement is effective for one year from Start Date and is only effective for the equipment specified. Only one type of powered equipment per form is to be listed.

Agreement Between Baltimore County, Maryland and _____ [User]

For use of [Equipment Name]: _____

Start Date: _____End Date: _____

User Information:

Contact Name:_____

Organization Name:_____

Phone: _____ Email: _____

Organization Location (Address):

_____

Drivers License of User: State_____ Number_____

Conditions of Use: User agrees to return equipment by the end of the designated use period. User will not lend or allow the equipment to be operated by anyone other than the user listed above on this form. User agrees that (1) that equipment will only be transported by the user, (2) that user has completed the required appropriate safety training(s), is familiar with the equipment operation, and competent to operate said equipment in a safe and appropriate manner, and (3) that the user acknowledges the inherent dangers and perils associated with the operation of equipment and assumes all risk and liability associated with such transportation, operation, use and storage. User must examine the equipment prior to use and note any defects. User agrees to follow per-use maintenance tasks and safety checks as specified below, and to remove seed, dirt and debris prior to returning equipment.

Per-use maintenance tasks and safety checks include: _____

Transport: User agrees to transport on highways with an appropriate vehicle with hitch, to secure safety chains at all times when equipment is in use, and display a "slow moving" sign on the rear of the equipment. User assumes all liability when towing equipment.

Insurance: User agrees to carry a minimum of $1 million liability insurance policy listing "Baltimore County, Maryland" as additional insured, and user shall indemnify and hold harmless the County, its officials, agents and employees against any claim for bodily injury or property damage arising out of use, possession or transportation of equipment.

Damage to Equipment: Damage to equipment must be reported immediately to the County Supervisor/Project Leader. Damage to County-owned powered equipment incurred as a result of improper operation will be billed to the user. The cause of damage (normal wear and tear or improper operation) may be determined by (1) mutual agreement between both user and the County, or (2) by evaluation by a reputable/certified mechanic/welder. If the damage is determined to have been caused by improper operation, user shall be responsible for cost of such evaluation. Damage to privately owned powered equipment is solely the responsibility of the owner.

Waiver**:** I acknowledge, on behalf of myself (and/or my minor children), that Baltimore County, Maryland, its appointed or elected officials, employees, agents, volunteers, members, and any other participant, entity, party or person involved in any regard with the activity (program, permit, or rental) or the activity premises and their respective agents, personal representatives, heirs, employees, contractors, successors and assigns (each an activity representative and collectively the "activity representatives") shall not be responsible or liable in any regard or manner for any and all property damage or bodily injury (including serious physical injury or even death) incurred by participant or any party related thereto, as a result of his/her participation in the activity, except to the extent the damage or injury is caused by the County's gross negligence or intentional misconduct.

I have read, fully understand, and hereby freely sign, approve of, and agree to the terms of this waiver. I hereby expressly and forever unconditionally release, discharge, covenant not to sue, waive my rights and remedies, and agree to hold harmless and indemnify the activity representatives from any and all claims, costs, demands, losses, damages, or expenses, and from all acts of active or passive negligence or other fault on the part of the activity representatives associated with, in whole or in part, participant's involvement with the activity except to the extent the damage or injury is caused by the County's gross negligence or intentional misconduct.

The Following Power Equipment is appropriate for volunteer use

- Utility Vehicles
- Tractors
- Gasoline Driven Power Tools

Signature of User _____

Insurance Company:
Policy Number:
****

User Receipt

Beginning Date: _____ Ending Date: _____ Days Used: _____

Equipment returned with no defects and in working order with only normal wear

Signature: _____ Date: ___/___/_____

Baltimore County Recreation and Parks Department
Staff Use of Non-County Owned Equipment Agreement

Use of Non-County Owned Equipment, UTVS and Tools by Recreation and Parks Staff

- Non-Baltimore County Department of Recreation and Parks equipment, UTVs and tools may be used by staff who have satisfied the requirements of the Recreation and Parks Staff Use of Non-County Owned Equipment Agreement
- Staff are eligible to utilize non-county owned equipment upon meeting the requirements specified in the agreement to include contact information, completion of equipment specific training, proof of maintenance, and acknowledgement of the agreement.
- **This agreement is effective for one year from Start Date and is only effective for the equipment specified.**

Agreement Between Baltimore County, Maryland and _____ [Owner]

For use of [Equipment Name]: _____

Start Date: _____End Date: _____

Owner Information:

Contact Name:_____

Organization Name:_____

Phone: _____ Email: _____

Organization Location (Address):

_____

Drivers License of User: State_____ Number_____

Conditions of Use: User agrees to return equipment by the end of the designated use period. User will not lend or allow the equipment to be operated by anyone other than the user and those listed above on this form. User agrees that (1) that equipment will only be transported by the user, (2) that user has completed the required safety training(s), is familiar with the equipment operation, and competent to operate said equipment in a safe and appropriate manner, and (3) that the user acknowledges the inherent dangers and perils associated with the operation of equipment and assumes all risk and liability associated with such transportation, operation, use and storage. User must examine the equipment prior to use and note any defects. User agrees to follow per-use maintenance tasks and safety checks as specified below, and to remove seed, dirt and debris prior to returning equipment.

Date of last equipment service/maintenance_____

Per-use maintenance tasks and safety checks include: _____

Transport: User agrees to transport on highways with an appropriate vehicle with hitch, to secure safety chains at all times when equipment is in use, and display a "slow moving" sign on the rear of the equipment. User assumes all liability when towing equipment.

Damage to Equipment: Damage to equipment is the responsibility of Baltimore County Recreation and Parks .

Signature of Owner _____

****

User Receipt

Beginning Date: _____ Ending Date: _____ Days Used: _____

Equipment returned with no defects and in working order with only normal wear

Signature: _____ Date: ___/___/_____

REFERENCES:

Baltimore County Safety and Health Manual, Chapter 9

Pre-operation Safety Check. *Tips Guide for the Recreational Off-Highway Vehicle Driver*, Recreational Off-Highway Association, 2017, https://rohva.org/wp-content/uploads/2019/02/ROHVA-tips-booklet.pdf

Off-Highway Vehicle Safety. *National Park Service Occupational Safety and Health Program: Reference Manual 50B*, National Park Service, 2022, https://www.nps.gov/subjects/policy/upload/RM-50B_Chp44_Off-Highway_Vehicles-508.pdf

Trailer Safety Training Handout – 2023

https://www.stihlusa.com/manuals/

https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartP

https://extension.psu.edu/national-safe-tractor-and-machinery-operation-program

REVISIONS:

Policy Created 12/2/24