Contractor / Cooperator / Operator Checklist

Always keep your EMERGENCY EQUIPMENT RENTAL AGREEMENT or INCIDENT RENTAL AGREEMENT, your LAST VEHICLE EQUIPMENT INSPECTION, and THIS CHECK LIST available.

1. What is my Resource Order Number or my Request Number? This "E" number will be used to track your equipment to the incident, during the incident, and when it is released.
2. Who is calling? – Individual's name/agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report. Obtain the telephone number of this location, if possible.
4. Who to report to? Name of individual or title, if available.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.
6. Record the vehicle's beginning odometer reading, if part of your equipment's rate is dependent on mileage.
7. Obtain telephone number of your dispatch office. Contact them regarding travel problems or delays.

Upon arrival at Incident:

1. Have Resource Order Number or Request Number available.
2. Report to previously agreed upon individual, or, if none specified, to Status/Check-in, then Finance.
3. At this time you must have a copy of your Emergency Equipment Rental Agreement, or Incident Rental Agreement, available to furnish to the Finance Section, as well as documentation to verify the qualifications of your personnel. Your payment is dependent upon these agreements.
4. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have a shift ticket for all hours of work, including eligible travel, to receive payment. Each Emergency Equipment Shift Ticket must have an authorized Government Official's signature.
5. Be sure to have a Pre-Use Vehicle Inspection done at this time and keep your copy. If your equipment is damaged on the incident you will need this document to verify the condition of the equipment prior to use on the incident.

During Incident:

1. Be sure to have an Emergency Equipment Shift Ticket completed at the end of each operational period, noting actual hours worked, even if equipment is paid a daily rate. A Government Officer and the Contractor or Cooperator or his authorized agent must sign each shift ticket. Turn these shift tickets into Finance Section after each operational period, along with any fuel issue tickets required by Finance and not turned in by fuel vendor.
2. Be sure to keep your copies of each shift ticket. Do not lose these. Your payment is based on the information recorded on these forms.
3. If you receive any government supplies (fuel, oil, equipment parts, etc) or require government repair service, obtain a receipt (Form OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts/service) and keep them. Again, do not lose these. You will use these forms to verify charges that may be deducted from your payment.

Upon release from Incident:

1. Be sure to have a Post-Use Release Inspection performed on your equipment.
2. If you think you may have a potential claim for damages that were not caused by normal wear and tear or contractor negligence, you must furnish to Finance all supporting documentation, including photos, receipts, estimates, and signed statements from you, your supervisor, and any witnesses. All statements must include individual's name, home unit, and address / phone number where they can be reached after the incident. Keep copies of this documentation for yourself. The claims process should be initiated with the Finance Section as soon as possible after damage occurs.
3. Follow Incident Demobilization Procedures as assigned.
4. Check that Emergency Equipment Shift Tickets are complete. (A copy of all your time spent on the Incident.)
5. Check that Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor, Cooperator or his authorized agent. This is your official payment document, be sure it is correct before you leave the incident. Cooperator bring all payment documents back to Hire Office for payment.
6. Obtain any personal and/or crew performance evaluations completed by incident personnel. Return these to the contracting officer who signed your EERA. Cooperator return this to your Hire Office.

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