



BioBox Loan Scheme Agreement

The Weald to Waves BioBox Loan Scheme is designed to encourage and support groups and organisations to undertake biological recording in their local area by establishing ad-hoc or long term monitoring schemes, or to be used in education and engagement activities such as “bioblitzes”. **The scheme allows the borrowing of equipment boxes (“BioBoxes”) containing the ecological survey equipment designed for monitoring a wide range of species groups**, including plants, terrestrial mammals, bats, freshwater and terrestrial invertebrates, birds, and reptiles.

We do not charge for the loan of these boxes, but expect that they should be treated carefully and used responsibly for the purpose defined above, with due regard to health and safety.

This agreement is entered into between **Knepp Wildland Foundation** (the "Lender") and the "Borrower" (see 1. Loan Period) regarding the temporary loan of a BioBox containing ecological survey equipment.

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This agreement is entered into on [Date] between **Knepp Wildland Foundation** (the "Lender") and [Borrower's Name/Organization] (the "Borrower") regarding the temporary loan of a BioBox containing ecological survey equipment.

1. Loan Period

The Equipment is loaned from:

Start date:

End date:

Borrower's name/organisation:

The Borrower must return the Equipment by the specified end date unless an extension is granted in writing by the Lender. Really important that you get these back to us on time, as they are in high demand and it's important that they are being used

2. Equipment Contents and Return of BioBoxes

The Borrower must ensure that the BioBox is returned to the Lender on or before the **End Date** specified above. It is the Borrower's responsibility to ensure that the contents of the BioBoxes match the checklist below upon receipt of the box, and prior to returning. If the Borrower does not inform the Lender of any loss or damage, the Lender is entitled to assume that the box is complete and in good condition.

Survey Type	Item	Quantity	Collected?	Returned?	Any notes on condition
Ink Tunnel	Footprint Tracking Charcoal	1	<input type="checkbox"/>	<input type="checkbox"/>	
Camera Trap	Browning Dark Ops Pro X 1080	1	<input type="checkbox"/>	<input type="checkbox"/>	
	SanDisk Memory Cards (64GB)	1	<input type="checkbox"/>	<input type="checkbox"/>	
	Python Mini Cable Lock	1	<input type="checkbox"/>	<input type="checkbox"/>	
Pond Dipping	Telescopic Pond Nets	4	<input type="checkbox"/>	<input type="checkbox"/>	
	Extra Small Heavy Duty Tray (3l)	8	<input type="checkbox"/>	<input type="checkbox"/>	
	60ml Collecting pots	24	<input type="checkbox"/>	<input type="checkbox"/>	
	Magnifying pots	8	<input type="checkbox"/>	<input type="checkbox"/>	
	Freshwater Name Trail Identification Guide	8	<input type="checkbox"/>	<input type="checkbox"/>	
	3ml Plastic pipette	8	<input type="checkbox"/>	<input type="checkbox"/>	
Sweep Netting/Beating	Pooter	5	<input type="checkbox"/>	<input type="checkbox"/>	
	Small Heavy Duty Sampling Tray (6l)	5	<input type="checkbox"/>	<input type="checkbox"/>	
	Entomologist beating sheet	2	<input type="checkbox"/>	<input type="checkbox"/>	
	Standard Sweep Net	3	<input type="checkbox"/>	<input type="checkbox"/>	
	Magnification Box	10	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Wild ID Garden Bugs and Beasties	5	<input type="checkbox"/>	<input type="checkbox"/>	
	Bugs on Bushes	5	<input type="checkbox"/>	<input type="checkbox"/>	
	Straight Sided Sampling Containers	20	<input type="checkbox"/>	<input type="checkbox"/>	
	Clear Plastic Magnifier	2	<input type="checkbox"/>	<input type="checkbox"/>	
	60ml Collecting Pot	10	<input type="checkbox"/>	<input type="checkbox"/>	
	180ml Collecting Pot	10	<input type="checkbox"/>	<input type="checkbox"/>	
Quadrats	Q3 Quadrat	1	<input type="checkbox"/>	<input type="checkbox"/>	
Bird Transects/ Point Counts	Bushnell Prime Binoculars	3	<input type="checkbox"/>	<input type="checkbox"/>	
Bat Transects	Magenta Bat 5 bat detector	1	<input type="checkbox"/>	<input type="checkbox"/>	
	AAA batteries	5	<input type="checkbox"/>	<input type="checkbox"/>	
	Echo Meter Touch 2	1	<input type="checkbox"/>	<input type="checkbox"/>	
Reptile refugia	Reptile Survey Refugia (50x100cm)	10	<input type="checkbox"/>	<input type="checkbox"/>	
Moth trap	Box, lead, frame	1	<input type="checkbox"/>	<input type="checkbox"/>	
	125ml collecting pots	3	<input type="checkbox"/>	<input type="checkbox"/>	
	Moth guidebook	1	<input type="checkbox"/>	<input type="checkbox"/>	
	Bulb	1	<input type="checkbox"/>	<input type="checkbox"/>	
Additional items	High visibility vests (Large and medium)	3	<input type="checkbox"/>	<input type="checkbox"/>	
	Lifesystems Outdoor First Aid Kit	1	<input type="checkbox"/>	<input type="checkbox"/>	
	32 gb sd card	1	<input type="checkbox"/>	<input type="checkbox"/>	
	Pack of 4 AA batteries	1	<input type="checkbox"/>	<input type="checkbox"/>	
	Economy Hardboard Clipboard	3	<input type="checkbox"/>	<input type="checkbox"/>	
	Little red pots (60ml)	30	<input type="checkbox"/>	<input type="checkbox"/>	
Identification guides	FSC Wildlife Pack: Ponds	1	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Garden Safari Wildlife Pack	1	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Wildlife Pack: Seashores	1	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Woodlands Wildlife Pack	1	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Wildlife Pack: Winged Insects	1	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Birds Wildlife Pack	1	<input type="checkbox"/>	<input type="checkbox"/>	
	A Guide to Hedgerows	1	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Guide to tracks	1	<input type="checkbox"/>	<input type="checkbox"/>	
	FSC Guide to Reptiles and Amphibians	1	<input type="checkbox"/>	<input type="checkbox"/>	
	A Guide to British Bats	1	<input type="checkbox"/>	<input type="checkbox"/>	
	Plant ID for Habitat Survey: Grass & Marsh	1	<input type="checkbox"/>	<input type="checkbox"/>	
	Wildlife Surveying Booklet (Wildlife Trust)	2	<input type="checkbox"/>	<input type="checkbox"/>	

The Borrower confirms receipt of the Equipment in good condition and acknowledges responsibility for all listed items.

3. Use of Equipment

The Equipment is to be used **solely for the purpose of ecological surveying for data collection and education**. The Borrower agrees to follow applicable laws, ethical guidelines, and any instructions provided by the Lender.

The Equipment must only be used on land which the Borrower owns or has **permission from the landowner to access and survey**. The Borrower agrees to use the Equipment in the manner specified in the accompanying guidance and not to alter or misuse the Equipment.

The Borrower has an active obligation to ensure that the BioBoxes are used in a safe and responsible manner. This includes:

- Ensuring that all **health and safety instructions** provided in this contract and in the accompanying instructions are adhered to.
- Conducting appropriate **risk assessments** before surveys or events. Examples of appropriate templates for surveying and events are provided below:

Pond Dipping

- https://www.wwt.org.uk/uploads/documents/1404419578_WWTLondonschoolriskassessment.pdf
- <https://www.rospace.com/leisure-water-safety/water/advice/pond-dipping>
- <https://schoolgardening.rhs.org.uk/resources/info-sheet/school-pond-health-and-safety>

Reptile surveying

- <https://reptile-survey.arc-trust.org/documents/5225198630a540adaaf051bf8ab45748/about>
- <https://www.froglife.org/wp-content/uploads/2013/06/Reptile-survey-booklet-3mm-bleed.pdf>

Bat walks

- <https://cdn.bats.org.uk/uploads/pdf/Resources/Bat-Groups/Training-guides/12.-Example-Risk-Assessments.pdf?v=1619440651>

Moth trapping

- <https://butterfly-conservation.org/sites/default/files/2020-08/Code%20of%20Practice%20%28n%29%20No%2014%20Moth%20Trapping.pdf>

- Ensuring that **all users are briefed** and aware of health and safety considerations before using the BioBoxes.
- Ensuring that the BioBoxes are **used under supervision**, particularly when children are involved. When conducting any surveys around water, such as pond dipping, children **MUST** be kept under close supervision.

4. Care and Maintenance

Each BioBox is a valuable resource for biological recording, with their approximate value being £1,500. The Borrower agrees to handle the Equipment provided with care and return it in the same condition as received, allowing for normal wear and tear. The Borrower shall report any damage, loss, or malfunction to the Lender immediately.

6. Data Collection

The purpose of the BioBoxes is to encourage communities to record and learn about wildlife in local spaces. While we do not charge for the use of BioBoxes, we do ask that the Borrower makes an effort to submit results back to us through iRecord, under the Weald to Waves activity, ensuring that this data can inform ecologists across Sussex. We also ask that the Borrower fills in the attached feedback form, to ensure we can continue to improve this scheme.

5. Liability

The Borrower assumes full responsibility for the BioBox during the loan period and agrees to repair or replace any items lost or damaged beyond normal use. The equipment is for the use of the Borrower and any groups or entities they represent and must not be loaned onwards.

6. Ownership

The Equipment remains the property of the Lender.

7. Termination

The Lender reserves the right to terminate this agreement and request the return of the BioBoxes at any time, with reasonable notice.

8. Signatures

By signing below, both parties agree to the terms of this agreement:

Lender

Name:

Position:

Organisation: The Weald to Waves project, on behalf of the Knepp Wildland Foundation

Signature:

Date:

Borrower

If you are a collective or group, please nominate a responsible individual to sign this agreement. The responsible individual signing this agreement has an obligation to ensure that all relevant individuals in their collective or group are aware of the terms of this agreement.

Name:

Address:

Email Address:

Phone Number:

Borrower's name/organisation:

Organisation: The Weald to Waves project, on behalf of the Knepp Wildland Foundation

Signature:

Date:

If you have any questions, please contact: info@wealdtowaves.co.uk

BioBox Loan Scheme Feedback Form

Thank you for participating in the Weald to Waves BioBox Loan Scheme. We would be very grateful for your feedback to help us improve the scheme and ensure it effectively encourages and supports biological recording.

Was the BioBox received in good condition, with all items present?

☐ Yes

☐ No (please specify below)

Please detail any missing or damaged items:

How did you use the BioBox?

Please describe how the equipment was used, e.g. through surveys, educational activities or bioblitzes:

Was the equipment provided in each BioBox appropriate and sufficient for your purposes?

☐ Yes

☐ No

Please provide details on equipment was not used or not helpful, or suggestions for additional equipment that could improve the BioBoxes:

Were the instructions provided clear, comprehensive and helpful?

☐ Yes

☐ No

Please provide any suggestions for improving the guidance and instructions:

Did you encounter any challenges while using the equipment?

☐ Yes

☐ No

If yes, please describe the challenges and how they were resolved, if applicable:

Did you find the health and safety guidelines sufficient to support you in using the BioBoxes safely?

☐ Yes

☐ No

If no, please provide more details:

Did you submit your survey results via iRecord?

☐ Yes

☐ No

[If no, please detail why.]

How satisfied were you with the BioBox Loan Scheme overall?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

Please explain your answer:

What was the most valuable aspect of using the BioBox?

[Please share your thoughts.]

What could be improved about the BioBox Loan Scheme?

[Please share your thoughts.]

Additional Comments

Consent for Data Use

By submitting this feedback form, you agree that your responses may be used to improve the BioBox Loan Scheme and contribute to the ongoing development of biological recording initiatives in the region.

☐ I consent to my feedback being used for this purpose.

Images

We would love to see any images of the BioBoxes in use. If you are happy for us to use your images to publicise the scheme, please send any pictures of yourself or your group using the BioBoxes (with permission from anyone in the photos that the images may be reshared).

Thank you for your time and valuable feedback!