

Procedures for Lending SGH Soil Injectors

The following procedures are suggested for any person who has custody of a SGH EZ-Ject soil injector that is available for lending.

- Sources** – The list of places where SGH and other soil injectors can be borrowed is on the Contacts page of our web site <https://www.savegeorgiashemlocks.org/Contacts.htm>.
- Custodian** – The SGH person who has custody of the injector normally takes on the following responsibilities:
 - lending it out and receiving it back and recording the pertinent information on the lending log;
 - applying a few drops of lubricant to the piston before each lending;
 - providing brief verbal instruction, hands-on demo to the borrower at the time of lending, and a copy of the written instructions;
 - holding a \$200 deposit while the injector is out; and
 - checking its condition upon return and returning the deposit to the borrower.
- Lending Schedule** – It is suggested that the custodian keep a Lending Log (see attached example) on which to record the borrowing activity. During busy season, it's a good idea to suggest that clients call in advance to reserve the injector if their time-frame is tight and to encourage those who have the flexibility to borrow it during the week in order to make it available to others on the weekends.
- Instruction** – When a person comes to borrow the injector, the custodian should provide a copy of the treatment instructions, go through them to be sure the person understands, and give a brief hands-on demo of how to use the injector. Special emphasis should include:
 - using a funnel and paper paint filter while filling the tank;
 - using the treatment mixture without delay and keeping the injector moving to avoid sedimentation that can clog the emitter jets; and
 - triple cleaning the injector with warm water when finished and storing it upside down.
- Kit** – An optional tool kit can be assembled for lending with the injector. Possible kit items could include a marked mixing jug, a diameter tape, a funnel, and paper paint filters. The custodian may also share chemical with the borrower but must be reimbursed for the chemical at cost at the time of borrowing.
- Deposit** – Injector custodians are free to use their own judgment as to whether a deposit is necessary. Our Bylaws call for a \$250 refundable deposit, which doesn't cover the actual cost of a new device (\$625) but should be enough to encourage the borrower to be careful. Replacement parts are available but can be pretty pricy, so unless the unit is seriously damaged, it's not necessary to deduct anything for minor repairs.
- Care of Injector** – The custodian should know how to verify that the unit is in good working condition before it goes out and the same when it comes back. He or she should know how to take one apart and make minor repairs or figure out if a part needs to be replaced. Replacement parts and care / repair instructions are available through the Hemlock Help Line 706-429-8010.

Note: The custodian should warn the borrower that they **MUST NOT** try to disassemble or repair a SGH injector on their own. Instead, if a borrower has difficulty with an injector, they should call either the custodian or the Hemlock Help Line.



Soil Injector Lending Log

Borrower's Name	Phone Number	Date Picked Up	Dep Amt	Condition going out	Kit or other items lent
Borrower's Property Address				Borrower's Email	
Date of Return	Condition upon return, kit items returned, & other comments				

Borrower's Name	Phone Number	Date Picked Up	Dep Amt	Condition going out	Kit or other items lent
Borrower's Property Address				Borrower's Email	
Date of Return	Condition upon return, kit items returned, & other comments				

Borrower's Name	Phone Number	Date Picked Up	Dep Amt	Condition going out	Kit or other items lent
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