NCTCOG Procedures
to Loan Mobile Count Equipment
for Data Collection

1. Contact NCTCOG staff to coordinate the loan process.

2. Identify preferred count locations and the timeframe that equipment will be installed. NCTCOG staff can assist with identifying appropriate locations for the equipment.

3. Execute a [loan agreement](#) with NCTCOG. The agreement outlines roles, responsibilities, and identifies the agreed upon timeline for borrowing the equipment as well as the location(s) the equipment will be installed.

4. Arrange a date to pick up the mobile count equipment at NCTCOG offices.

5. NCTCOG staff will monitor data daily after it has been transmitted to the cloud. Local staff will be notified if any irregularities are flagged during the data collection timeframe to ensure the accuracy of data collected.

6. After data collection is complete, local agency staff return the equipment to the NCTCOG offices.

7. The raw data and a report summarizing the data will be provided to the local staff after returning the equipment.