

Breast Pump Storage and Inventory**BF-1260.07**

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Policy

The local agency shall manage a supplies and materials inventory that maintains ongoing accuracy of all breast pumps using the breast pump inventory system; as well as required state inventory forms. Pumps and accessories must be stored in a secure location.

Purpose

To ensure adequate supply; to track/account for assets and liabilities of breastfeeding supplies.

Procedure

- I. The local agency must maintain Symphony multi-user pump inventory in the [Breast Pump Inventory Tracking System](#).
 - A. Request [Breast Pump Inventory Tracking System](#) access for all trained issuers via email to Gawic.breastfeeding@dph.ga.gov submit:
 1. Staff's name
 2. District
 3. Work phone number
 4. Email address
 - B. Enter Symphony pumps into the database within five (5) days of receipt of quarterly order.
 - C. Verify transferred pumps in the database within forty-eight (48) hours of receipt of the pumps.
 - D. Enter pump issuance details into the database when loaned to the participant; no later than one business day.
- II. Maintain an inventory of Personal Double Pumps (PDPs), Harmony breast pumps, and all other supplies and accessories manually via the [Georgia WIC Program Inventory Log](#).
 - A. Use the [Georgia WIC Program Inventory Log](#) to document receipt, issuance, transfer, or verification of:
 1. Personal Double Pump (PDP)
 2. Harmony Breast Pumps

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3. Multi-User Pump Kits
 4. Breast Pads
 5. Milk Storage Bags
 6. Multi-User Car Adapters
 7. Personal Double Pump (PDP) Car Adapters
 8. Valves/Membranes, PDP Replacement Tubing, Breast Shields/Flanges
- III. Maintain a perpetual inventory of all breast pumps and supplies at a district level using the [Georgia WIC Program Inventory Log](#).
- IV. Conduct a physical inventory to reconcile items:
- A. Monthly:
 1. PDPs
 2. Harmony Breast Pumps
 3. Multi-User Pump Kits
 4. Multi-User & PDP Car Adapters
 - B. Quarterly
 1. Breast Pads
 2. Milk Storage Bags
 3. Valves/Membranes
 4. PDP Replacement Tubing
 5. Breast Shields/Flanges

Authority

7 CFR § 246.14

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Definitions/Supporting Information

Breast Pump Inventory Tracking System: an online inventory database for multi-user breast pumps used to track multi-user pumps' activity such as: issued, transferred, repair, needs clean, return, or surplus.

Inventory Log: A form to track the issuance, receipt, transfer, and verification of all breastfeeding supplies and accessories.