

Multi-User Electric Pump Recovery**Policy No. BF-1260.11**

Effective date: October 1, 2017

No. of Pages: 2

Policy

Local Agency Staff, *excluding Breastfeeding Peer Counselors*, must attempt to recover and track multi-user breast pumps no longer being used, or without successful monthly follow-up contact with the participant.

Purpose

To minimize costs associated with replacing unreturned pumps.

Procedures

Local agency staff must:

- I. Complete all issuance follow up steps as detailed within [Policy 1260.06 Pump Issuance](#).
- II. Mail the [Final Request for Return of Medela Symphony® Breast Pump letter](#) to the participant and the alternate contact five to ten calendar days after the deadline outlined in the [Multi-User Breast Pump Follow Up letter](#).
- III. Complete the following steps to report retrieval efforts after mailing the [Final Request for Return of Medela Symphony Breast Pump letter](#):
 - A. Update WIC Breast Pump Inventory Tracking System as "Lost."
 - B. Complete the [Lost or Stolen Multi-User Electric Breast Pump Report](#).
 - C. Submit copies of the following to the State WIC Office Breastfeeding Unit at Gawic.breastfeeding@dph.ga.gov :
 1. [Lost or Stolen Multi-User Electric Breast Pump Report](#)
 2. [Multi-User Electric Breast Pump Loan Agreement](#)
 3. [Multi-User Breast Pump Follow Up letters](#) to both the participant and alternate
 4. [Final Request for Return of Medela Symphony® Breast Pump](#) letters to both the participant and alternate
 5. Most recently signed copy of the participant's Rights and Responsibilities
 6. Pertinent medical record information that supports local recovery efforts

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- IV. If a pump is reported to have been stolen:
- A. Request a copy of the police report
 - B. Update WIC Breast Pump Inventory Tracking System as "Lost"
 - C. Complete the [Lost or Stolen Multi-User Electric Breast Pump Report](#)
 - D. Submit copies of the following to the State WIC Office Breastfeeding Unit at: Gawic.breastfeeding@dph.ga.gov :
 1. [Lost or Stolen Multi-User Electric Breast Pump Report](#)
 2. [Multi-User Electric Breast Pump Loan Agreement](#)
 3. Police report
 4. Pertinent medical record information that support local recovery efforts.

Authority

USDA Breastfeeding Policy and Guidance

Georgia WIC Program Policy

Definition/Supporting Information

(None)