

**MEMORANDUM**

**ACTION MEMO #16-11**

**TO:** District Nutrition Services Directors

**FROM:** Angela Hammond-Damon, IBCLC  
Deputy Director, Office of Operations and Nutrition Services  
Georgia WIC Program

**DATE:** December 22, 2015

**RE:** Breast Pump Policy Implementation

The purpose of this memorandum is to provide guidance on the breast pump policy, receipt of breast pumps and accessories, training requirements for staff, and inventory and tracking.

**Breast Pumps and Accessories Delivery**

Initial pump orders have begun to arrive. Breast pumps and accessories may arrive in multiple shipments through January 2016. It is imperative that all packing slips are forwarded within three (3) business days, to Pat Cwiklinski, Breastfeeding Coordinator. Please inform us of any damaged product(s) received, so that we can initiate replacement.

Currently, manual paper log forms should be used to track all pumps and accessories upon delivery and prior to issuance. Forms are available on the district resource page. An e-mail confirmation must be sent to the state office once all pumps and accessories are logged. All Symphony pumps must be tagged with district inventory labels. Additional labeling will be required at a later date.

**Policy Trainings**

All staff must be trained on the breast pump policy before they are allowed to issue pumps. The state office will provide a subsequent training on January 28, 2016, in addition to the training that was provided at the December Nutrition Service Director's (NSD) meeting and on December 14, 2015 via telehealth. Districts have the option to allow their staff to attend the above mentioned training or conduct staff trainings using the PowerPoint presentation (Attachment A) and Quick Reference Guide (Attachment B).

**Breast Pump Inventory and Tracking**

The Breast Pump Inventory database via SENDSS is currently being piloted. This database will include district inventory of **all** "hospital grade" pumps.\* This includes both the recently received and those currently in use. Districts will enter the model and serial number of the pump. Until the Breast Pump Inventory Database is ready via SENDSS, the manual paper log, "Multi-User Electric Breast Pump Tracking Log", should be used to track hospital grade pumps.



Once the breast pump inventory tracking database is available, notification will be sent to district staff requesting that all hospital grade pumps be entered into the database within three (3) weeks of the email date.

**Note:**

- *Only WIC participants may be issued a pump or any pump supplies purchased with WIC Funds.*
- *Your order may have a reduced number of the book, "Medications and Mother's Milk", as this product will no longer be available through Medela.*
- *Plastic bags will be available on the next quarterly pump order request form.*
- *\*The following are "hospital grade" pumps by manufacturer:*
  - ✓ **Medela** - Classic, Lactina, Lactina Plus and Symphony
  - ✓ **Ameda** - Elite, SMB, Lact-E
  - ✓ **Hygeia** - Enjoye and Endeare

**Action Items:**

- Submit Packing Slips via fax or e-mail within 3 days of receipt.
- Confirm paper logs have been created for district to track inventory.
- Train staff on BP policy by February 1, 2016.
- Submit proof of training to State BF Coordinator by February 15, 2016.
- Submit next Quarterly breast pump order by January 1, 2016.

If you have any questions, please contact Pat Cwiklinski at 404-656-9874 or [patricia.cwiklinski@dph.ga.gov](mailto:patricia.cwiklinski@dph.ga.gov).

- c: Debra L. Keyes, MA, RD, Director, Georgia WIC Program  
District Breastfeeding Coordinators  
District Health Directors  
District Program Managers  
WIC Deputy Directors  
WIC Managers