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
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
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.