

Chapter 1

Breast Pump Inventory Order and Delivery Information

Breast Pump Inventory

Types of Pumps Available

Local agencies should have the following types of breast pumps on hand:

- Multi-User Electric Breast Pumps
- Single-User Electric Breast Pumps

At least one of the following manual breast pumps:

- Ameda One-Hand
- Medela Spring Express (two-hand manual)
- Medela Harmony (one-hand manual)

Local agencies do not need to carry all of the manual pumps available from the state agency. However, since manual pumps are more physically demanding, it is a good idea to have more than one type of manual pump available to fit the mother's needs (i.e. one-hand manual and two-hand manual). For example, a two-hand pump would probably be more comfortable for a mom who is suffering from carpal tunnel syndrome whereas a one-hand pump would be more comfortable for a mom with lateral epicondylitis (tennis elbow).

Breast Pump/Kit Packaging Discrepancies

Be sure to count the manual breast pumps, collection kits, and flanges each time a shipping box is opened to verify the correct number packaged, prior to issuing items from the box. The pumps and kits should be packaged as follows:

Item	Number of items per box
Ameda HygieniKit	6
Ameda One-Hand manual	10
Medela Spring Express manual	20
Medela Harmony manual	20
Medela 30 mm flange sets	6

Ameda Products

If discrepancies are found, please contact Carol Borrelli at Ameda, 1 (847) 918-3485.

Medela Products

If discrepancies are found, please contact Medela at 1 (800) 435-8316.

Forms

The following release forms should be available at each clinic site with electric pumps:

- *Single-User Electric Breast Pump Release Form*, stock nos. WIC-50 (English) and WIC-50A (Spanish)
- *Multi-User Electric Breast Pump Loan/Release Form*, stock nos. WIC-51 (English) and WIC 51-A (Spanish)

The following inventory forms should be available at each clinic site with electric pumps:

- *WIC Inventory Log — Master Inventory Log for Multi-User Electric Breast Pumps*
- *WIC Inventory Log — Collection Kits and Issuance of Multi-User Electric Breast Pumps*
- *WIC Inventory Log — Single-User Electric Breast Pumps*

One or more of the following inventory logs for manual breast pumps at sites with manual pumps:

- *WIC Inventory Log for Manual Breast Pumps — Ameda One-Hand Only*
- *WIC Inventory Log for Manual Breast Pumps — Medela Harmony Only*
- *WIC Inventory Log for Manual Breast Pumps — Medela Spring Express Only*
- *WIC Inventory Log for Manual Breast Pumps — Medela 30 mm flanges*

If the local agency has multiple sites with breast pumps, the administrative site should also have the following transfer and receiving logs:

- *Receiving and Transfer Log for Multi-User Electric Breast Pumps*
- *Receiving and Transfer Log for Collection Kits*
- *Receiving and Transfer Log for Single-User Electric Breast Pumps*
- *Receiving and Transfer Log for Manual Breast Pumps and flanges*

Inventory Logs for Breast Pumps

WIC Inventory Log — Master Inventory Log for Multi-User Electric Breast Pumps is the form you use to keep track of all multi-user pumps ever received by your local agency, regardless of whether the pump is physically in the inventory.

- It is used monthly to reconcile the total number of multi-user pumps that should be physically present or currently on loan or temporarily out for repair.
- This log is used to add multi-user pumps to your inventory or to list a reason that a pump is no longer in the inventory and is not being used by a WIC participant (i.e. irretrievable, out for repair, destroyed, etc.). This log is not used for the issuance of multi-user electric breast pumps.



When you receive new multi-user pumps, only fill in the breast pumps' serial numbers, the date received, and your initials.

Examples of "Date Pump Permanently Removed from Master Inventory":

- the date a copy of the paperwork was sent to the state agency regarding an irretrievable pump
- the date the pump was transferred to a different local agency

Be sure to list your initials and an appropriate reason code.

WIC Inventory Log — Collection Kits for Multi-User Electric Breast Pumps is the log you use to issue multi-user electric pumps and keep inventory of collection kits. It tells you which pumps are currently on loan and how many collection kits you have in stock. Depending on the size of your clinic, you should check the log monthly, weekly, or even daily to see if any pumps are overdue. If a pump is overdue, follow the *Guidelines for Retrieval of Multi-User Breast Pumps*.

Number of collection kits currently in stock.

Check this column often to see if you have any overdue pumps.

Reconcile the number of kits and the number of multi-user electric breast pumps in stock and on loan at least monthly.

Use this column to see how many pumps you currently have on loan to participants.

WIC Inventory Log — Single-User Electric Breast Pumps is used for single-user pumps. It should be reconciled against the physical inventory at least monthly. If you issue a replacement part for a single-user pump, such as a new motor unit, it should also be logged on this form.

Beginning balance.

Check the running total of single-user pumps against the current inventory at least monthly.

Be sure to write the ending balance as the beginning balance on the new page.

WIC Inventory Logs for Manual Breast Pumps and Flanges are used for the manual pumps and flanges. Each type of manual pump and flange has its own inventory log form. There is no release form for manual pumps and flanges; therefore, the client should sign in the appropriate spot in the inventory log. Manual pump and flange logs should be reconciled against the physical inventory at least monthly.



The following process should be used to reconcile **Elite multi-user electric breast pumps**. Use the *WIC Inventory Log — Collection Kits and Issuance of Multi-User Electric Breast Pumps* to guide you through the process.

- Count the number of pumps currently in your physical inventory. Fill in the blank “Ending Number of Multi-User Pumps Currently in Stock” on the inventory form.
- Look at the inventory sheet and count the number of multi-user pumps currently on loan. Fill in the blank “Ending Number of Multi-User Pumps Currently on Loan” on the inventory form.
- Fill in the blank “Total Number of Multi-User Pumps in Stock and on Loan” on the inventory log by adding together the “Ending Number of Multi-User Pumps Currently in Stock” and the “Total Number of Multi-User Pumps in Stock and on Loan.”
- Count the pumps listed in the *WIC Inventory Log — Master Inventory Log for Multi-User Electric Breast Pumps*, excluding any pumps permanently removed from the inventory and any currently out for repair. If this total matches the total in the previous step, then all multi-user pumps have been accounted for.

Breast Pump Storage

All breast pumps must be stored in a secure, locked location.

Breast Pump Ordering and Delivery

Ordering

Breast Pump Order Procedure

Local agencies have the opportunity to order pumps on a quarterly basis via a web-based order system.

Order Periods

The breast pump order system will be “open” during the following periods of every year:

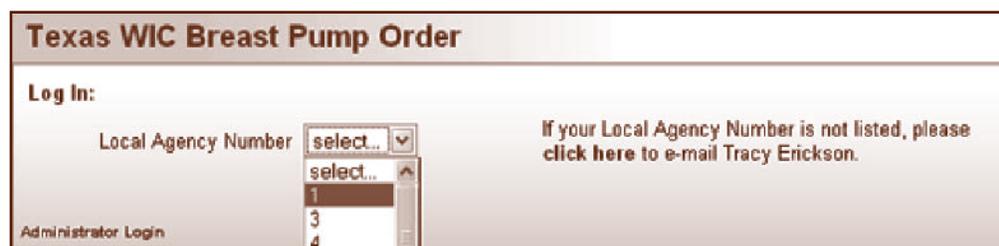
- March 1-15
- June 1-15
- September 1-15
- December 1-15

During the “open” period, you can place an order, update your shipping address, and modify your order as many times as you like. The order will be “closed” after the 15th of the order month and you cannot make changes after that.

Log In

Go to <http://www.texaswic.info/breastpump>

Select your Local Agency Number and click the Submit button. If your Local Agency Number does not appear in the menu, please click the link to e-mail to Tracy Erickson so that she can add your agency to the system (Tracy.Erickson@dshs.state.tx.us).



The screenshot shows a web form titled "Texas WIC Breast Pump Order". Under the heading "Log In:", there is a label "Local Agency Number" followed by a dropdown menu. The dropdown menu is open, showing a list of numbers: 1, 3, and 4. To the right of the dropdown, there is a text instruction: "If your Local Agency Number is not listed, please click here to e-mail Tracy Erickson." At the bottom left of the form, there is a link for "Administrator Login".

Verify the Local Agency Number in the form heading. If the number is incorrect, click the “Log Out” button and begin again.

Texas WIC Breast Pump Order: Local Agency Number 1

Place New Order

Review/Edit Orders

Edit Shipping Address

Log Out

Place your Breast Pump Order

Click the “Place New Order” button to place your breast pump order. Select the product quantities you want to order. When you have finished selecting all your products, click the Submit button.

Texas WIC Breast Pump Order: Local Agency Number 1

Back to Main Menu

Product	Vendor	Order Increment	Quantity
AMEDA ELITE IN SOFT BAG	AMEDA	1	0
AMEDA ELITE IN HARD CASE	AMEDA	1	0
AMEDA PURELY YOURS	AMEDA	1	1
AMEDA HYGENIKITS	AMEDA	6	2
AMEDA ONE-HAND MANUAL	AMEDA	10	3
MEDELA HARMONY MANUAL	MEDELA	20	4
MEDELA SPRING EXPRESS MANUAL	MEDELA	20	5
MEDELA 30MM FLANGE	MEDELA	6	6
			7
			8
			9
			10
			11
			12
			13
			14
			15

Review/Edit your Breast Pump Order

Texas WIC Breast Pump Order: Local Agency Number 1

Review/Edit Orders

Edit Shipping Address

Log Out

After you place your order, the “Place New Order” button disappears from the main menu. Click the “Review/Edit Orders” button to see a list of your orders.

Review Invoices: Local Agency Number 1			
Back to Main Menu			
Invoice Number (click to view)	Date Last Modified	Status	Delivery Estimate
9234582781	2/13/2008 12:44:52 PM	Open	February/March
4362146258	10/1/2007	Closed	November/December

The invoice list shows your current and previous orders. Your current order status is “Open.” You can edit an open invoice. For example, if you find out you will need more breast pumps you can log back in and change your order. Click on the open invoice number to change your order.

Texas WIC Breast Pump Order Review: Local Agency Number 1			
Back to Main Menu		Back to Invoice List	
<div style="border: 1px solid black; padding: 5px;"> Invoice # 9234582781 Last Modified: 2/13/2008 12:44:52 PM Estimated Delivery: February/March </div>			
Product	Vendor	Order Increment	Quantity
AMEDA ELITE IN SOFT BAG	AMEDA	1	50
AMEDA ELITE IN HARD CASE	AMEDA	1	0
AMEDA PURELY YOURS	AMEDA	1	100
AMEDA HYGENIKITS	AMEDA	6	162
AMEDA ONE-HAND MANUAL	AMEDA	10	0
MEDELA HARMONY MANUAL	MEDELA	20	300
MEDELA SPRING EXPRESS MANUAL	MEDELA	20	0
MEDELA 30MM FLANGE	MEDELA	6	12
Edit Order			

Processed orders have a “Closed” status. Closed invoices cannot be changed, but you can review them. Click on a closed invoice number to review your processed order.

Texas WIC Breast Pump Order Review: Local Agency Number 1	
Back to Main Menu	
Back to Invoice List	
<div style="border: 1px solid black; padding: 5px;"> Invoice # 4362146258 CLOSED - 10/1/2007 Delivery Estimate: November/December </div>	
Product	Quantity Ordered
AMEDA ELITE IN SOFT BAG	5
AMEDA ELITE IN HARD CASE	0
AMEDA PURELY YOURS	0
AMEDA HYGENIKITS	0
AMEDA ONE-HAND MANUAL	0
MEDELA HARMONY MANUAL	0
MEDELA SPRING EXPRESS MANUAL	0
MEDELA 30MM FLANGE	24

Verify your Local Agency Shipping Address

Texas WIC Breast Pump Order: Local Agency Number 1

[Review/Edit Orders](#)

[Edit Shipping Address](#)

[Log Out](#)

Click the “Edit Shipping Address” button to update your shipping information.

Breast Pump Order Site: Edit Agency

[Back to Main Menu](#)

Agency Number

Agency Name

Contact:

First Name

Last Name

E-mail Address

Phone Number () - ext.

Contact 2:

First Name

Last Name

E-mail Address

Phone Number () - ext.

Shipping Address:

Attention

Address 1

Address 2

City

State

ZIP

You can edit all of your agency’s shipping information except the local agency number and name. If you need to update that information, please e-mail Tracy Erickson at Tracy.Erickson@dshs.state.tx.us; her e-mail link can be found on the login page.

Deciding How Much to Order

Each time you place an order, it is important to order enough pumps and kits to last until the next order arrives, but at the same time not to over-order. When pumps are over-ordered and stored for a long time, they are increasingly likely to develop defects or to malfunction, and they may go out of warranty before being issued to a participant.

One way to estimate the number of pumps or kits you need is to use the following procedure:

1. Count the number of pumps or kits your agency or clinic has used during the past three months.
2. Multiply that amount by two. This is the approximate amount of pumps you will need during the next six months.
3. Compare this amount to the number of pumps you have in stock.
 - a. If you have enough in stock, then you do not need to order additional pumps.
 - b. If you do **not** have enough in stock, then you need to order enough to cover at least that amount. The state agency recommends ordering a little bit extra, just in case your need increases during the next six months.

For the Ameda Elite (multi-user) electric pumps, order the number of pumps that your local agency has had lost, stolen, transferred, or destroyed during the past three months. Consider ordering additional Ameda Elite if at any point during the past three months all of your Elite breast pumps were on loan.

The optional form shown below has been developed to assist you in deciding how many pumps to order. The form appears at the end of this chapter.

Breast Pump Replenishment Tool (Optional) To assist staff in determining how much to order.					
L.A. Number _____					Date: _____
Type of pump/kit	Amount Used Out During 3 months	Amount needed for 6 months	Current Total Stock	Amount Needed Current Total - Minimum Order	Total Order (Round minimum order up slightly to ensure a 6 month supply)
Ameda Elite (multi-user)		0.2			
Ameda Purely Yours (single-user)		0.2			
Ameda MyGenieKit (Kit total number, not boxes)		0.2			
Ameda One Hand Manual (Kit total number, not boxes)		0.2			
Medela Harmony Manual (Kit total number, not boxes)		0.2			
Medela Spring Express Manual (Kit total number, not boxes)		0.2			
Medela 3D non-Flanges (Kit total number, not boxes)		0.2			

1. Number of pumps lost/stolen, transferred or destroyed in the past 3 months _____ = recommended order
 2. At any point during the past 3 months were all of your Elite breast pumps on loan, if yes consider entering additional pumps.

Delivery — Freight Slip

Based on differences in the time needed for production, the manual pumps are usually delivered to the WIC warehouse earlier than the electric pumps and kits. The pumps come from different warehouses and manufacturers, so you will not receive your entire order in one shipment.

When the pumps and kits are delivered, count the boxes. If the amount received differs from the amount shipped or if the items arrive damaged, note the discrepancy on the freight slip before the delivery person gives you a copy (the note should appear on the delivery person's copy, as well), and also in the comment section on the receiving report.

Receiving Reports

A receiving report (see example below) is included with each shipment of pumps. When the report arrives, it will be partially filled out by the warehouse. When you receive the shipment, finish filling out the report and fax it to the number on the form. **It is extremely important that you fax the receiving report as soon as each shipment is received.** Your items will usually be delivered in multiple shipments. You will need to fax in a receiving report for each shipment.

BREAST PUMP RECEIVING REPORT				
Please complete the Amount Received column and FAX FORM to (512) 251-0109 A.S.A.P. Thanks				
Local Agency	Amount Shipped	Amount Received (completed by WIC)	#	Invoice
Amick Baby Store	17063(1-pk)		x 9 lbs =	lbs.
Amick Baby Store	17062 (1-pk)		x lbs =	lbs.
Amick Electric Supply	17064-Tx(1-ub)		x lbs =	lbs.
Amick Electric Supply	17167(8-pk)		x 4 lbs =	lbs.
Amick One Stop	17063(10-pk)		x 8 lbs =	lbs.
Amick Young Electric Supply	6714 (1-pk) (20-pk)		x 8 lbs =	lbs.
Meady Mammery Central	6715(1/2) (20-pk)		x 8 lbs =	lbs.
Mel-Mel Supply Company	87063 (8-pk)		x lbs =	lbs.
Wildcat Mfg.			x =	lbs.
			lbs =	lbs.

To better serve you, please comment on any shipping discrepancies or problems below:

On this the _____ day of _____ (Month) (Year)
I checked the listed property and accepted responsibility for the proper custody, care, maintenance and safekeeping of this property.

WIC Staff Signature _____ WIC Staff Name (Printed) _____

First In, First Out

After adding the pumps to inventory at the local agency or clinic site, the new breast pumps and kits should be placed behind the current stock. This will help ensure they are distributed in the order they were received. If the items are kept in storage for too long, they are more likely to have defects and they may no longer be under warranty.



Tracking and Depreciation of Breast Pumps and Collection Kits

When breast pumps are lost due to local agency negligence, (failure to keep product locked up or failure to follow retrieval guidelines) the cost of the lost breast pumps will be determined and deducted from the LA's monthly voucher. Breast pump and kit costs will be figured as shown in Table 2:

Table 2: Costs for Breast Pumps and Accessories

Name of Breast Pump/Item	Price per Pump/Unit
Ameda Elites	\$249.00
Purely Yours	78.99
Ameda HygieniKit	16.25
Ameda One-Hand manual	8.25
Medela Harmony manual	15.50
Medela Spring Express manual	11.50
Medela Flanges	1.50

The value of the multi-user breast pump will be depreciated at a rate based upon its age, calculated using the date the pump was received by the LA and either (1) the date the pump was due to be returned by the participant or (2) the last recorded date the pump was returned by a participant, depending on the circumstances. If the pump was never loaned out, there will be no depreciation and the LA will be assessed the original value of the pump, i.e., \$249.

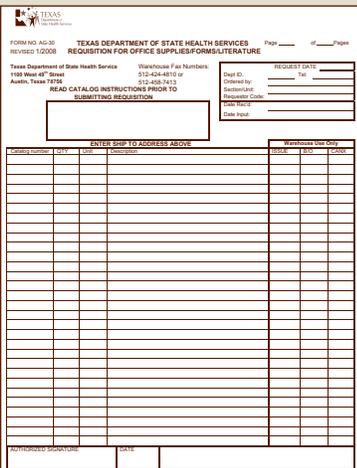
Use Table 3 to determine the amount a local agency will be required to reimburse the state agency for multi-user breast pumps lost due to negligence.

Table 3: Depreciation Schedule for Multi-user Breast Pumps

Age of Multi-User Breast Pump	Depreciation Rate (applied to the value of the pump at \$249)	Amount of Depreciation	LA Will Reimburse SA
Pumps never loaned out	None	None	\$249.00
Pumps less than 10 months old	15%	\$37.35	211.65
Pumps 10 to 20 months old	20%	49.80	199.20
Pumps 20 to 36 months old	50%	124.50	124.50
Pumps 36 to 48 months old	75%	186.75	62.25
Pumps older than 48 months	Flat rate	Flat rate	35.00

Procedures for Ordering Extra Ameda Breast Pump Parts

Table 4: Free Replacement Parts

Item Ordered		Who do I contact?
Regular-sized flange stock no. 625108		Order using the Texas WIC Materials Order Form
White valve stock no. 402326/4717		
White tubing adaptor stock no. 620559		
Diaphragm stock no. 402332		
HygieniKit tubing stock no. 402333		
Extra Videos and DVDs <ul style="list-style-type: none"> Using the Elite Breast Pump, HygieniKit and One-Hand Breast Pump from Ameda, bilingual, DVD, stock no. DVO158, VHS stock no. 7474 Using the Purely Yours Breast Pump from Ameda with the HygieniKit Milk Collection System, bilingual, DVD, stock no. DV0159, VHS, stock no. 7486 		

All Other Miscellaneous Items

(e.g., new breast pump bags, cold packs)

Item Ordered	Who do I contact?
Bottle holders (Elite pumps manufactured before January 1, 2003)	LA will need to order and install the new bottle holders from Ameda. (The LAs must pay for the replacement bottle holders; the cost is \$9.50 per pair.)
All other miscellaneous items	Contact Ameda at 1 (800) 323-4060 , option 3 Since Ameda does not charge for shipping, the company prefers that LAs order \$50 worth of merchandise or more at a time. However, LAs in Texas will not be surcharged if they do not order \$50 worth of merchandise at a time.

Transferring Pumps

Transferring Pumps Between Sites or Between Local Agencies

To transfer pumps between sites or between local agencies you do not need to use the receiving and transfer logs.

1. For Purely Yours pumps and kits and all manual pumps, use the appropriate inventory log. For Elite multi-user breast pumps, use the clinic's *Master Inventory Log for Multi-User Electric Breast Pumps*.
2. The site that is transferring pumps should record the following information on the appropriate inventory log:
 - a. The site and LA name and number of the destination.
 - b. The number of pumps being transferred.
 - c. The new running balance.
 - d. The date the transfer was made.
 - e. The initials of the person completing the transfer.
3. The site that is receiving the transfer should record the following information on the appropriate log:
 - a. The site and LA name and number of the source.
 - b. The number of pumps being received.
 - c. The new running balance.
 - d. The date the transfer was made.
 - e. The initials of the person completing the transfer.
4. If the transfer is between local agencies, the director of each local agency must be notified of the transfer. The state agency does *not* need to be notified of the transfer.

Transferring Elite Multi-User Electric Pumps to Follow a Client

1. If a participant is out of her local agency's area, and is in need of a multi-user electric breast pump, another local agency may issue her the pump and then transfer the pump to the participant's regular local agency. (For example, a mom from Tyler has her baby in Dallas because the pregnancy was high risk. The Dallas local agency may issue the mom a multi-user pump and transfer the pump to the Tyler agency.)
2. To issue the pump and complete the transfer the local agency issuing the pump should:

- 
- a. Make sure the mother meets the guidelines for issuances of a multi-user electric breast pump.
 - b. Contact the local agency that the participant belongs to and make sure the participant is currently enrolled in WIC; let the LA know you will be issuing the mother a breast pump and transferring it to that agency.
 - c. Issue the pump to the mother and note the issuance as usual in the *WIC Inventory Log — Collection Kits and Issuance of Multi-User Electric Breast Pumps*.
 - d. Fax the participant's signed *Multi-User Electric Breast Pump Loan/Release Form* to the agency that will be receiving the pump.
 - e. In the *WIC Inventory Log — Master Inventory Log for Multi-User Electric Breast Pumps*, record:
 - ◆ The site and LA name and number of the destination.
 - ◆ The date transferred.
 - ◆ The initials of the person completing the transfer.

3. The receiving local agency should:

- a. Place the faxed copy of the *Multi-User Electric Breast Pump Loan/Release Form* in the mom's chart or in the file for the *Multi-User Electric Breast Pump Loan/Release Forms*.
- b. In the *WIC Inventory Log — Master Inventory Log for Multi-User Electric Breast Pumps*, record:
 - ◆ The pump number.
 - ◆ The site and LA name and number of the source.
 - ◆ The date the other local agency originally received the pump.
 - ◆ The date the pump was transferred to your local agency.
 - ◆ The initials of the person completing the transfer.
- c. In the *WIC Inventory Log — Collection Kits and Issuance of Multi-User Electric Breast Pumps*, record:
 - ◆ The participant's name.
 - ◆ The pump number.
 - ◆ "0 kits issued/received."
 - ◆ The reason the pump was issued.
 - ◆ The date the pump was issued.
 - ◆ The date the pump should be returned.
 - ◆ That the release form was signed.

- ◆ In the “notes” section put where the pump was transferred.
- ◆ Initials of the person completing the transfer over the phone.

4. If a client transfers and returns a multi-user electric breast pump to a local agency that did not issue the pump the receiving agency should:
- a. Contact the local agency the client is transferring from and let them know that you are in possession of the pump.
 - b. Receive the pump into your *WIC Inventory Log — Master Inventory Log for Multi-user Electric Breast Pumps*, note the following information:
 - ◆ The local agency site name and number that the pump transferred from.
 - ◆ The date the pump was received by your local agency.
 - ◆ The initials of the person completing the transfer.
 - c. The local agency the participant is transferring from should:
 - ◆ In the *WIC Inventory Log — Collection Kits and Issuance of Multi-User Electric Breast Pumps* record:
 - ◆ In the “notes” section the name and number of the local agency receiving the pump.
 - ◆ The date the pump was received by the other local agency.
 - ◆ The initials of the person who was contacted by the local agency receiving the pump.
 - d. In the *WIC Inventory Log — Master Inventory Log for Multi-user Electric Breast Pumps*, note:
 - ◆ The date the pump was transferred.
 - ◆ The name and number of the local agency the pump was transferred to.
 - ◆ The initials of the person who was contacted by the local agency that received the pump.

Sales Representatives

Table 5: Ameda Sales Representatives

Ellen Phillips 1 (800) 624-5369, ext. 1053

Troy Tope 1 (800) 624-5369, ext. 1430

LA#	City	Representative	LA#	City	Representative	LA#	City	Representative
01	Austin	Ellen	37	Victoria	Ellen	71	McKinney	Troy
03	San Benito	Ellen	38	Corpus Christi	Ellen	72	Sweetwater	Troy
04	Harlingen	Ellen	39	Tyler	Troy	73	San Antonio	Ellen
05	Corpus Christi	Ellen	40	Beaumont	Ellen	74	Brownwood	Troy
07	Dallas	Troy	41	San Antonio	Ellen	76	Waxahachie	Troy
09	Rio Grande City	Ellen	42	Georgetown	Ellen	77	Pearland	Ellen
10	Sherman	Troy	43	Gonzales	Ellen	79	Beaumont	Ellen
11	Texas City	Ellen	44	Del Rio	Troy	80	Nacogdoches	Ellen
12	Edinburg	Ellen	45	DeLeon	Troy	83	El Paso	Troy
13	Laredo	Ellen	46	Angleton	Ellen	84	Houston	Ellen
15	Conroe	Ellen	48	Houston	Ellen	87	Tyler	Troy
17	Houston	Ellen	49	Pearsall	Ellen	88	Harlingen	Ellen
18	Beeville	Ellen	51	Sinton	Ellen	89	San Antonio	Ellen
19	Crystal City	Troy	52	Hillsboro	Troy	90	Dallas	Troy
20	Plainview	Troy	53	Pleasanton	Ellen	91	Mesquite	Troy
21	Wichita Falls	Troy	54	Fort Worth	Troy	94	Odessa	Troy
22	Waco	Troy	56	San Angelo	Troy	95	Fredricksburg	Ellen
23	Huntsville	Ellen	58	Lufkin	Ellen	97	LaGrange	Ellen
24	Eagle Pass	Troy	59	San Antonio	Ellen	100	Amarillo	Troy
26	Houston	Ellen	60	Bay City	Ellen	101	Boerne	Ellen
27	Levelland	Troy	61	Jasper	Ellen	102	Tyler	Troy
28	El Paso	Troy	62	Paris	Troy	104	Llano	Ellen
29	Richmond	Ellen	63	Kountze	Ellen	105	Cameron	Troy
30	Port Arthur	Ellen	64	Hondo	Ellen	106	Caldwell	Troy
31	Temple	Troy	65	Texarkana	Troy	107	Hillsboro	Troy
32	Bryan	Ellen	66	Orange	Ellen	108	Longview	Troy
33	El Paso	Troy	67	Corsicana	Troy			
34	Abilene	Troy	68	Uvalde	Ellen			
35	Denton	Troy	69	Seguin	Ellen			
36	San Marcos	Ellen	70	Anahuac	Ellen			

Table 6: Medela Sales Representatives

Agency	Agency Name	Representative	1 (800) 435-8316, ext.
001	Austin H&HS — Travis Co. Health Dept.	Kelly Wood	552
003	Cameron County Health Department	Lindlee Cross	553
004	Su Clínica Familiar	Brehna Pinkstaff	256
005	Driscoll Children’s Hospital	Kelly Wood	552
007	Dallas (City of) Department of Environment	Kat Jackson	556
009	Community Action Council of South Texas	Brehna Pinkstaff	256
010	Grayson County Health Department	Brehna Pinkstaff	256
011	Galveston County Health District	Deborah Luckenbill	551
012	Hidalgo County Health Department	Lindlee Cross	553
013	Laredo (City of) Health Department	Kelly Wood	552
015	Montgomery County Health Department	Deborah Luckenbill	557
017	University of Texas Health Science Center at Houston	Deborah Luckenbill	557
018	Community Council of Bee County	Brehna Pinkstaff	256
019	Vida y Salud Health Systems, Inc.	Brehna Pinkstaff	256
020	South Plains Health Provider	Brehna Pinkstaff	256
021	Wichita Falls — Wichita County Public	Terry Schwada	554
022	Waco–McLennan County Public Health District	Kelly Wood	552
024	United Medical Centers	Brehna Pinkstaff	256
026	Houston Department of Health and Human Services	Deborah Luckenbill	551
027	South Plains Community Action	Brehna Pinkstaff	256
028	Centro de Salud Familiar La Fe, Inc.	Maria Lennon	584
029	Fort Bend Family Health Center, Inc.	Deborah Luckenbill	551
030	Port Arthur City Health Department	Brehna Pinkstaff	256
031	Bell County Public Health District	Kelly Wood	552
032	Brazos Valley Community Action	Kelly Wood	552
033	El Paso City-County Health District	Maria Lennon	584
034	Abilene Public Health Department	Brehna Pinkstaff	256
035	Denton County Health Department	Kat Jackson	556
036	City of San Marcos	Kelly Wood	552
037	Victoria City-County Health Department	Kelly Wood	584
038	Corpus Christi–Nueces County Public Health District	Kelly Wood	552
039	Smith County Public Health District	Lindlee Cross	553
040	Beaumont City Health Department	Deborah Luckenbill	551
041	San Antonio Metropolitan Health District	Kelly Wood	552
042	Williamson County & Cities Health District	Kelly Wood	552
043	Community Health Centers of South Central Texas	Brehna Pinkstaff	256
044	City of Del Rio WIC Program	Brehna Pinkstaff	256
045	Cross Timbers Health Clinics, Inc.	Brehna Pinkstaff	256
046	Brazoria County Health Department	Brehna Pinkstaff	256
048	Harris County Health Department	Deborah Luckenbill	551
049	Frio County WIC	Brehna Pinkstaff	256

051	San Patricio County Health Department	Brehna Pinkstaff	256
053	Atascosa (RHI) Health Clinic	Brehna Pinkstaff	256
054	Tarrant County Health Department	Kat Jackson	556
056	San Angelo–Tom Green County Health Department	Brehna Pinkstaff	256
058	Angelina County and Cities Health District	Brehna Pinkstaff	256
059	Barrio Comprehensive Family Health	Kelly Wood	552
060	Matagorda County Hospital District	Brehna Pinkstaff	256
061	Jasper–Newton County Public Health District	Brehna Pinkstaff	256
062	Paris–Lamar County Health Department	Brehna Pinkstaff	256
063	Hardin County Health Department	Brehna Pinkstaff	256
064	Medina County Health Department	Brehna Pinkstaff	256
065	Texarkana–Bowie County Family Health	Brehna Pinkstaff	256
066	Orange County Health Department	Deborah Luckenbill	551
067	Corsicana–Navarro County Public Health Department	Brehna Pinkstaff	256
068	Community Council of Southwest Texas, Inc.	Brehna Pinkstaff	256
069	Community Council of South Central Texas, Inc.	Brehna Pinkstaff	256
070	Chambers County Health Department	Brehna Pinkstaff	256
071	Colin County Health Care Services	Kat Jackson	556
072	People for Progress, Inc.	Brehna Pinkstaff	256
073	El Centro del Barrio, Inc.	Kelly Wood	552
074	Brownwood–Brown County Health Department	Brehna Pinkstaff	256
076	North Texas Home Health Services, Inc.	Brehna Pinkstaff	256
077	UTMB at Galveston	Brehna Pinkstaff	256
080	East Texas Community Health Services	Brehna Pinkstaff	256
083	Public Health Regions 9/10	Brehna Pinkstaff	256
084	Public Health Regions 6/5 South	Deborah Luckenbill	551
087	Public Health Regions 4/5	Lindlee Cross	553
088	Public Health Region 11	Kelly Wood	552
089	Christus Santa Rosa Health Care	Kelly Wood	552
090	Los Barrios Unidos Community Clinic	Kat Jackson	556
091	Complete Health and Social Services	Kat Jackson	556
094	Texas Tech University Health Sciences Center	Brehna Pinkstaff	256
095	Hill Country Memorial Community Services	Brehna Pinkstaff	256
097	Fayette County WIC Program	Brehna Pinkstaff	256
100	City of Amarillo	Terry Schwada	554
102	East Texas Medical Center WIC	Brehna Pinkstaff	256
105	Milam County Health Department	Brehna Pinkstaff	256
106	St. Joseph Regional Health Center	Brehna Pinkstaff	256
107	Community Care Foundation, Inc.	Brehna Pinkstaff	256
108	Longview Wellness Centers, Inc.	Lindlee Cross	553

Breast Pump Replenishment Tool (Optional)

To assist staff in determining how much to order.

LA Number _____		Date: _____				
Type or pump/kit	Amount Given Out During 3 months	Amount needed for 6 months	Current Total Stock	Amount Needed - Current Total = Minimum Order	Total Order (Round minimum order up slightly to ensure a 6 month supply)	
Ameda Elite (multi-user)		X 2				
Ameda Purely Yours (single user)		X 2				
Ameda Hygienikits (list total number, not boxes)		X 2				
Ameda One-Hand Manual (list total number, not boxes)		X 2				
Medela Harmony Manual (list total number, not boxes)		X 2				
Medela Spring Express Manual (list total number, not boxes)		X 2				
Medela 30 mm Flanges (list total number, not boxes)		X 2				

1. Number of pumps lost/stolen, transferred or destroyed in the past 3 months _____ = recommended order.
2. At any point during the past 3 months were all of your Elite breast pumps on load, if yes consider ordering additional pumps.

