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**#10-065**

**TO:** WIC Regional Directors  
WIC Local Agency Directors

**FROM:** Linda Brumble, Unit Manager  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** May 25, 2009

**SUBJECT:** June 2010 Breast Pump Orders

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This memo is to announce the June 2010 Breast Pump Orders. Orders should be submitted no later than **Tuesday, June, 15<sup>th</sup> 2010**, by using the following link:  
<https://webds.dshs.state.tx.us/nebf/login/>.

Upon completing your June breast pump order, please review the order and confirm that it was successfully submitted. Once the June ordering period closes, local agencies will *not* be able to adjust their order. The next ordering opportunity after June 15th is September 1, 2010.

### **Important reminders:**

- **Ordering**
  - The Breast Pump Ordering System (BPOS) security system prevents LA staff from placing, revising, or reviewing breast pump orders unless they have been assigned individual access rights by their director.
  - *If you are unable to log in to the BPOS, and all of the following statements are true, then you need to click on the red text below the “login” button and follow the instructions to reset your password.*
    - you have placed breast pump orders in the past,
    - your LA director previously granted you access rights to the BPOS and has not changed those rights or your status,
    - your registered username (assigned email address) has not recently changed,
  - Complete your order by *individual items*, not by the case or the box.
  - Prevent barriers, such as breast pump shortages, by ordering enough pumps to last until the next order arrives.

➤ **Receiving**

- Each pump delivery should be reconciled and accounted for upon arrival. If there are any discrepancies, document them on the receiving report before faxing it to the WIC Warehouse at 512-341-4431.
- If you receive a delivery without a receiving report, please contact the WIC Warehouse without delay.
- All breast pump inventory should be added to the corresponding inventory logs and placed into locked storage areas behind current stock.

➤ **Issuance:**

- During prenatal and postpartum education local agencies are encouraged to advertise the breast pump program to WIC participants as part of the breastfeeding food packages.
- There is no precise number of hours a mom needs to be separated from her baby in order to receive an electric pump. In general, a mom is eligible to receive an electric pump if she is separated from her baby long enough to miss at least one feeding on a regular basis. Reasons may include, but are not limited to: work, school, joint custody, etc.

If you have any questions, or require additional information, please contact Lindsey Randall, at (512) 341-4594, or [lindsey.randall@dshs.state.tx.us](mailto:lindsey.randall@dshs.state.tx.us).