



Memorandum

#11-143

TO: WIC Regional Directors
WIC Local Agency Directors

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

DATE: November 1, 2011

SUBJECT: Implementation Date of the Revised Breast Pump Inventory Logs

This memo is to inform Local Agencies that the seven (7) required breast pump *Inventory Logs* listed below have been revised.

- (1) *Master Inventory Log for Multi-User Electric Breast Pumps*
- (2) *Inventory Log for Collection Kits & Issuance of Multi-User Pumps*
- (3) *Inventory Log for Single-User Electric Breast Pumps*
- (4) *Inventory Log for Ameda One-Hand Manual Breast Pumps*
- (5) *Inventory Log for Medela Harmony Manual Pumps*
- (6) *Inventory Log for Medela Spring Express Manual Pumps*
- (7) *Inventory Log for Medela 30mm Flanges*

A sample of each revised inventory log can be found on the attached seven (7) pages and will be posted for downloading at <http://www.dshs.state.tx.us/wichd/bf/wicsinv.shtm>.

The implementation date for the revised inventory logs is December 1, 2011. Local agencies may use modified versions with prior approval from the State Agency Breast Pump Coordinator.

As clarification, local agencies are required by policy to reconcile inventory logs against physical inventory monthly, at a minimum. In addition, all full-time clinics are required to maintain a secure and perpetual inventory. Thus, it is expected that all returned multi-user pumps are secured and logged back into the *Inventory Log for Collection Kits and Issuance of Multi-User Pumps* by close of business each day.

The Quality Management Branch (QMB) will begin reviewing compliance, regarding topics discussed in this memo, during all reviews conducted after January 1, 2012.

If you have questions or require additional information, please contact Lindsey Randall, Breast Pump Coordinator, at (512) 341-4594 or Lindsey.Randall@dshs.state.tx.us.

Inventory Log for Single-User Electric Breast Pumps

Local Agency # _____ Site # _____

Page # _____

- Reason codes:**
- A. Return to work
 - B. Return to school
 - C. Other reason as determined by CA, WCS, PC, IBCLC or WIC Director *(Write the reason. For example: c – Down Syndrome baby; needs help maintaining milk supply)*

Date	Participant Name	Reason Code <i>(If C, write reason)</i>	# Issued/ Recv'd (-/+)	Running Balance	Staff Signature
Beginning Balance of Single-User Electric Breast Pumps <i>(This is the ending balance from the previous page)</i>					
Ending Log Balance of Single-User Electric Breast Pumps <i>Carry the ending log balance to the first line of the new page.</i>					

Important Reminders: All participants *must* sign a Single-User Electric Breast Pump Release Form prior to issuance. Reconcile physical inventory against running log balance at least monthly.

Inventory Log for Ameda One-Hand Manual

Local Agency # _____ Site # _____

Page # _____

- Reason codes:**
- A. Resolve short-term breastfeeding concern (*engorgement, flat or inverted nipples, oversupply, sleepy baby, plugged duct, etc.*)
 - B. Infrequent separation(s) of mother and baby (*part-time work or school, mom does not want to breastfeed in public, etc.*)
 - C. Other reason as determined by CA, WCS, PC, IBCLC or WIC Director (*Write the reason. For example: c – mom needs to pump and discard milk for 4 days because of medication*)

Date	Printed Participant Name	Participant Signature	Reason Code <i>(If c, write reason)</i>	# Issued/ Recv'd <i>(-/+)</i>	Running Balance	Staff Signature
Beginning Balance of Ameda One-Hand Manual Breast Pumps <i>(This is the ending balance from the previous page)</i>						
Ending Log Balance of Ameda One-Hand Manual Breast Pumps <i>Carry the ending log balance to the first line of the new page. Reconcile physical inventory against running balance at least monthly.</i>						

Inventory Log for Medela Harmony Manual

Local Agency # _____ Site # _____

Page # _____

- Reason codes:**
- A. Resolve short-term breastfeeding concern (*engorgement, flat or inverted nipples, oversupply, sleepy baby, plugged duct, etc.*)
 - B. Infrequent separation(s) of mother and baby (*part-time work or school, mom does not want to breastfeed in public, etc.*)
 - C. Other reason as determined by CA, WCS, PC, IBCLC or WIC Director (*Write the reason. For example: c – mom needs to pump and discard milk for 4 days because of medication*)

Date	Printed Participant Name	Participant Signature	Reason Code <i>(if c, write reason)</i>	Issued/ Recv'd <i>(-/+)</i>	Running Balance	Staff Signature
Beginning Balance of Medela Harmony Manual Breast Pumps						
<i>(This is the ending balance from the previous page)</i>						
Ending Log Balance of Medela Harmony Breast Pumps						
<i>Carry the ending log balance to the first line of the new page. Reconcile physical inventory against running balance at least monthly.</i>						

Inventory Log for Medela Spring Express Manual

Local Agency # _____ Site # _____

Page # _____

- Reason codes:**
- A. Resolve short-term breastfeeding concern (*engorgement, flat or inverted nipples, oversupply, sleepy baby, plugged duct, etc.*)
 - B. Infrequent separation(s) of mother and baby (*part-time work or school, mom does not want to breastfeed in public, etc.*)
 - C. Other reason as determined by CA, WCS, PC, IBCLC or WIC Director (*Write the reason. For example: c – mom needs to pump and discard milk for 4 days because of medication*)

Date	Printed Participant Name	Participant Signature	Reason Code <i>(if c, write reason)</i>	Issued/ Recv'd (-/+)	Running Balance	Staff Signature
Beginning Balance of Spring Express Manual Breast Pumps <i>(This is the ending balance from the previous page)</i>						
Ending Log Balance of Medela Spring Express Breast Pumps <i>Carry the ending log balance to the first line of the new page. Reconcile physical inventory against running balance at least monthly.</i>						

Inventory Log for Medela 30 mm Flanges

Local Agency # _____ Site # _____

Page # _____

Date	Printed Participant Name	Participant Signature	# Issued/Recvd (-/+)	Running Balance	Staff Signature
Beginning Balance of Medela 30 mm Flanges <i>(This is the ending balance from the previous page)</i>					
Ending Log Balance of Medela 30 mm Flanges <i>Carry the ending log balance to the first line of the new page. Reconcile physical inventory against running balance at least monthly.</i>					