

BREASTFEEDING PROMOTION & SUPPORT WPPM #620-30

Subject: Lactation Support Equipment

Item: Breast Pumps: Inventory, Maintenance, and Retrieval

PURPOSE:

To provide information on breast pump inventory, maintenance, and retrieval processes.

POLICY:

Local agencies (LA) are responsible for maintaining a secure inventory of all pumps at all times.

PROCEDURE(S):

I. Inventory

A. To control the supply of breast pumps, LA staff must:

1. Store breast pumps, milk collection kits and other breastfeeding aids in an area not accessible to participants and in a secure place that is locked at the end of each business day.
2. Verify all breast pump shipments procured by CDPH/WIC. Within three business days of receiving a shipment, LA staff must:
 - a. Review packing slip and LA shipping schedule to ensure accuracy of all shipments.
 - b. Confirm receipt of pump shipments by scanning and emailing all signed packing slips to WICpumps@cdph.ca.gov. (Refer to *Breast Pump Procurement and Inventory Guide* for more details on pump shipments.)
3. Ensure all multi-user pumps purchased with WIC funds are identified by a State tag and contain the LA name or identification and phone number, on the outside of the pump.
4. Maintain a LA inventory tracking system for all loaned breast pumps and report inventory during the CDPH/WIC Biannual Breast Pump Inventory Check-In. (Refer to the *Breast Pump Procurement and Inventory Guide* for more details.)

II. Pump Maintenance and Care

A. LA staff must ensure multi-user electric breast pumps are sanitized and in working order. LA staff must:

1. Clean multi-user breast pumps upon return and/or prior to loaning to another participant by following the manufacturer's instructions
 2. Use a pressure gauge to assess each multi-user electric breast pump upon return and/or prior to loaning to another participant.
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3. Clean multi-user pumps, using staff not funded by the Breastfeeding Peer Counseling (BFPC) Program funds.
4. Refer to the Appendix L of the *Breast Pump Procurement and Inventory Guide* for more details on pump maintenance and care.

III. Pump Retrieval

- A. If a multi-user breast pump is not returned by the specified date in the loan agreement, or it appears the pump will not be returned, LA staff must make a reasonable effort to retrieve the pump. At a minimum, the LA must:
 1. Develop procedures to attempt to recover a multi-user breast pump from a participant who has transferred into or out of the LA.
 2. Make at least two attempts to recover the pump from the participant and cosigner by phone or in writing.
 3. Document the pump recovery attempts and retain on file for at least three years from the date of the first recovery attempt. Documentation must include:
 - a. Signed pump loan agreement form.
 - b. Copy of retrieval letter.
 - c. Name of LA staff attempting to retrieve pump.
 - d. Method used to attempt contact participant.
 - e. The dates of contacts or attempted contacts.
 - f. Any additional communication with the participant or cosigner.
 4. Refer to Appendix K of the *Breast Pump Procurement and Inventory Guide* for a sample retrieval letter.
 5. After two unsuccessful attempts to recover the pump, LA staff must note the pump as “Lost” in LA Inventory. “Lost” pumps must be reported to CDPH/WIC at the first CDPH/WIC Biannual Breast Pump Check-In opportunity.
 6. Once the pump has been reported as “Lost” on the CDPH/WIC Biannual Breast Pump Check-In, the pump must be removed from the LA Inventory.
 7. The LA must not terminate or suspend participants, or deny WIC benefits for failure to return pumps.

AUTHORITY:

[7 CFR §246.11\(c\)\(7\)\(iii\) and \(iv\)](#)

[7 CFR §246.14\(b\)\(1\)\(iii\)](#)

WIC Nutrition Services Standards 8

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USDA - WIC Breastfeeding Policy and Guidance July 2016

CROSS REFERENCE:

CDPH/WIC Breast Pump Procurement and Inventory Guide