
S.O.P. #: 600-14

SUBJECT: EMS SUPPLY REQUISITION AND INVENTORY SYSTEM

DIVISION: EMERGENCY MEDICAL SERVICES

Objective: To outline procedures for Medic Unit, IV Unit and EMS District Officer EMS supply requisition.

NOTE: It shall be the responsibility of the personnel assigned to the medic unit, IV unit or EMS District Officer unit to request supplies as needed to maintain operational readiness.

Section 1: EMS Supply Requisition

A. Career Medic/IV units shall utilize the bulk supply EMS requisition process.

1. Career Medic/IV units shall order EMS supplies utilizing forms 632 A-E.
2. Inventory reorder points are based on minimum numbers as indicated in column two of the inventory form and the supply requisition form. There is no set maximum number due to the bulk ordering of supplies.
3. Grayed areas on the EMS Supply requisition form are for bulk items. For these items only one Unit/Amount shall be allowed for each form.

Example: IV Catheter, 18g Unit.Amt Case/200. Total requested, one. You will receive one case of 200 catheters.

4. Non-grayed areas are ordered one-for-one and require a run number.
5. EMS Supply requisition forms shall be completed in full, including name of personnel completing the form, date form completed and medic/IV unit number.
6. Completed EMS supply requisition forms shall be placed for driver messenger pick up as soon as possible.
7. Supplies received should be rotated so that items are not allowed to reach their expiration date.

B. Volunteer Medic/IV units will utilize the one-for-one EMS supply requisition process.

1. Volunteer Medic/IV units shall order EMS supplies utilizing forms 631 A-D (Old 603).
2. Prior to ordering additional supplies verify that those supplies have not been previously ordered by reviewing outstanding order forms.
3. EMS Supply requisition forms shall be completed in full, signed and forwarded to the EMS District Officer for review and approval.

C. EMS District Officer Supply Requisition

1. EMS District Officers shall order EMS supplies utilizing Forms 631 A-D (old 603) or 632 A-E.
2. Prior to ordering additional supplies, verify that those supplies have not been previously ordered by reviewing outstanding order forms.
3. EMS Supply requisition forms shall be completed in full, signed and placed for driver messenger pick up as soon as possible.

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Section 2: EMS Supply Requisition Control

- A. EMS District Officers and Station Officers shall assure compliance of EMS Supply requisition as outlined in this SOP.
1. Station Officers shall monitor the compliance of the EMS supply requisition.
 2. EMS District Officers shall visit each Medic/IV unit within their district on a bi-monthly basis to review EMS supply requisition compliance.
 3. The EMS District Officer shall check for gross overages/deficiencies of supplies.
 4. These visits should be coordinated between shifts and may coincide with the quarterly inspection of all career Medic/IV units.

Section 3: Hardware Items/Supplies

- A. All hardware items/supplies will be requested utilizing Forms 632 A-E.
1. EMS Supply requisition forms for hardware items/supplies shall be completed in full, signed and forwarded to the EMS District Officer for review and approval.
 2. Prior to ordering additional hardware items/supplies, verify that those supplies have not been previously ordered by reviewing outstanding order forms.
 3. When requested, a Form 58 will be attached to the supply requisition form explaining the need for replacement of hardware items.