

<p style="text-align: center;">Texas WIC Health and Human Services Commission</p>

Effective June 1, 2022

Policy No. BF:06.0

**Breast Pump Inventory Management and Multi-user (MU) Electric
Breast Pump Retrieval**

Purpose

To ensure the local agency (LA) maintains a breast pump inventory for WIC participants to initiate, maintain and increase the duration of breastfeeding in special circumstances.

Authority

7 CFR Part 246.14; USDA FNS Memorandum 99-WIC-73

Policy

Local agencies must maintain a secure and continuous inventory of breast pumps and collection kits.

Local agencies must not implement breast pump policies that are more restrictive than the state agency (SA) policies.

Definitions

Manual breast pump – A non-electric breast pump that is not designed for multiple users and should only be used by one (1) person. Manual breast pumps allow women to express milk from one breast at a time.

Lost or stolen breast pump – A missing breast pump that is not accounted for by way of breast pump inventory documentation or a loan contract.

Milk Collection Kit - A personal use milk collection kit provided with a loaned multi-user electric pump and should never be used by more than one (1) person.

MU electric breast pump – A breast pump that is designed for mothers who need to establish their milk supply with a breast pump alone or with minimal

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breastfeeding by the infant. This pump may be used by more than one (1) person due to its closed-system design.

Single-user (SU) electric breast pump - An electric breast pump that is not designed for multiple users and should only be used by one (1) person. SU electric breast pumps typically allow women to express milk from both breasts at the same time.

Procedures

I. Inventory

- A. Store physical inventory of breast pumps, flanges and other accessories in a clean, locked space. As a best practice, avoid storing breast pumps directly on the ground.
- B. All full-time clinics, at minimum, must maintain a physical inventory of manual breast pumps, SU electric breast pumps, MU electric breast pumps and collection kits. If inventory is not stored at part-time or satellite clinics, then ensure participants have access to receive the appropriate pump and appropriate flange without the need for additional travel beyond their home clinic.
- C. Document inventory of manual breast pumps, SU electric breast pumps, MU electric breast pumps and collection kits that are received, transferred and/or issued in the management information system (MIS).
- D. Reconcile inventory in the MIS to physical breast pump and collection kit inventory at least once a month.
- E. Report breast pumps and collection kits that are lost or stolen from clinic inventory to the SA according to **Policy AC:35.0**.

II. Return and Retrieval of MU Breast Pumps

- A. When a pump is returned to the clinic:
 - 1. Return the pump into the MIS inventory system.
 - 2. Check the pump case for all parts, plug the pump in to ensure it is in good working order, assess the pump for damage, and clean the pump motor casing with Cavicide or a similar cleaner. Do not use bleach or products containing phenol.

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- B. Retrieval of overdue MU pump
 - 1. Attempt to retrieve overdue MU pumps once per week over a four-week timeframe after the original or extended due date.
 - a. Document each attempt as a return recovery attempt on the participant page in MIS.
 - b. At least one of the four documented attempts must be in writing. The written attempt should be sent via certified mail and in the participant's preferred language. Maintain returned letter(s) by scanning and uploading into the participant's page in MIS or document in the MIS a non-response if the letter is not returned.
 - c. If the pump is not returned after four attempts, set the return status to failed collection. No further retrieval attempts are required. A failed collection status meets the documentation and reporting requirements to the SA.
 - d. An irretrievable MU must be recorded as failed collection within 6 weeks of the last assigned due date.
 - i. Food benefits must not be denied to any active participant based on MU breast pump retrieval status.
 - ii. A breastfeeding mother with a failed collection status must not be denied a breast pump for future infants if eligible for a breast pump per **Policy BF 5.0**.
 - 2. If the participant reports the MU was lost or stolen, document in MIS. No further attempts should be made to retrieve the pump.
 - a. Do not lend the participant another MU pump unless a police report is provided. Police and fire reports must be scanned and uploaded into the participant page in MIS.
 - b. If a police or fire report cannot be obtained, staff must evaluate the mother's needs and if appropriate, issue a single-user electric pump. Contact the SA for additional guidance, if needed.

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- C. If a participant with a loaned MU electric breast pump transfers to another LA, the LA that issued the pump is responsible for the retrieval process. If the participant returns the pump to their new LA, then the gaining agency must complete the return process of the pump.