

SUBJECT: **GUIDELINES FOR GRANT FUNDED ITEMS AND
INVENTORY OF GRANT FUNDED EQUIPMENT**

REFERENCE NO. 1109

PURPOSE: To provide guidelines to purchase, store, maintain, decommission and dispose of equipment, supplies, and pharmaceuticals that have been purchased with federal grant funds and issued or provided by the Los Angeles County EMS Agency.

AUTHORITY: Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200, subpart D, 200.311 federal guidelines for HPP, UASI, and SHSGP

DEFINITIONS:

Awardee - The authorized administrator for the grant. Also referenced as grantee or recipient.

Acquisition date- The date when the asset is received or recipient gains control of asset.

Cache – All items intended for use during a surge.

Consumable equipment/supplies – Any single-use item **OR** a single item (not pharmaceutical) that costs under \$500.00. These items are replenished immediately after use at the sub-awardee's expense. Equipment and/or supplies (not pharmaceuticals) with a purchase price of less than \$500 per individual item.

Disposition - Refers to the status of an asset's location through transfer of ownership (returned, exchanged), change in location, no longer useful or feasible to maintain (decommissioned or disposed) or unable to be found (lost or stolen).

Durable equipment and supplies – Any single item with a purchase price between \$500 and \$4,999 per individual item. These items are normally reusable and last more than one year. These items are expected to be maintained or replaced during their useful life.

Inventory – A complete list of items such as property or goods in stock or an itemized list of current assets such as a list of goods on hand.

Grant-funded items – Any item purchased with grant funds; i.e. real property, durable equipment, consumable equipment/supplies, and pharmaceuticals.

PAR Level – Periodic Automatic Replenishment. The expected minimum level of inventory is required to be held to be sure supply needs are met.

Pharmaceuticals – A compound manufactured for use as a medicinal drug and is a single-use item. These items are replenished immediately after use at the sub-awardee's expense.

Real property – Any single item that costs \$5,000 or more. These items are meant to be maintained or replaced during their useful life. Can be referred to as "Tangible Property".

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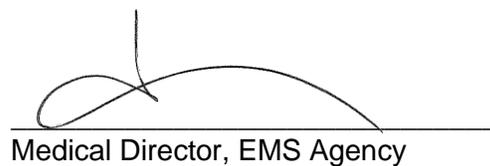
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REVISED:

SUPERCEDES:

APPROVED:


Director, EMS Agency


Medical Director, EMS Agency

Sub-awardee – Receiver of grant funds, equipment, supplies, and/or pharmaceuticals. Also referenced as sub-grantee or sub-recipient.

Surge – The sudden rise to an abnormal or temporarily excessive level.

Tangible Property - See Real Property

Useful life - Useful life refers to the estimated duration of utility placed on assets, including equipment and vehicles. Useful life estimations terminate at the point when assets are expected to become obsolete, require major repairs, or cease to deliver economical results.

PRINCIPLES:

1. All grant-funded items must be inventoried and verified annually.
2. Sub-awardees of grant-funded items are responsible for their storage, security, and maintenance (real property, durable equipment, consumable equipment/supplies, and pharmaceuticals). Therefore, the sub-awardees shall have processes in place to ensure adequate safeguards exist to maintain equipment/supplies and to prevent damage, loss, or theft of equipment/supplies.
3. Grant-funded consumable equipment/supplies and pharmaceuticals are intended for medical surge. PAR levels should be maintained unless level changes are approved in writing by the EMS Agency for emergencies. Rotation of consumables is highly recommended and encouraged to minimize replacement costs and wastage. The exception to this principle is pre-positioned antibiotics which are NOT to be rotated or opened unless directed by the County Health Officer. Chempack also should not be rotated (See Ref. No. 1108- Chempack Deployment for Nerve Agent Release)
4. In the event the real property or durable equipment is rotated into use, the maintenance log will reflect the change in disposition.
5. No action will be taken by any sub-awardee to remove or dispose of any grant-funded real property, durable equipment, or pharmaceutical unless directed by the EMS Agency. Any action taken by the sub-awardee to remove or dispose of any grant-funded real property, durable equipment, or pharmaceutical without prior written approval from the EMS Agency may result in the sub-awardee replacing the item(s) at their expense, as determined by the EMS Agency.
6. Sub-awardees of grant funded items are financially responsible for any item lost, stolen or willfully neglected by poor inventory, use or maintenance practices as determined by the EMS Agency and/or grant awardee.

POLICY:

- I. Purchasing/Acquisition

A. The sub-awardee shall maintain acquisition records for all grant-funded items. Records to be maintained shall include:

1. Purchasing:

- i. Purchase Order
- ii. Packing Slip
- iii. Invoice
- iv. Serial number(s), if applicable
- v. Model number(s), if applicable
- vi. Proof of Payment (e.g. canceled check)
- vii. Vendor
- viii. Price
- ix. Manufacturer

Note: The EMS Agency will schedule a time to place grant asset tags on real property and durable equipment.

2. Acquisition

- i. Retain copy of the distribution form provided by the EMS Agency
- ii. Ensure item is correctly entered in the County's approved Inventory Management System (IMS), if applicable.

B. Record Retention

1. Real property-10 years from acquisition
2. Durable equipment- 5 years from acquisition
3. Pharmaceuticals- 3 years from time of dispensing or disposal.
4. Consumable equipment/supplies- 2 years from time of use or disposal

II. Inventory Tracking

A. The sub-awardee shall maintain an inventory log of all grant-funded items. This inventory log shall be made available to the EMS Agency upon request. Note: This can be printed with the County's IMS approved software, if applicable.

B. The sub-awardee shall use County approved IMS, if available. Required fields include:

1. Acquisition date
2. Description of item
3. Storage location of item
4. Quantity
5. Model number(s), if applicable
6. Serial number(s), if applicable
7. Tag number(s), if applicable
8. Condition of Property
 - i. Excellent-New or unused (1)
 - ii. Usable-Can be used with repair or modification (4)

- iii. Repairable- Can be economically repaired and used (7)
- iv. Salvage- Some value but repair is impractical (X)
- v. Scrap-No value

C. A physical inventory must be taken annually with the results submitted to the appropriate Disaster Services Program Manager at the EMS Agency. This can be done via the County's approved IMS, if applicable.

III. Maintenance

A. The sub-awardee shall retain a maintenance log of all real property, and durable equipment. This maintenance log shall be updated monthly. (Reference 1109.1). This can also be done electronically using the County's approved IMS, if applicable.

B. Required fields in the IMS include:

- 1. Acquisition date
- 2. Description of item
- 3. Model No.
- 4. Serial No.
- 5. Tag No.
- 6. Condition of Property
- 7. Date inspected and/or serviced
- 8. Notes
- 9. Initials
- 10. Name of person verifying inspection

C. Sub-awardee shall store and maintain all real property, durable equipment, consumable equipment/supplies, and pharmaceuticals per the manufacturer's stated recommendations and/or Los Angeles County guidance, plans or policies.

IV. Disposition of Real Property, Durable Equipment, or Pharmaceuticals

A. Returned

- 1. The sub-awardee is responsible for the following:
 - a. Notify the Disaster Services Program Manager at the EMS Agency on the sub-awardee's letterhead with the following information:
 - i. Purchase date of the property, equipment, or pharmaceuticals they would like to return
 - ii. Description of property, equipment, or pharmaceuticals intended to be returned
 - iii. Quantity
 - iv. Model number(s), if applicable
 - v. Serial number(s), if applicable
 - vi. Tag number(s), if applicable

- vii. Condition of Property
 - viii. Reason for return

 - b. Retain property, equipment, or pharmaceuticals until notified by Disaster Services Program Manager at the EMS Agency
 - i. If approved to proceed, complete and submit Grant Funded Item Disposition Form (Ref. No. 1109.2)
 - ii. If denied, follow instructions provided by the EMS Agency representative.

 - c. Provide additional information as requested by the EMS Agency.

 - d. If approved, schedule the return of the real property, durable equipment, or pharmaceuticals with the Disaster Services Program Manager at the EMS Agency and/or necessary warehouse staff.

 - e. Retain a copy of the signed Grant Funded Item Disposition Form, once it is received, for a minimum of five years. Receipt should happen within 10 business days once everything is inventoried and determined to be in a deployable condition.
2. The EMS Agency is responsible for the following:
- a. Approve or deny the request for a return. This is done in conjunction with the Disaster Response and Coordination Chief or Homeland Security Grant Manager (HSGM).
 - b. Notify sub-awardee of the decision with instructions for returning real property, durable equipment, or supplies.
 - c. If approved for return, notify necessary warehouse staff to assist with coordination.
 - d. Warehouse receiving staff will sign the Grant Funded Item Disposition Form (Ref. No. 1109.2) and provide a copy to appropriate EMS staff.
 - e. Items are transferred into the warehouse inventory using the County's approved IMS.
 - f. HSGM updates necessary paperwork for location change and submits updated Equipment Inventory List to appropriate grant awardee (UASI or SHSP).
 - g. Inventorying and inspecting returned items. Notifying sub-awardee if there are discrepancies.
 - h. Provide a copy of the signed and completed Grant Funded Item Disposition Form (Ref. No. 1109.2) within 10 business days of sub-

awardee returning real property, durable equipment, or
pharmaceuticals.

B. Exchanged

1. The sub-awardee is responsible for the following:
 - a. Notify the Disaster Services Program Manager at the EMS Agency on the sub-awardee's letterhead with the following information:
 - i. Description of property, equipment, or pharmaceuticals intended to be exchanged
 - ii. Quantity
 - iii. Model number(s), if applicable
 - iv. Serial number(s), if applicable
 - v. Tag number(s), if applicable
 - vi. Condition of Property
 - vii. Reason for exchange
 - b. Retain property, equipment, or pharmaceuticals until notified by Disaster Services Program Manager at the EMS Agency
 - i. If approved to proceed, complete and submit Grant Funded Item Disposition Form (Ref. No. 1109.2)
 - iii. If denied, follow instructions provided by the EMS Agency representative.
 - c. Provide additional information as requested by the EMS Agency.
 - d. If approved, schedule exchanging the real property, durable equipment, or pharmaceuticals with the Disaster Services Program Manager at the EMS Agency and/or necessary warehouse staff.
 - e. Sign the Distribution Form provided for the new item and accept the new item using the County's approved IMS, if applicable.
 - f. Maintain a copy of the signed Grant Funded Item Disposition Form, once it is received, for a minimum of five years. Receipt should happen within 10 business days once everything is inventoried and determined to be in a deployable condition.
2. The EMS Agency is responsible for the following:
 - a. Approve or deny the request for an exchange. This is done in conjunction with the Disaster Response and Coordination Chief or Homeland Security Grant Manager (HSGM).
 - b. Notify sub-awardee of the decision with instructions for exchanging real property, durable equipment, or supplies.

- c. If approved for exchange, notify necessary warehouse staff to assist with coordination.
 - d. Warehouse receiving staff will sign the Grant Funded Item Disposition Form (Ref. No. 1109.2) and provide a copy to appropriate EMS staff.
 - e. Have sub-awardee sign new distribution form and provide them a copy.
 - f. Items are transferred into the warehouse inventory using the County's approved IMS.
 - g. HSGM updates necessary paperwork for location change and submits updated Equipment Inventory List to appropriate grant awardee (UASI or SHSP).
 - h. Inventorying and inspecting returned items. Notifying sub-awardee if there are discrepancies.
 - i. Provide a copy of the signed and completed Grant Funded Item Disposition Form (Ref. No. 1109.2) within 10 business days of sub-awardee returning real property, durable equipment, or pharmaceuticals.
- C. Decommissioned (Past useful life, too costly to repair or expired)
- 1. The sub-awardee is responsible for the following:
 - a. Notify the Disaster Services Program Manager at the EMS Agency on the sub-awardee's letterhead with the following information:
 - i. Description of property, equipment, or pharmaceuticals intended to be decommissioned
 - ii. Quantity
 - iii. Model number(s), if applicable
 - iv. Serial number(s), if applicable
 - v. Tag number(s), if applicable
 - vi. Condition of Property
 - vii. Reason for decommissioning
 - viii. Quotes or other support documentation to support decommissioning
 - b. Retain property, equipment, or pharmaceuticals until notified by Disaster Services Program Manager at the EMS Agency
 - i. If approved to proceed, complete and submit Grant Funded Item Disposition Form (Ref. No. 1109.2)
 - iv. If denied, follow instructions provided by the EMS Agency representative.

- c. Provide additional information as requested by the EMS Agency.
 - d. If approved, schedule decommissioning the real property, durable equipment, or pharmaceuticals with the Disaster Services, Program Manager, at the EMS Agency and/or necessary warehouse staff. Note: In some instances, the sub-awardee may be given permission to decommission the item and not return it to the EMS Agency.
 - e. Retain a copy of the signed Grant Funded Item Disposition Form, once it is received, for a minimum of five years. Receipt should happen within 10 business days of receipt of all necessary paperwork.
2. The EMS Agency is responsible for the following:
- a. Approve or deny the request for decommissioning. This is done in conjunction with the Disaster Response and Coordination Chief or Homeland Security Grant Manager (HSGM).
 - b. Notify sub-awardee of the decision with instructions for decommissioning real property, durable equipment, or supplies.
 - c. If approved for decommissioning and needs to be returned, notify necessary warehouse staff to assist with coordination.
 - d. Warehouse receiving staff will sign the Grant Funded Item Disposition Form (Ref. No. 1109.2) and provide copy to appropriate EMS staff.
 - e. Items are transferred into the warehouse using the County's approved IMS.
 - f. HSGM updates necessary paperwork for disposition status and submits updated Equipment Inventory List to appropriate grant awardee (UASI or SHSP).
 - g. Inventorying and inspecting decommissioned items. Notifying sub-awardee if there are discrepancies.
 - h. Provide a copy of the signed and completed Grant Funded Item Disposition Form (Ref. No. 1109.2) within 10 business days of sub-awardee returning real property, durable equipment, or pharmaceuticals.
- D. Lost, Missing, or Stolen Real Property, Durable Equipment, or Pharmaceuticals
1. The sub-awardee is responsible for the following:
 - a. Notify the Disaster Services Program Manager at the EMS Agency within 10 days upon knowledge of lost, missing, or stolen real property, durable equipment, or pharmaceuticals. Provide on the sub-

awardee's letterhead the following information:

- i. Description of property, equipment, or pharmaceuticals that were lost, missing or stolen
 - ii. Quantity
 - iii. Model number(s), if applicable
 - iv. Serial number(s), if applicable
 - v. Tag number(s), if applicable
 - vi. Date last seen
 - vii. Actions taken to find or recover the items
- b. If the item(s) are presumed stolen and the purchase/replacement price is greater than \$500, a police report must accompany this request. If no police report is provided the sub-awardee will be 100% responsible as it will be considered lost/misplaced and not stolen.
- c. If the real property, durable equipment, or pharmaceuticals are within their useful life or not expired, the sub-awardee is responsible for replacing the lost or stolen equipment with the same make and model of the lost, missing, or stolen equipment. If the equipment is no longer manufactured, the equipment will be replaced with like-kind property, per the EMS Agency's approval.
- d. Upon the sub-awardee's receipt of the replacement property, the following information will be provided to the Disaster Services, Program Manager, at the EMS Agency. (See section 1.A.1. Acquisition)
- i. Purchase Order
 - ii. Packing Slip
 - iii. Invoice
 - iv. Vendor
 - v. Manufacturer
 - vi. Serial number(s), if applicable
 - vii. Model number(s), if applicable
 - viii. Proof of payment (e.g. canceled check)
 - ix. Incident Action Plan, addressing how this could be avoided in the future i.e. security, inventory, tracking changes made, etc.
- e. Maintain all paperwork per section I. Purchasing/Acquisition for the replacement, if required.
- f. Retain a copy of the signed Grant Funded Item Disposition Form, once it is received, for a minimum of five years. Receipt should happen within 10 business days of receipt of all necessary paperwork.
2. The EMS Agency is responsible for the following:

- a. Notify sub-awardee of the receipt of required documents and provide guidance on next steps.
- b. Once all documentation has been received, notify sub-awardee if the item needs to be replaced and provide a timeline for them to acquire the items, if necessary.
- c. Schedule a time to place grant asset tag on new equipment, if applicable.
- d. HSGM updates necessary paperwork for disposition status and submits updated Equipment Inventory List to appropriate grant awardee (UASI or SHSP).
- e. Provide a copy of the signed and completed Grant Funded Item Disposition Form (Ref. No. 1109.2) within 10 business days of sub-awardee providing all necessary documents.

E. Location Change

1. The sub-awardee (lending facility) is responsible for the following:
 - a. Obtain permission to move item location from the Disaster Services Program Manager at the EMS Agency. **Note: only applies to items NOT being requested to be moved by the EMS Agency i.e. Resource Request.**
 - b. Provide the following information:
 - i. Description of property, equipment, or pharmaceuticals intended to be moved
 - ii. Quantity
 - iii. Model number(s), if applicable
 - iv. Serial number(s), if applicable
 - v. Tag number(s), if applicable
 - vi. Reason for relocation
 - c. Retain property, equipment, or pharmaceuticals until notified by Disaster Services Program Manager at the EMS Agency
 - d. Provide additional information as requested by the EMS Agency.
 - e. If approved, schedule relocating the real property, durable equipment, or pharmaceuticals with the requesting/borrowing sub-awardee.
 - f. Use either the policies available in the Prehospital Care Policy Manual listed below or use internal distribution form for tracking where assets are going.

- i. Reference 1102.3: DRC Equipment Release Agreement
 - ii. Reference 1106.1: Adult LPC Inventory and Checklist for Items Deployed
 - iii. Reference 1106.2: Pediatric LPC Inventory and Checklist for Items Deployed
 - iv. Reference 1107.1: M/SS Cache Inventory and Checklist for Items Deployed
 - g. Maintain a copy of the signed tracking form that was used, this should be maintained until the item is returned by the recipient.
 - h. Inventory and check loaned equipment within 10 days of being returned and notify recipient and the EMS Agency if there is any significant damage or missing items.
2. The requesting/borrowing sub-awardee is responsible for the following:
 - a. Signing the tracking form that is provided by the lending facility.
 - b. Maintaining a copy of the tracking form.
 - c. Maintaining, securing property and equipment while assigned to sub-awardee.
 - d. Follow manufacturers instructions for use. If uncertain on how to use contact lending facility or EMS Agency to get instructions and guidance.
 - e. Identify any functional/operational issues immediately and notify lending facility.
 - f. Replenish the supplies/pharmaceuticals once they are available.
 - g. Ensure real property is cleaned, inventoried for completeness and operational before returning to lending facility.
 - h. Receive and maintain a signed copy of items returned. **Note: Lending facility will verify equipment is clean, complete and operational within 10 business days of return.**
3. The EMS Agency is responsible for the following:
 - a. Approve or deny the request for relocation.
 - b. Notify lending facility of the decision with any instructions for relocating real property, durable equipment, or supplies (pharmaceuticals).

- c. Connect the lending facility with the borrowing/requesting sub-awardee, if initiated by a resource request.
 - d. Update ReddiNet, if initiated by a resource request.
 - e. Make sure the relocation is reflected in the approved County IMS software.
 - f. Provide guidance to borrowing/requesting sub-awardee, as needed.
 - g. Assist with mitigating issues between lending facility and receiving sub-awardee.
- F. Disposing of Real Property, Durable Equipment, or Pharmaceuticals that are broken, beyond repair, beyond their useful life, or expired
- 1. The sub-awardee will notify the Disaster Services Program Manager at the EMS Agency on the sub-awardee's letterhead within 30 days if any real property, durable equipment, or pharmaceuticals needs to be disposed.
 - 2. The sub-awardee is responsible for providing the following information:
 - a. Purchase date of item(s)
 - b. Description of items they would like to dispose
 - c. Quantity
 - d. Model number(s), if applicable
 - e. Serial number(s), if applicable
 - f. Tag number(s), if applicable
 - g. Reason for requesting disposal
 - i. If disposing of real property or durable equipment that is broken or beyond repair but has not reached the end of its useful life, provide a detailed explanation for the reason to dispose of this item(s).
 - h. Retain real property, durable equipment, or pharmaceuticals until notified by the EMS Agency.
 - i. If approved, complete and submit Grant Funded Item Disposition Form (Ref No. 1109.2) to the EMS Agency or through the approved County inventory management system
 - ii. If denied, follow the instructions provided.
 - i. Any action taken by the sub-awardee to remove or dispose of any grant-funded item(s) without prior written approval from the EMS Agency may result in the sub-awardee replacing the item(s) at their expense, as determined by the EMS Agency.

3. The EMS Agency is responsible for the following:
 - a. Approve or deny the request
 - b. Notify sub-awardee of the decision
 - c. Make necessary changes in the County IMS, if applicable.
 - d. Verify the sub-awardee does not have items listed in the updated inventory
 - e. Complete any other documentation necessary to meet Awardee grant requirements
 - f. Maintain records according to Federal, State, and Local record retention policies
 - i. Real Property – 10 years
 - ii. Durable Property – 5 years
 - iii. Pharmaceuticals – 3 years from time of disposal or dispensing
 - iv. Consumable – 2 years from time of distribution

CROSS REFERENCE:

Federal guidelines for HPP, UASI, and SHSGP

California State Grant Guidelines

County of Los Angeles Inventory Management Policies and Procedures

Pre-positioning of Antibiotics Storage and Distribution Plan

Prehospital Care Manual:

Ref. No. 1102.2, **DRC Equipment Checklist for Items Deployed to Other Facilities**

Ref. No. 1106, **Mobilization of Local Pharmaceutical Caches (LPCs)**

Ref. No. 1107, **Mobilization of Medical/Surgical Supply (M/SS) Caches**

Ref. No. 1108, **Chempack Deployment for Nerve Agent Release**

Ref. No. 1109.1, **Maintenance Log**

Ref. No. 1109.2, **Grant Funded Item Disposition Form**