



Memorandum

#15-112

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Amanda Hovis, Director
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: October 30, 2015

SUBJECT: Changes to Breast Pump Reference Manual and related forms

The Breast Pump Reference Manual, stock number 13-06-12146 (Rev.08/15), has been revised to reflect the most current practices. The related forms were revised in April 2015 and those changes have now been rolled into the manual as well. Below is a brief description of the changes. Please review and discuss with staff. You may begin using the updated materials immediately.

Revision	Page
<u>Section 1: Breast Pump Ordering</u> Battery adapters and vacuum gauges are no longer available thru Medela and have been removed from the Medela Breast Pumps parts list, table 1.2.	6
<u>Section 2: Breast Pump Receiving</u> Receiving reports changed to reflect reconciling breast pump orders in the Breastfeeding Ordering System (BOS).	7
<u>Section 3: Inventory Reconciliation and Maintenance</u> The word “transfer” has been replaced with “distribution”.	9
<u>Section 4: Breast Pump Issuance and Retrieval Guidelines</u> Breast pump issuance, has been updated to reflect current practice of verifying the availability of other possible sources for breast pumps. If participant is from another state, they should provide proof of WIC enrollment.	13-14

Clarification on extending the due date for a Multi-User pump.	
<p><u>Section 7: Product Warranty and Troubleshooting</u></p> <p>Cleaning guidance for the Ameda Multi-User Elite has been added.</p> <p>Troubleshooting guidelines have been updated for the Ameda products.</p>	24-26
<p><u>Appendix, Optional Resources - Sample Checklist for Common Procedures</u></p> <p>Added clarification on how to unsnap the piston on a Multi-User pump.</p>	Vii
<p><u>Update forms: Revised 04/2015</u></p> <p><i>Includes updated non-discrimination statement, changes described above for sections 2 and 3, plus specific changes as bulleted below.</i></p> <p>EF-13-06-13963- Manual Breast Pump Receiving and Distribution Log EF-13-06-13964- Collection Kit Receiving and Distribution Log EF-13-06-13965- Multi-Users Electric Breast Pump Receiving and Distribution Log</p> <ul style="list-style-type: none"> The Running Balance was deleted. <p>EF-13-06-13966- Single-User Electric Breast Pump Receiving and Distribution Log</p> <p><i>Includes updated non-discrimination statement, plus specific changes bulleted below.</i></p> <p>EF-13-06-13701- Master Inventory Log for Multi-Users Electric Breast Pumps</p> <ul style="list-style-type: none"> Line below heading now states “to be maintained at administrative site or breast pump delivery site. <p>EF-13-06-13702- Issuance of Multi-User Pumps & Collection Kit Inventory Log</p> <ul style="list-style-type: none"> The words “Collection Kits” was added to the Issued/Recv’d and Running Balance columns. <p>EF-13-06-13703- Ameda/Medela Single-User Electric Breast Pump Inventory Log EF-13-06-13704- Ameda/Medla Manual Breast Pump Inventory Log</p>	

If you have questions regarding these changes or other questions regarding the breast pump program, please contact Jessi Cano, Nutrition and Breast Pump Specialist, at (512) 341-4584 or jessi.cano@dshs.state.tx.us, or Leticia DeLaRosa, Breast Pump Coordinator at (512) 341-4567 or leticia.delarosa@dshs.state.tx.us.