General Order Number: 05-30	**Effective Date:** September 7, 2018
Division: Emergency Medical	
Chapter: APEX EMS Supply Vending Machine and Surge Gear Locker	
By Order of the Fire Chief: Benjamin M. Barksdale	**Issue Date:** September 7, 2018

POLICY

This General Order establishes the policy and procedures for the access, security, and use of the APEX Supply vending machines and equipment lockers.

DEFINITIONS

APEX – Vendor for Edge 5000 (coil vending), multi-door locker, and 2-door surge gear locker.

APEX Narcotics Safe – Reference to the operative IQ narcotics tracking system, for the electronic location of narcotics in the hospital vending machines and/or ALS Surge gear.

ALS Surge Locker – 2-door APEX locker with an independent key pad.

Battalion Vending – Edge 5000 coiled vending machine and multi-door locker paired together with a single keypad, and used for the distribution of supplies, assets, and equipment. (Attachment #1 APEX Vending Machine & Locker Locations).

Controlled Substance – A drug or chemical substance whose possession and use are regulated under the Controlled Substances Act.

Control Number – A unique identifying number assigned to a narcotic medication for the purposes of tracking.

DEA – Federal Drug Enforcement Agency.

Duty Chief – Career Assistant Fire Chief on-duty as the shift commander for the Department.

Edge 5000 – A coil based dispensing unit that contains a key pad and return slot.

EMS Duty Officer (EMSDO) – Emergency Medical Services Supervisor.

EMS Logistics Coordinator – Fire/EMS Department employee(s) responsible for EMS assets, equipment, and medications.

ePCR – Electronic Patient Care Report used by the Department to document patient care.

Hospital Vending – Stand-alone Edge 5000 coiled vending machines located at various hospitals for incident supply replacement. (Attachment #1 APEX Vending Machine & Locker Locations).

Key Pad – A numeric pad used for accessing the battalion vending, hospital vending, or ALS surge lockers.

MedVault – A pin coded access safe for the storage of narcotics. These safes are procured through the Knox Company and are being installed in all new ALS units and ALS surge lockers.

Narcotic – Term that can be used to describe a controlled substance.

Narcotic Box – A sealable box that stores multiple vials of narcotics and/or the EMS Duty Officer's field supplies of narcotics for restocking ALS equipped units.

Narcotics Safe – Term used to describe controlled substances, narcotics, or narcotic boxes that are not in custody of an Advanced Life Support Provider. These narcotics will be stored and secured in a specified location such as EMS Logistics Safe, Special Events Unit, or APEX Surge locker.

Narcotics Tracking – An electronic form of accountability for any controlled substance that is purchased by the Department.

Personal Identification Number (PIN) – Unique 4-digit number selected by the provider which is kept secure and confidential.

Proximity (Proxy) Card – An electronic card assigned to Fire/EMS Department Units.

Provider – An on-duty career or volunteer member of the Department.

Return Slot – An open slot on the coil vending machine that accepts the return of expired medication/equipment.

Seal Tag – A numeric tag applied to a narcotics box which creates a tamper proof seal.

Session – Process of obtaining items from an APEX machine. A maximum number (5) of transactions is allowed.

Transaction – The vending of a single position in the Edge 5000 or opening a single door in the multi-door locker.

PROCEDURES / RESPONSIBILITIES

I. General Provisions

A. The General Order identifies the procedures for the acquisition and distribution of supplies and equipment to Fire/EMS Department units.

B. This General Order applies to all supplies and equipment stored in an APEX system (Attachment #4 Vending Supply Lists).

1. Consumables – EMS equipment that is used on EMS incidents and requires replenishment to maintain unit readiness.

2. Controlled Substance – Narcotics with a control number that will be dispensed on a 1-for-1 use only.
   a) Dispensed narcotics must be documented appropriately in the ePCR and Narcotics Tracking System.
   b) The provider accounts for dispensed narcotics in the narcotics tracking system.
   c) APEX Vending controlled substances will not be used to replaced expired, damaged, lost, or stolen controlled substances.

3. Assets – EMS equipment such as LP15s, Toughbooks, LP 1000 (AEDs), glucometers, IO Drills that are non-disposable.

4. ALS Surge Equipment – A full set of advanced life support gear, that upgrades a BLS Transport unit into an ALS Transport unit.

II. Accessibility/Accountability

A. Access to the APEX System

1. Levels of Access
   a) BLS – Affiliated and active BLS providers have access to dispense BLS supplies and equipment.
   b) ALS – Affiliated and active ALS providers have access to dispense all supplies and ALS Surge equipment.
   c) Logistics – Restocking of items in all machines, assist with Asset recovery.
   d) Administrator – Administrative access to the APEX vending software as designated by the EMS Commander.

2. Access (Attachment #2 Vending Workflow)
   a) User access is the provider's Fire Department ID number. Providers with low ID numbers ***do not*** enter leading zeros.
      (1) New user access is requested/issued through EMS Supply & Logistics Office.

b) User selects one of the following:
   (1) Dispense
   (2) Check-Out Asset
   (3) Check-In Asset

c) Enter User PIN Number
   (1) First time entry into the system, the provider will be prompted to create a unique 4-digit PIN.
   (2) The PIN number must remain private and secure.
   (3) PIN number resets are requested through EMS Supply & Logistics Office.

d) Proceed to the steps of appropriate transaction
   (1) II - Consumable Supply Replenishment
   (2) III - Asset Check-Out/Check-In Procedures multi-door locker
   (3) IV - Advanced Life Support (ALS) Surge Equipment Check-Out/Check-In Procedure

B. Accountability

1. APEX PIN Numbers
   a) Providers select their own confidential PIN number during first login to the system.
   b) Personnel are responsible to maintain appropriate security with their login credentials.
   c) APEX PIN Number resets can be completed through EMS Supply & Logistics Office.

2. Unit Proximity Card
   a) Personnel are required to maintain accountability of the unit proxy card and incorporate it into the daily/shift check.
   b) Proximity card replacements are requested through EMS Supply & Logistics Office with appropriate Loss/Damage documentation.

3. Electronic Patient Care Reports
   a) Appropriate supply and replenishment is documented via the ePCR and all transactions are subject to audit.

4. Controlled substance dispenses, and other supplies and equipment as needed send an immediate notification to EMS Duty Officers and designated EMS Staff.

III. EMS Supply Replenishment

A. Incident Replenishment

1. Provider documents the medication or skill resulting in equipment use in the appropriate data collection field in the ePCR.

2. Replenish consumable EMS supplies from Battalion or Hospital vending machine:
   a) Enter Fire Department ID number
   b) Select "1 – Dispense"
   c) Enter PIN number
   d) Scan unit's assigned proximity card
   e) Enter last four (4) digits of the incident number
   f) Select item(s) to vend
      a) Item(s) dispensed from the 24-door locker, a quantity taken is entered.
      b) The number of transactions is limited to 5 per session. The provider may repeat the Access steps again, for the same incident, if greater than 5 transactions are needed to acquire all items used.
   g) Press * then # to end session

B. Non-Incident Specific Replenishment

1. A very limited supply of non-incident specific items (i.e. gloves, lancets, glucometer strips, sharps containers, etc.) will be available in the APEX vending machines.

2. Replenish the non-incident specific items from the Battalion or Hospital vending machine:
   a) Enter Fire Department ID number
   b) Select "1 – Dispense"
   c) Enter PIN number
   d) Scan unit's assigned proximity card
   e) Enter last station number twice (i.e. 0505, 1616, 4747, etc.) for incident number
   f) Select item(s) to vend
      a) Item(s) dispensed from the 24-door locker, a quantity taken is entered
   g) Press * then # to end session

C. Expired Medication/Single Patient Use Item

1. Provider places expired consumable in the return slot of the vending machine. This does not apply to controlled substances.
   a) Item(s) that do not fit are given to the EMSDO

2. Replenish Supply from Battalion or Hospital vending machine:
   a) Enter Fire Department ID number
   b) Select "1 – Dispense"
   c) Enter PIN number
   d) Scan unit's assigned proximity card
   e) Enter code "9999" for incident number
   f) Select item(s) to vend
      a) Item(s) dispensed from the 24-door locker, a quantity taken is entered
   g) Press * then # to end session

D. Loss/Damaged Medication/Single Patient Use Item

1. Provider returns damaged consumable in the return slot of the vending machine.
   a) Item(s) that do not fit are given to an EMSDO
   b) A loss/damage form is submitted to an EMSDO

2. Replenish Supply/Equipment from Battalion or Hospital vending machine:
   a) Enter Fire Department ID number
   b) Select "1 – Dispense"
   c) Enter PIN number
   d) Scan unit's assigned proximity card
   e) Enter code "8888" for incident number
   f) Select item(s) to vend
      a) Item(s) dispensed from the 24-door locker, a quantity taken is entered
   g) Press * then # to end session

E. Controlled Substances

1. Controlled Substances will be stored in the hospital vending machine.
   a) Each controlled substance will be labeled with a control number.

2. Provider documents usage of a controlled substance:
   a) Enter into the ePCR appropriate data collection field
   b) Complete waste form as required by *General Order 05-18, Advanced Life Support (ALS) Controlled Substances*
   c) Enter the administration/waste into narcotics tracking

3. Replenish controlled substance from Hospital vending machine:
   a) Enter Fire Department five (5) Digit ID number
   b) Select "1 – Dispense"
   c) Enter PIN number
   d) Scan unit's assigned proximity card
   e) Enter last four (4) digits of the incident number

f) Select item to vend
   a) Controlled substance transactions are limited to one vend per transaction.
   b) The vending of a controlled substance will generate an email notification to designated EMS distribution group.

4. Provider will document the dispensed control number in narcotics tracking in accordance to *General Order 05-18, Advanced Life Support (ALS) Controlled Substances*.

5. An EMSDO performs an audit of the transaction:
   a) Verification of ePCR entry
   b) Verification of waste form if required
   c) Verification of narcotics tracking entry

F. Non-Vended EMS Supplies

1. EMS supplies that are not available through the APEX vending machines and limited station supply stock may be requested through the EMS Supply & Logistics Office using the procedures in Attachment #5 – Procedures to Request Non-Vended EMS Supplies and Equipment.

2. Only standardized EMS supplies or equipment as approved by the Emergency Medical Services Office will be available for request and distribution (Attachment #6 – Approved Standardized EMS Supply and Equipment List).

3. EMS Supply & Logistics Office will use data surveillance to monitor EMS supply and equipment usage by individual Fire/EMS Stations or units and will adjust requests for EMS supplies or equipment if necessary.

IV. Asset Check-Out/Check-In Procedures

A. Replacement Assets

1. Asset equipment is available for replacement in the multi-door lockers if the asset is damaged, malfunctioning, or requiring service.
   a) Provider must complete Loss/Damage Report and obtain Police Report in accordance with *General Order 08-05, Vehicle Accident and Loss Damage Reporting*.
   b) Replacement asset equipment are checked out first, before checking in damaged, malfunctioning, or service required equipment. Check-Out and Check-In are separate transactions.

2. Check-Out replacement asset from multi-door locker:
   a) Enter Fire Department ID number
   b) Select "2 – Check-Out"
   c) Enter PIN number
   d) Select Asset Locker #
   e) Scan unit's assigned proximity card
   f) Remove asset
   g) Close locker door

3. Check-In of damaged, malfunctioning, or service required asset to multi-door locker:
   a) Enter Fire Department ID number
   b) Select "3 – Check-In"
   c) Enter PIN number
   d) Enter Asset ID #, this is the last 5 digits of the serial number
      (a) If asset is lost/stolen, the provider is to contact the EMSDO for the serial number of their assigned asset.
   e) Select "2 Damage/Repair"
      (a) The appropriate Locker Door will unlock/light up.
      (b) Place the damaged, malfunctioning, or service required asset in the Locker with Loss/Damage Paperwork if required.
      (c) If asset is lost or stolen, place the Loss/Damage and Police Report into the locker.
   f) Close locker door. Asset is now locked and an alert will be sent to the EMSDO and to Supply & Logistics Coordinators.

B. Replacement LP-15's

1. Replacement LP-15's are available for replacement in the 2-door lockers if the LP-15 is damaged, malfunctioning, or requiring service.
   a) Provider must complete Loss/Damage Report and obtain Police Report in accordance with *General Order 08-05, Vehicle Accident and Loss Damage Reporting*.
   b) Provider must complete a Transfer of Equipment Form per the check sheet provided with the replacement LP15.
   c) Replacement LP-15 is checked out first, before checking in damaged, malfunctioning, or service required equipment. Check-out and check-in are separate transactions.

2. Check-Out replacement LP15 from 2-door locker:
   a) Enter Fire Department ID number
   b) Select "1 – Check-Out"
   c) Enter PIN number
   d) Select equipment locker door number 72
   e) Scan unit's assigned proximity card

f) Remove replacement LP15
g) Close locker door. Checking in the bad asset is a separate transaction.

3. Check-In damaged, malfunctioning, or service required LP15 to 2-door locker:
   a) Enter Fire Department ID number
   b) Select "2 – Check-In"
   c) Enter PIN number
   d) Enter Asset ID #, this is the last 5 digits of the LP15 serial number.
      (1) If asset is lost/stolen, the provider is to contact the EMSDO for the serial number of their assigned asset.
   e) Select "2 – Bad Asset"
   f) Place LP15 into Locker 72 with Transfer of Equipment Form and Loss/Damage and Police Reports if required.
   g) Close locker door. Asset is now locked and an alert will be sent to the EMSDO and to Supply & Logistics Coordinators.

V. Advanced Life Support (ALS) Surge Equipment Check-In/Check-Out Procedure

A. The Fire/EMS Department will maintain five (5) fully stocked ALS Surge Lockers.

B. Access to the surge locker is available to County Certified ALS Providers *(Attachment #3, EMS Surge Equipment Workflow).*

C. The narcotics will be stored in a sealed narcotics box in a MedVault located inside the ALS Surge Locker.

1. The provider must remove sealed narcotic box from MedVault.
2. Document the pickup in the narcotics tracking system
3. Document the use of narcotics in accordance with *General Order 05-18, Advanced Life Support (ALS) Controlled Substances*
4. Return sealed narcotic box to MedVault during surge equipment check-in.

D. Accessing the equipment for check-in or check-out will generate an immediate email notification to a distribution list as designated by the EMS Commander.

E. Surge Equipment Check-Out:
1. Enter Fire Department ID number
2. Select "1 – Check-Out"
3. Enter PIN number
4. Select equipment locker door number 70
5. Scan unit's assigned proximity card
6. Remove equipment needed and acquire narcotics from MedVault in accordance with *General Order 05-18, Advanced Life Support (ALS) Controlled Substances*

7. Make narcotic tracking entry
   a) In narcotics tracking, pickup from APEX Safe
   b) Email notification generated

F. Surge Equipment Check-In:
1. Enter Fire Department ID number
2. Select "2 – Check-In"
3. Enter PIN number
4. Enter Asset ID – this is the last 5 digits of the LP15 serial number
5. Select either
   a) "1 – Good asset"
      (1) This allows the equipment to be checked out again.
   b) "2 – Bad asset"
      (1) Prevents the equipment from being checked out until checked by EMS Logistics.
      (2) Requires loss/damage form if applicable or a list of missing items requiring replacement for operational readiness.
      (3) Provider emails EMS Logistics coordinator identified equipment issue(s).
6. Select equipment locker door number
7. Return all ALS surge equipment
8. Return sealed stocked narcotic box into MedVault
9. Close locker door
10. Make narcotics tracking entry
    a) In narcotics tracking system, return to APEX Safe
    b) Email notification generated

REFERENCE

General Order 05-18, Advanced Life Support (ALS) Controlled Substances
General Order 08-05, Vehicle Accident and Loss Damage Reporting

ATTACHMENTS

Attachment #1 – APEX Vending Machine & Locker Locations
Attachment #2 – Vending Workflow
Attachment #3 – EMS Surge Equipment Workflow
Attachment #4 – Vending Supply Lists
Attachment #5 – Procedures to Request Non-Vended EMS Supplies and Equipment
Attachment #6 – Approved Standardized EMS Supply and Equipment List

ATTACHMENT #1

PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
EMS SUPPLY & LOGISTICS
APEX VENDING MACHINE & LOCKER LOCATIONS

BATTALION VENDING

- 1st Battalion – Fire Services Building
- 2nd Battalion – Station 816
- 3rd Battalion – Station 826
- 4th Battalion – Station 812
- 5th Battalion – Station 832
- 6th Battalion – Station 810
- 7th Battalion – Station 845

HOSPITAL VENDING

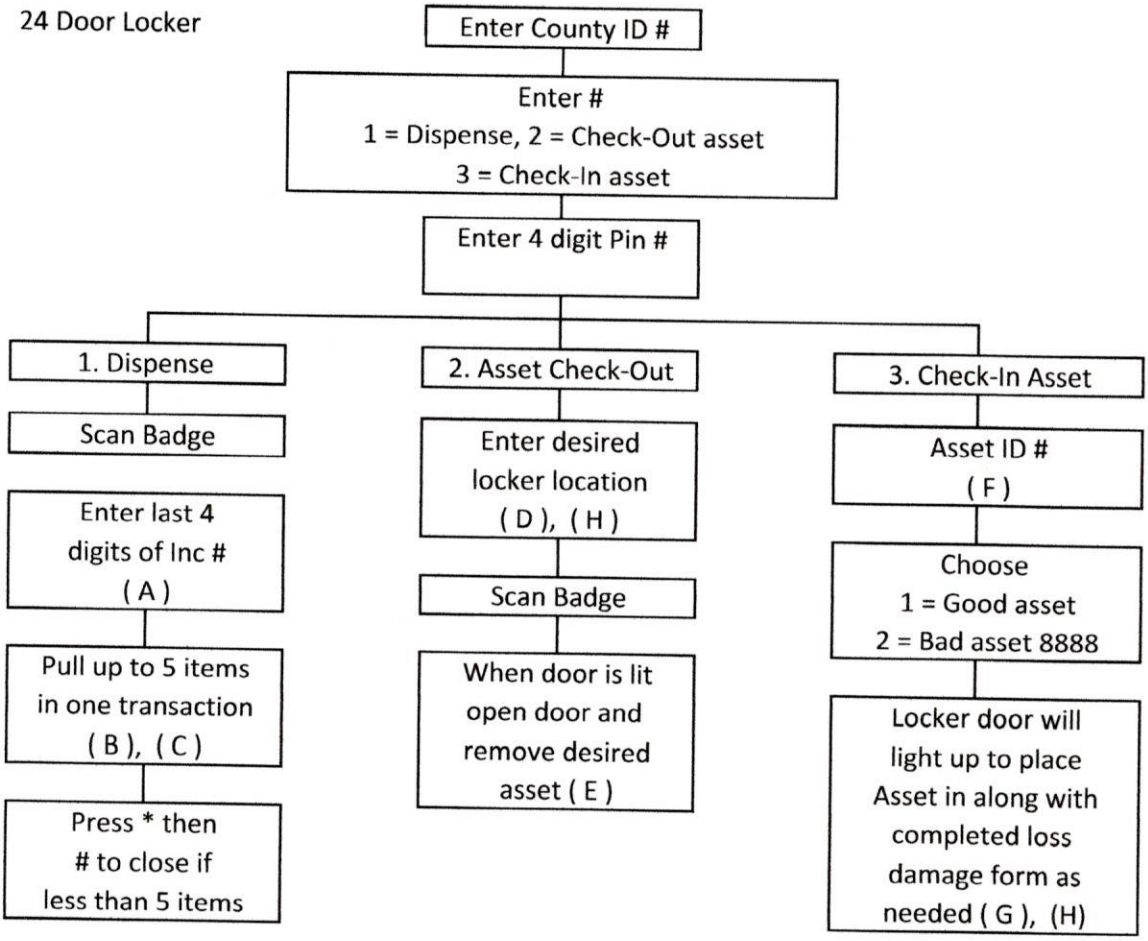
- Doctors Community Hospital
- Prince George's Hospital Center
- Southern Maryland Hospital
- Fort Washington Hospital
- Station 844* (Serving as location for Washington Adventist Hospital)

SURGE LOCKERS

- Station 801
- Station 812
- Station 832
- Station 849
- Fire Services Building

APEX Flow Chart:
EDGE 5000
24 Door Locker

ATTACHMENT #2



A: Actual incident # is last 4 of incident for: 1 for 1 items used on a call
Last two of station # repeated for bulk and stock orders from machine.
Example: Station 830 would use: 3030
Station 805 would use: 0505
8888 = Damaged items to be replaced
9999 = Expired items to be replaced
Place expired item in round portal below the key pad on the Edge machine

B: ***ONLY 1 INCIDENT # FOR EACH SET OF TRANSACTIONS***
If you have multiple incident numbers you MUST exit and begin new transaction for each incident #.

C: There is no MAX on incident #, session limit is 5. If more than 5 items are needed, follow sequence again. Repeat as needed to acquire all items needed for the incident.

D: Door 70 will be for the AED.
Door 80 will be for the Toughbook.

E: ***DO NOT*** place bad asset in at this time. Follow Check-In procedures.

F: The Asset ID # is the last 5 digits of the serial number. If the ***FIRST*** number is a ZERO, only enter the last 4 digits.

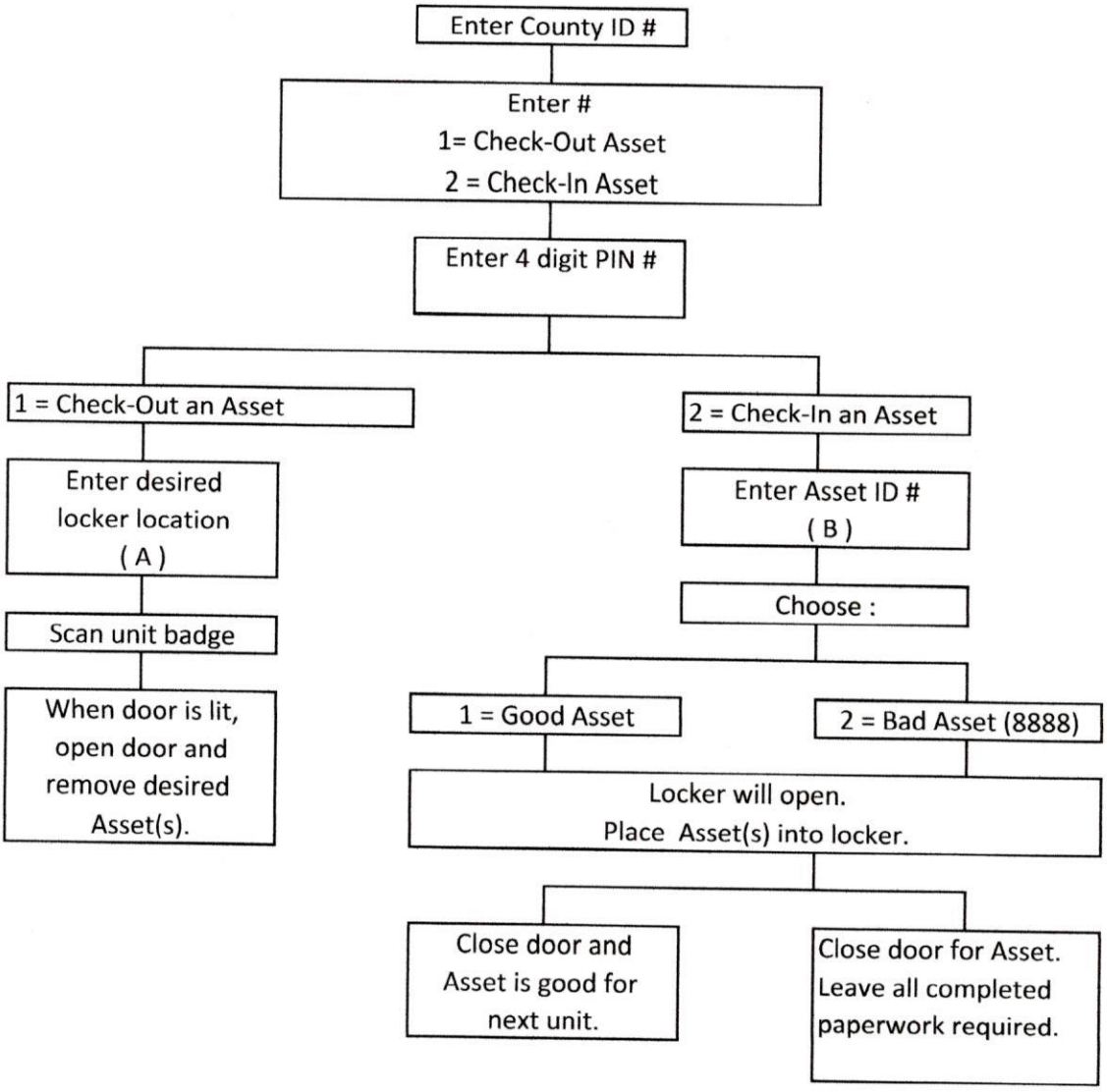
G: Loss damage form is located on the left side of the locker in a file hanger pouch. Fill out form completely.

H: There are NO Assets located at Hospitals, only Battalion Stations with the 24-door locker set up.

Any questions please call: EMS Supply & Logistics at 301-583-1923

APEX Flow Chart:
2 Door Locker

ATTACHMENT #3



(A) = Locker door # 70 = Surge equipment, # 72 = loaner Life Pack 15

(B) = Last 5 numbers of the serial number of the Life Pack 15

Any questions please call: EMS Supply & Logistics at 301-583-1923

BATTALION VENDING ITEMS

ATTACHMENT #4

Position Apex Edge 5000	Item
B10	IV- Catheter 18g
B11	IV- Catheter 20g
B12	IV- Catheter 22g
B13	Rx/BLS- Glucose Packet
B14	DM- Glucometer Lancets/Prep Pads/Bandaids
B16	DM- Glucometer Strips
B17	Rx- Epi 1:1,000 30ml MDV
B18	Rx- Aspirin 81mg Chewable x 4
B19	Unassigned
B20	AV- King Airway #4
B24	Rx- Dextrose 10%
B27	LP- ECG Paper
B28	LP- Capnography ETT
B30	EZ-IO 45mm
B32	EZ-IO 25mm
B34	LP- Capnography Nasal
B35	Unassigned
B36	Rx- Atropine PFS
B37	Rx- Calcium Choloride PFS
B38	Rx- Epi 1:10,000 PFS
B39	Rx- Amiodarone 150mg Kit = 3ml Syringe/18g Blunt Needle
B40	IV- IV Kit = Tegaderm/Ext. Set/Prep Pads/Flushes/4x4s
B42	LP- Adult Defib Pads
B45	LP- Electrodes Adult/Ped 10pk x 2
B47	BLS- MET Tourniquet
B48	Rx- Amiodarone 300mg Kit = 10ml Syringe/18g Blunt Needle
B50	AVT- Airtraq Blade
B53	AVT- Mac #3 Blade
B55	AVT- Mac #4 Blade
B57	AVT- Laryngoscope Handle
B58	Rx- Narcan 2mg PFS
B60	AV- Pneumo Decompression Needle
B63	AV- ETT Holder
B65	Rx- Epi 1:1,000 SDV Kit = 1ml Syringe/18g Blunt Needle/25g IM Needle
B66	Rx- Haldol SDV Kit = 1ml Syringe/18g Blunt Needle/21g IM Needle
B67	Rx- Lidocaine 2% PFS
B68	Rx/BLS- Narcan 2mg Kit w/Atomizer
Position Apex Multi-Door Locker	**Item**
D70	Asset- LP1000- AED
D071	BLS- Sharps Container 4qt - Drawer
D072	BLS- Suction Canister/Yankauer/Tubing ** 3 items*
D081	IV- Sharps Container 1qt
D082	BLS- Sterile Water 500ml

BATTALION VENDING ITEMS

ATTACHMENT #4

D083	AV- ET Tube 7.0 / Lubricant/10ml Syringe
D084	AV- ET Tube 8.0 / Lubricant/10ml Syringe
D085	IV- 1000cc LR/10gtts
D090	BLS- Cravats
D090	BLS- Mylar Blanket
D091	AV- Nasal Cannula Adult
D092	TECC- H Bandage
D092	TECC- HALO Chest Seal
D093	BLS- Cold Pack
D094	AV- NRB Mask Adult
D095	BLS- Gloves Small
D100	BLS- Bleeding Kit = 4x4-20/2x2-10/4"Kling-4/6"Kling-4/1"Tape/2"Tape *6 items
D101	AV- CPAP
D102	BLS- Gloves Medium
D110	BLS- OB Kit
D111	AV- BVM Adult
D112	BLS- Gloves Large
D120	BLS- Trauma Pads 10X30 & 8x10
D121	BLS- C-Collar Adult
D122	BLS- Gloves Xtra Large
Possible future items*	AV/BLS- Oral/Nasal Airways *2 items for possible future positions

HOSPITAL VENDING ITEMS

ATTACHMENT #4

Position Apex Edge 5000	Item
H10	IV- Catheter 18g
H11	IV- Catheter 20g
H12	IV- Catheter 22g
H13	RX- Magnesium Sulfate Premix
H16	Rx- Amiodarone (Nexterone) Premix
H19	Rx/BLS- Acetaminophen Liquid x 4
H20	EZ-IO 45mm
H22	IV- IV Kit = Tegaderm/Ext. Set/Prep Pads/Flushesx2/Touniquetx2/4x4s
H24	Rx- Epi 1:10,000 PFS
H25	Rx- Narcan 2mg PFS
H26	Rx- Atropine PFS
H27	LP- Capnography Nasal
H29	Rx/BLS- Glucose Packet
H30	LP- Electrodes Adult/Ped 10pk
H32	RX- Diltiazem (Cardiazem) Kit
H34	LP- Adult Defib Pads
H37	Rx- Nitro Tablets Bottle
H38	Rx- Nitro Paste w/paper
H39	Unassigned
H40	LP- Capnography ETT
H41	AV- Nebulizer Kit
H43	AV- Nebulizer Mask Adult
H44	Rx- Albuterol
H45	Rx- Ipratropium (Atrovent)
H46	Rx- Dextrose 10% Kit
H50	Rx- Aspirin 81mg Chewable x 4
H51	Rx- Adenosine 6mg Kit = 3ml Syringe/18g Blunt Needle
H52	Rx- Adenosine 12mg Kit = 5ml Syringe/18g Blunt Needle
H54	Rx- Amiodarone 150mg Kit = 3ml Syringe/18g Blunt Needle
H54	Rx- Amiodarone 300mg Kit = 10ml Syringe/18g Blunt Needle
H55	Rx- Dexamethasone 10mg Kit = 1ml Syringe/18g Blunt Needle
H56	Rx- Diphenhydramine 50mg Kit = 1ml Syringe/18g Blunt Needle/25g IM Needle
H57	Rx- Epi 1:1,000 SDV Kit = 1ml Syringe/18g Blunt Needle/25g IM Needle
H58	Rx- Glucagon Kit = 1ml Syringe/18g Blunt Needle/21g IM Needle
H59	Rx/BLS- Narcan 2mg Kit w/Atomizer
H60	Rx- Ondansetron 8mg Kit = 5ml Syringe/18g Blunt Needle
H61	TECC- MET Tourniquet
H62	IV- 500ml LR/10gtts
H64	AVT- Airtraq Blade
H67	Unassigned
H68	Unassigned

ATTACHMENT #5

PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT
EMERGENCY MEDICAL SERVICES
EMS SUPPLY & LOGISTICS

PROCEDURES TO REQUEST NON-VENDED EMS SUPPLIES & EQUIPMENT

The following outlines the procedure to request EMS supplies and equipment which are not vended through the Battalion or Hospital APEX vending machines and limited station supply stocks.

1. Requests for EMS supplies and equipment are made electronically via e-mail (PGFDEMSLogistics@co.pg.md.us) to EMS Supply & Logistics Office. All requests should be made weekly on Mondays to streamline this process. If a critical stock is identified at any time, the EMS Supply & Logistics Office may be contacted by phone at 301-583-1923.
2. E-mail subject line should include the requesting Station (i.e. "Station 801 EMS Supply Request").
3. Requests for EMS supplies and equipment should include the following information:
   a. Name and rank/title of the requestor.
   b. Contact phone number and e-mail of the requestor.
   c. Item names/descriptions.
   d. Quantity of each item.
   e. OCS Stores Item Number (if available).
   f. Purpose for the request.
4. EMS Supply & Logistics Office will compile all requests weekly and generate the necessary Expenditure Request Forms (ERF's) for processing through the appropriate Commands to procure the requested items.
5. Once approved, ordered, and notified of availability, EMS Supply & Logistics Office will pick up items from the Department's Logistics and Supply, sort, and distribute/deliver to the requested Fire/EMS Station during the vending machine restocking route.
6. EMS Supply & Logistics Office will maintain records of all station requests/distribution, as well as supply & equipment usage by station/unit.

APPROVED STANDARDIZED
EMS SUPPLY AND EQUIPMENT LIST

ATTACHMENT #6

ITEM & DESCRIPTION	OCS #	QTY Ambulance	QTY BLS Bag	QTY O2 Bag	QTY AED/Suction/Glucometer	Station Stock	Avail APEX Machine or EMS Logistics
AV- BVM ADULT W/ FACEPIECE	800178	2		1		4	BATTALION
AV- NASAL CANNULA ADULT	800169	6		2		10	BATTALION
AV- NON-REBREATHER ADULT	800173	6		2		10	BATTALION
AV- SUCTION KIT (Canister w/ Lid, Tubing, Yankauer)		3			1 KIT	2 KIT	BATTALION
BLS- 500CC STERILE WATER	800217	4					BATTALION
BLS- COLD PACKS	800151	5	2				BATTALION
BLS- MYLAR BURN/SURVIVAL BLANKET	800177	5	2				BATTALION
BLS- OB KITS	800220	2	1				BATTALION
BLS- SHARPS CONTAINERS DRAWER	800221	2				2	BATTALION
BLS- TRIANGULAR BANDAGES	800148	12	4				BATTALION
BLS/BC- BLEEDING CNTRL KIT (2x2,4x4,4"Kling, 6"Kling, 1" Tape, 2" Tape)			1				BATTALION
BLS/BC- TRAUMA DRESSING 8x10 or EQUIVALENT (SANITARY PAD)	800158	6	4			10	BATTALION
BLS/BC- TRAUMA DRESSINGS	800156	6	1			10	BATTALION
BLS/BSI- GLOVES EXTRA LARGE	800208	3				5 BX	BATTALION
BLS/BSI- GLOVES LARGE	800206	3				5 BX	BATTALION
BLS/BSI- GLOVES MEDIUM	800207	3				5 BX	BATTALION
BLS/BSI- GLOVES SMALL	800209	1				1 BX	BATTALION
BLS/EXT- C-COLLARS ADULT	800211	3				5	BATTALION
DM- GLUCOMETER TEST STRIPS **AMB ONLY**		1 BTL			MIN 10 STRIPS		BATTALION
DM- GLUCOMETER LANCETS KIT **AMB ONLY** (w/ ALCOHOL PADS)		25			MIN 10 LANCETS	25	BATTALION
BLS/BC- ARTERIAL TOURNIQUET		1	1				BATT/HOSP
LP- DEFIB PADS ADULT (LP15 & AED)	800212				2	2	BATT/HOSP
RX/BLS- NARCAN KIT 2mg/2ml w/ATOMIZER **AMB ONLY**			2 KIT				BATT/HOSP
RX/BLS- ORAL GLUCOSE GEL	800125	4	2				BATT/HOSP
RX/BLS- ACETAMINOPHEN LIQUID (KIT OF 4-160MG CUPS)		2 KIT					HOSPITAL
RX/BLS- ASPIRIN 81MG - CHEWABLE (KIT OF 4-81MG TABLETS)		4 KIT	2 KIT				HOSPITAL
AV- BVM CHILD W/ FACEPIECE	800179	2		1		2	LOGISTICS EMS
AV- BVM INFANT W/ FACEPIECE		2				1	LOGISTICS EMS
AV- NASAL AIRWAY KIT SIZES 24,26,28,30,32FR W/LUBRICANT PACKETS	800201	2		1		5 SETS	LOGISTICS EMS
AV- NASAL CANNULA PEDIATRIC		6		1			LOGISTICS EMS
AV- NON-REBREATHER MASK PEDIATRIC	800191	6		1			LOGISTICS EMS
AV- ORAL AIRWAY KIT SIZES 0-5	800168	2		1		5 SETS	LOGISTICS EMS
AV- SUCTION CATHETERS 10FR	800183	4			1		LOGISTICS EMS
AV- SUCTION CATHETERS 14FR	800189	4			1		LOGISTICS EMS
AV- SUCTION CATHETERS 18FR	800170	4			1		LOGISTICS EMS
AV- SUCTION TUBING (BOX BUBBLE TUBING 100')	800202	1					LOGISTICS EMS
AV- YANKAUER CATHETER	800204	3			1		LOGISTICS EMS

APPROVED STANDARDIZED
EMS SUPPLY AND EQUIPMENT LIST

ATTACHMENT #6

BLS- EYE PADS	800157	4					LOGISTICS EMS
BLS-TISSUE BOX	800670	2					LOGISTICS EMS
BLS/BC- BOX BANDAIDS	800143	1 BOX			MIN 10	1 BX	LOGISTICS EMS
BLS/BC- GAUZE PADS 2X2	800152	20	10		MIN 10	1 BX	LOGISTICS EMS
BLS/BC- GAUZE PADS 4X4	800154	40	20			1 BX	LOGISTICS EMS
BLS/BC- KLING 4"	800146	6	4			1 BX	LOGISTICS EMS
BLS/BC- KLING 6"	800147	6	4			1 BX	LOGISTICS EMS
BLS/BC- TAPE 1"	800162	2	1			2 RL	LOGISTICS EMS
BLS/BC- TAPE 2"	800163	2	1			2 RL	LOGISTICS EMS
BLS/BC- TAPE 3"	800166	2				2 RL	LOGISTICS EMS
BLS/BSI- FACE MASK W/ EYE SHIELD		MIN 10	4		2		LOGISTICS EMS
BLS/BSI- SIMPLE FACE MASK		BOX	4				LOGISTICS EMS
BLS/EXT- C-COLLARS PEDIATRIC	800196	3				2	LOGISTICS EMS
BLS/EXT- HEAD ROLLS/IMMOBILIZERS		2					LOGISTICS EMS
BLS/EXT- PADDED SPLINTS 15"	800180	4				5	LOGISTICS EMS
BLS/EXT- PADDED SPLINTS 36"	800181	2				5	LOGISTICS EMS
BLS/EXT- PADDED SPLINTS 54"	800182	2				5	LOGISTICS EMS
BLS/IC- ALCARE DISPENSER	800128	1				4	LOGISTICS EMS
BLS/IC- GALLON BLEACH - 800379	800379	1				2	LOGISTICS EMS
BLS/IC- GERMICIDAL TOWLETTES VIONEX	800130	2 BX	10 PACKS			5 BX	LOGISTICS EMS
BLS/IC- ISOLATION GOWNS		10					LOGISTICS EMS
BLS/IC- N99 MASK	800215	10					LOGISTICS EMS
BLS/IC- RED BAGS		10					LOGISTICS EMS
BLS/IC- YELLOW BAGS		10					LOGISTICS EMS
BSI- PPE ISOLATION KIT (BLUE DUFFLE) 1-L, 2-XL, 1-XXL		1					LOGISTICS EMS
DM/IV- ALCOHOL PREP PADS		25 PADS			MIN 10 PADS	1 BX	LOGISTICS EMS
LP- DEFIB PEDIATRIC PADS (AED)					1		LOGISTICS EMS
LP- RAZOR					1	5	LOGISTICS EMS
R/BLS- HEMOSTATS	800171	1					LOGISTICS EMS
R/BLS- PENLIGHT		1	1				LOGISTICS EMS
R/BLS- RING CUTTER	800188	1					LOGISTICS EMS
R/BLS- TRAUMA SHEARS	800175	2	1		1		LOGISTICS EMS
R/BLS- TWEEZERS	800172	1					LOGISTICS EMS
R/BLS/AV- PORTABLE SUCTION UNIT - OPERATIONAL**		1					LOGISTICS EMS
R/BLS/AV- SUCTION UNIT BATTERY or CHARGING DEVICE**		1					LOGISTICS EMS
R/BLS/BSI- SAFETY GLASSES		2					LOGISTICS EMS
R/BLS/EXT- KED DEVICE**		1					LOGISTICS EMS
R/BLS/EXT- LONG SPINE BOARDS	800192	3					LOGISTICS EMS
R/BLS/EXT- REEVES STRETCHER**		1					LOGISTICS EMS
R/BLS/EXT- RESTRAINING BELTS/STRAPS 9'	800216	6					LOGISTICS EMS

APPROVED STANDARDIZED
EMS SUPPLY AND EQUIPMENT LIST

ATTACHMENT #6

R/BLS/EXT- SHORT SPINE BOARD**	800193	1					LOGISTICS EMS
R/BLS/EXT- TRACTION SPLINT CHILD**	800195	1					LOGISTICS EMS
R/BLS/EXT- TRACTION SPLINT ADULT **	800194	1					LOGISTICS EMS
R/BLS/VS- BP CUFF ADULT**	800197	1	1			1 EA	LOGISTICS EMS
R/BLS/VS- BP CUFF CHILD **	800190	1				1 EA	LOGISTICS EMS
R/BLS/VS- BP CUFF LARGE ADULT**		1	1			1 EA	LOGISTICS EMS
R/BLS/VS- PULSE OX NONIN 8500**			1				LOGISTICS EMS
R/BLS/VS- PULSE OX SENSOR ADULT**			1				LOGISTICS EMS
R/BLS/VS- PULSE OX SENSOR PEDIATRIC**			1				LOGISTICS EMS
R/BLS/VS- STETHOSCOPE**	800198	1	1			1 EA	LOGISTICS EMS
R/EXT- MEGAMOVER**		1					LOGISTICS EMS
R/QL/AV- OXYGEN WRENCH				1			LOGISTICS EMS
R/QL/AV- REGULATOR- OPERATIONAL**				1			LOGISTICS EMS
R/SF- (1) CO MONITOR on Driver's Radio Strap**		1					LOGISTICS EMS
R/SP- QUICKLOOK BLS BAG	801280		1				LOGISTICS EMS
R/SP- TIDAL VOLUME OXYGEN BAG	801281			1			LOGISTICS EMS
R/TR/PED- PEDI-MATE RESTRAINT FOR STRETCHER (burgundy)**		1					LOGISTICS EMS
R/TR/PED- SAFE GUARD TRANSPORT SEAT (Gray Device)**		1					LOGISTICS EMS
R/VEH- MARYLAND TRIAGE TAG KIT**		1					LOGISTICS EMS
RX/BLS- Activated Charcoal- w/o Sorbitol (100g total)	800124	4					LOGISTICS EMS
RX/BLS- EPI PEN ADULT - ***AMBULANCE ONLY***			1				LOGISTICS EMS
RX/BLS- EPI PEN JR. - ***AMBULANCE ONLY***			1				LOGISTICS EMS

R/item = Reusable item.

**** = Replacement requires Loss/Damage Form**