**Boulder County Hazardous Materials Team**

Equipment Inventory Management

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| Guideline Number | 1007 |
| Approved By | BOD |
| Date | October 2, 2017 |

**Scope:**

This guideline applies to all members of the Boulder County Hazardous Materials Team (BCHMT).

**Purpose:**

The purpose of this SOP is to provide a guideline for the inventory management of the BCHMT to ensure all tools and equipment distributed throughout the different departments on the BCHMT are accounted for and replaced when needed.

**Guideline:**

* The guidelines will be separated into three different sections of administration, inventory, and maintenance/repair.
* **Administration**
  + The equipment inventory management will be the responsibility of the Inventory Officer. See Inventory Officer job description.
    - The Inventory Officer (IO) will receive assistance from each Department Inventory Lead (DIL) responsible for any equipment the BCHMT host agency stores at their facility.
  + The BCHMT will use inventory software for the management of all BCHMT equipment.
  + Purchasing will be in accordance with the finance SOP.
* **Inventory**
  + A monthly inventory, at minimum, or following any use of equipment, whether at a training exercise or incident, must be completed through the inventory management software by the host agency.
    - Failure to conduct and properly maintain adequate inventory records in accordance with this SOP will require corrective action and may result in the host agency not having the essential equipment to perform their required duties.
  + Access to modify inventory database will be limited to the IO and DIL to ensure accuracy.
  + Transfer of a non-consumable asset from one host agency to another must be approved by the Team Lead and entered into the inventory software by the IO or DIL.
  + Use of equipment following a training or incident should be documented in the inventory management software.
  + Missing equipment should be investigated by the DIL and reported to the IO. Every effort should be made to locate the missing item.
  + Purchasing new or replacement requests should be documented in the inventory management software.
    - These items will be flagged for review.
  + Items in need of repair or calibration should be documented in the inventory management software.
    - An email will be sent to the BCHMT designated repair technicians.
  + Equipment will be distributed through a central location. Once the equipment arrives, the correct location for the equipment will be determined, then distributed, and documented in the inventory management system by the DIL.
* **Equipment**
  + **Maintenance/Repair**
    - BCHMT inventory that requires maintenance should be documented in the inventory management software.
    - The BCHMT will have trained personnel to repair the equipment. If the repair cannot be completed in house, the Inventory Officer will send the equipment to a third party or manufacturer.
    - BCHMT equipment that requires calibrations should be calibrated according to manufacturers recommendations and entered into the inventory management software.
      * Calibration should be completed in house using equipment and calibration gas purchased by the BCHMT. If this cannot be accomplished, it will be flagged in the inventory management system where an IO or DIL will establish a way to get the item calibrated.
      * **Apparatus**
  + **Maintenance/Repair**
    - Agencies that house BCHMT apparatus are responsible for scheduling and performing all routine maintenance and necessary repairs to follow manufacturers recommendations.
    - Reimbursement invoices for BCHMT for apparatus maintenance and repairs shall be submitted to the IO for approval and processing.