



# **Inventory and Supply Chain Management Plan**

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**Mid-South Emergency Planning Coalition  
Inventory and Supply Chain Management Plan**

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# 1.0 INTRODUCTION

## 1.1 PURPOSE

The Mid-South Emergency Planning Coalition (MSEPC, or Coalition) purchases, houses, maintains, and properly disposes of assets and equipment used in response and recovery operations. This plan will address purchasing, management, maintenance, and disposal of supplies purchased with healthcare preparedness program (HPP) funds.

## 1.2 SCOPE

### 1.2.1 Timeframe

This plan is effective upon approval by the MSEPC Executive Board. It will be reviewed on an annual basis and amended as deemed necessary.

### 1.2.2 Definition of Key Terms

*Assets, equipment, inventory, and supplies:* often used interchangeably, the terms used to indicate items in a cache and is property of MSEPC. These items consist of historical and currently allowable purchases and are housed at either local City of Memphis property or at an HCC member facility.

*Purchasing:* the acquisition of allowable purchases in accordance with ASPR, Tennessee Department of Health (TDH), Tennessee Hospital Education and Research Foundation (THERF), and MSEPC guidelines.

*Management (inventory management):* the data input, tracking, check out, deployment, and movement of Coalition assets. Additionally, the rotation or trade-out of soon-to-expire supplies in order to obtain renewed supplies for the HCC cache.

*Housing:* location where assets are permanently held while not actively in use. HCC assets are housed at City of Memphis property or on HCC-member property. MSEPC houses assets at either the City of Memphis Office of Emergency Management warehouse (298 South Dunlap Street, Memphis, 38126) or the MSEPC main office (2668 Avery Avenue, Memphis, 381120). Healthcare facilities must list an exact address and point of contact for each asset in their position, for either the purpose general housing or while in use.

*Maintenance (preventative maintenance):* the act of performing regularly scheduled upkeep activities to help prevent unexpected failures of assets in the future. Also known as PM.

*Disposal:* discarding or recycling of expired supplies in the HCC cache.

*HPP funds:* ASPR HPP sub-recipient funding provided to MSEPC by way of the recipient, TDH. This excludes funds received by MSEPC as a 501c3 entity, known as Coalition funds.

### 1.2.3 Limitations of the Plan

This plan is intended to support, not replace, existing policies or plans by providing uniform response considerations in the coalition region. The plan is designed to provide guidelines for

purchasing, management, maintenance, and disposal of supplies purchased with healthcare preparedness program (HPP) funds. The plan is a resource document and does not constitute policy or impose any obligations.

Each jurisdiction and entity will require internal documents and policies that address the specific needs of their inventory and asset management. The plan does not supersede the authorities of the participating entities.

### 1.3 GOAL

Guidance for efficient inventory management of MSPEC assets by outlining and upholding protocols to reduce waste.

### 1.4 OBJECTIVES

MSEPC will optimize supply chain practices in the following areas:

- Leveraging contracts and purchasing power of the Co-Lead Hospitals or jurisdictional partners;
- Maintaining appropriate climate control and materials handling procedures;
- Utilizing inventory management platforms for accountability, availability, notification of expiration dates and maintenance schedules;
- Rotating supplies to maximize shelf life;
- Appropriate issuing and check-out on mission assignments and resource requests;
- Engaging in timely preventative maintenance;
- Accurate determination and processing for end-of-life and disposal.

## 2.0 PURCHASING

Acquisition of supplies and equipment will be prioritized in the annual Work Plan and budget in accordance with the roles and responsibilities described in the MSEPC governance documents and Preparedness Plan.

Administrative supplies will be acquired through direct purchasing contracts established by the MSEPC, Co-Lead Hospitals, or jurisdictional partners. Special order items will be escalated for Board review in accordance with existing policies.

Single use patient care items will be ordered regionally through direct purchasing contracts established by the MSEPC, Co-Lead Hospitals, or jurisdictional partners to utilize buying power and enable the rotation of supplies within the organization.

Stockpiling caches of deployable pharmaceuticals and is not a recommended practice for the MSEPC at this time. Just-in-time ordering of pharmaceuticals from the Co-Lead Hospital Pharmacy and/or Compounding Facility will be utilized in accordance with existing policies and procedures.

Special orders, minor, and capital equipment purchases will be escalated for Board review in accordance with existing policies. Prior approval will be received in accordance with the Work Plan and annual budget prior to submitting a purchase requisition. Requisitions will be processed for approval in accordance with MSEPC policies according to the level of funding being utilized.

### 3.0 MATERIALS HANDLING

Supplies and equipment will be maintained in the most appropriate available space with climate and security controls in place to the extent possible. The MSEPC Warehouse and City of Memphis Office of Emergency Management Warehouse will serve as the primary locations providing these controls for single use, durable, and capital assets and supplies.

Containment of assets and resources should be of consideration for all inventory with bins, pallets, shelving, racking and trailers serving to preserve the condition and maximize the life expectancy of all supplies and equipment.

Materials handling equipment and operators will be of organizational standards with equipment maintenance and personnel training and testing records available for review.



## 4.0 Inventory Management

MSEPC utilizes ReadyOp to input, track, check out, deploy, and issue supplies and equipment as appropriate. This platform will also be utilized to track maintenance in accordance with Section 5.0 below.

Deployment of assets and resources will utilize the inventory management platform with resource assignments made in accordance with the Response and Recovery Plan.

## 5.0 Maintenance

Maintenance will be conducted for single use and durable items through stock rotation and/or disposal as indicated in Section 6.0 below. Preventative maintenance will be conducted when appropriate and necessary to extend the effectiveness and usable life all Coalition-owned supplies and equipment.

Capital items will be maintained in accordance with manufacturers' guidelines through the bio-medical maintenance contracts of the Co-Lead Hospitals or jurisdictional partners, or other approved and appropriate departments, for assets such as generators and trailers.

Maintenance records will be generated and updated in the inventory management platform for notification of due dates and details of necessary work.

## 6.0 Disposal

The viability of all MSEPC supplies and equipment should be determined by subject matter experts and/or manufacturer's recommendations. Efforts are to be made, regardless of single use, durable, pharmaceutical, or capital, to rotate, trade-in, or recycle supplies and equipment to most effectively reduce subsequent expenses necessary for the sustainability of mission packages and program operations.

The final disposition of supplies and equipment will be determined by the Executive Director, and Board when necessary, in accordance with HPP guidance and/or advisement from subject matter experts of the Co-Lead Hospitals as appropriate.