

Northeast Interagency Fire Cache (NEK) Ordering Policy Update

1. **Incident Replacement orders.** Replace items while at incidents if at all possible. Only the Incident or Incident Unit can authorize replacement orders. For items not available at the incident supply unit, orders can be placed directly with the Cache.
2. **Going Incident Orders** – All line items ordered are to be returned. The Cache will be calling after control of the incident for the return of everything. Orders to be closed out within 45 days of control.
3. **Presuppression Orders** – The Cache will fill orders for items needed due to increased activity or other unexpected needs. Identify at time of order how long the items are expected to be kept. Items ordered need to be returned after the need is passed.
4. **Other ordering notes** –
NFES 4390 Radio Starter Systems (on an Equipment Order) and NFES 8621 Mobile Cache Support Vans (on a Supply Order) must all be ordered through the Eastern Area Geographic Area Coordination Center.

Eastern Area Units can order direct to NEK for NFES supplies. Type 1, 2 & 3 Teams may also order direct to NEK for NFES supplies. Fax the order to 218-327-4581. Always call to confirm fax receipt and legibility.

Orders for NFES supplies not stocked at NEK will be forwarded by NEK to the nearest national cache able to fill. However, the incident must confirm that it requires the supplies and the quantity specified. NEK may recommend a suitable substitute or local purchase. Ordering efficiency will be improved if the incident initially checks stocking locations in the current NFES Catalog for each supply requested.

Follow locally established ordering procedures in placing requests for non-NFES supplies with either the Incident Buying Team or local procurement unit.

Orders for pumps and saws other than for going fires should be on pre-suppression orders, not small incident orders. If pump or saw breaks, tag it with info from the incident, but order replacement on a pre-suppression order.

5. **Exchange of Items** – The general rule is to place an order for the items you wish to obtain. The items you return to the cache will be credited against this new order so the costs will generally cancel each other out. Some examples are listed below:

Hose – You have 25 lengths of 0334 synthetic weeping hose used on an incident that are dirty and need to be cleaned. Place an Incident Replacement supply order from the incident with one request number for 25 lengths of 0334 hose. Bring the dirty hose to the cache, pickup the ordered hose; we will fill out a return form that will credit the incident order with 25 lengths of hose. The dirty hose is tested later, 2 lengths fail the testing process. The incident is then charged for those two lengths of hose. As a result the District cache still has the 25 lengths it started with and the incident that the hose was used on pays for the two lengths that didn't pass testing.

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Pump - A 0148 Mark 3 pump quits working on an incident. Tag the pump with the suspected problem and the incident it was being used on. On the District pre-suppression order, use a new request number to order one 0148 Mark 3 pump. Bring the broken pump to the cache. We will return the pump to the District presuppression order, and charge repairs the pump needed to the Incident order.

Clothing – District cache has ten 0577 small Shirts than is needed, and needs ten 0580 X-large shirts. In this case call the Cache. If the cache has an inventory need for small shirts the above exchange procedures can be followed.