

Instructions for How to Complete Lost, Stolen, or Damaged Multi-user Electric Breast Pump Report

- 1) Fill out the fields in **Report filed by** with your WIC staff and clinic information.
- 2) Write the **Pump number** and use the **Report reason** drop-down to select your reason for submitting the report.

Pump number: <input style="width: 90%;" type="text" value="12345678"/>	Report reason: <div style="border: 1px solid black; padding: 2px;">Select an option<div style="clear: both; border-top: 1px solid black; border-bottom: 1px solid black; height: 15px;"></div>▼</div>
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Report reason list examples:

A. Pump missing in clinic. Select if:

- Pump (no record and not distributed) could not be found in the clinic.
- Pump listed as on-hand and documentation on issuance/return noted in Cascades. However, pump could not be found in the clinic.
- Recorded pump was returned by WIC participant but unable to locate the pump.

B. Pump damaged/destroyed by clinic. Select if:

- Pump was damaged in the clinic.
- Pump was destroyed by your clinic due to it no longer working and cannot be fixed.
- Pump was returned by the participant due to malfunction and warranty expired.

C. Pump not returned by participant. Select if:

- Pump was not returned due to it being stolen.
- Pump was not returned due to it being lost by the participant.
- Pump was not returned due to lost contact with the participant.

D. Missing pump returned/found. Select if:

- Your clinic found a previously reported missing pump inside your clinic.
- Participant found and returned a previously reported lost/stolen pump.

Note: If your report reason is not listed above, then choose the most similar reason and provide an explanation.

- 3) You must complete one section – **A, B, C or D** – based on your report reason.
Example of completed section:

D. Missing pump returned/found.	
Participant ID: <input style="width: 90%;" type="text" value="12345678"/>	Family ID: <input style="width: 90%;" type="text" value="456789"/>
Date returned/found: <input style="width: 90%;" type="text" value="9/13/23"/>	
Explanation: <input style="width: 95%;" type="text" value="We found the missing pump in our storage closet. Pump is still in good condition."/>	

- 4) Send the completed form by secure or encrypted email to: WICBreastpumps@doh.wa.gov or fax: 360-236-2320.
- 5) Keep a copy of the report for 4 years.

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