

CLINICAL ENGINEERING

Biomedical Equipment Maintenance



AFMLO Central Purchase -- Health Devices Inspection and Preventive Maintenance (IPM) System, 3rd Edition

ECRI has reported they have shipped all IPM system manuals and the associated computer disk to Air Force medical maintenance activities. If you have not received a copy, please call Heidi Slater at DSN 343-4176 so she can verify your mailing address and work the issue with ECRI. This system consists of procedures, 60 pre-developed forms, and a software-based forms task manager. Each device-related procedure contains background information, detailed instructions, and pass/fail test criteria. The IPM system published by ECRI should be used as a reference when performing preventive maintenance (PM) inspections as stated in AFI 41-201, Managing Clinical Engineering Programs. We recommend you review the ECRI procedures and incorporate them in your PM program. Please see the related article on ECRI's Computer Bulletin Board in this issue of the AFMLL. (AFMLO/FOM-E, TSgt Benjamin Allen, DSN 343-4039)

ECRI's Computer Bulletin Board

ECRI's computer bulletin board system called ECRINet is going strong and has many military users. We use it to find specific ECRI articles by searching article titles. You, too, can use this bulletin board if you have a personal computer (PC) and a modem. By virtue of the Air Force's central contracts for the Health Devices System and the Health Devices IPM System, you qualify for access. While the bulletin board was initiated for ECRI's maintenance software program users, it has continued to grow to include applications which apply to Air Force users. The system includes the Health Devices Journal Index which can be searched using keywords, a file library of action items, a health technology conference area, and the ECRI Computer-Aided Health Devices (CAHD) system which allows you to establish a matrix of all variables for making an equipment purchase decision or a contract/in-house service decision. Hospitals are also using ECRINet to load their customized IPM procedures so other hospitals can download them. To contact ECRINet, set your modem and communications software to 300 through 14,400 baud N/8/1 (no parity, eight data bits, and one stop bit), and dial (610) 825-9284. ECRINet is "open" 24 hours daily. There is no charge by ECRI; however, before using the new system, remember, it is costing your facility a long distance phone call. If you have questions concerning this service, contact Tim Browne at ECRI, (610) 825-6000, extension 118. (AFMLO/FOM-E, TSgt Benjamin Allen, DSN 343-4039)

Quality Assurance

Food and Drug Administration (FDA) Recalls/Alert Notices

Attachment 2, paragraph 1, provides information on FDA medical equipment recalls and alerts. Personnel from clinical engineering, biomedical equipment maintenance, quality assurance, and safety should follow the guidance provided to ensure the effective maintenance and management of medical equipment. (AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

Medical Equipment Management

Shared Procurement of Medical Equipment Ordering Procedures

Shared Procurement is a congressionally mandated central purchase program created for the purpose of saving money in the procurement of medical equipment by consolidating the purchasing power of the Department of Defense (DOD) and other government agencies. In support of the Shared Procurement program, the Defense Personnel Support Center (DPSC) initiates contracts for the purchase of various equipment items. Your requirements become a delivery order against these contracts and, therefore, can be filled quickly. If you are in need of an equipment item included in the Shared Procurement program, you must order the item through this program, unless a waiver is granted in accordance with paragraph e below. Ordering procedures are as follows:

- a. Prior to ordering a Shared Procurement item, you must obtain authorization, approval, and funding in accordance with AFMAN 23-110, Vol. 5, Chapter 18.
- b. After obtaining authorization, approval, and funding for a medical equipment item, you must submit a

Shared Procurement requisition to DPSC-MQ. A Shared Procurement requisition consists of three copies of DD Form 1348-6, "DOD Single Line Item Requisition System Document," and three copies of the completed Customer Order List (COL). The requisition must be submitted "off-line" by First Class mail to:

DPSC-MQ (SHARED PROCUREMENT)
Directorate of Medical Materiel
2800 South 20th Street
Philadelphia PA 19145

A sample DD Form 1348-6 and directions for completing the form are provided in **Attachment 1**, pages 2 and 3.

c. COLs for each Shared Procurement item are provided in the AFMLL as they become available. COLs provide the item nomenclature, the assigned NSN, an abbreviated item description, contract data, and exception data to include electrical power requirements and equipment options (if any). The COL must be completed in its entirety. The space identified as "Activity" should include your full logistics address. The "Quantity Required" should indicate the total quantity being ordered. The "Total Cost" should include the contract price of the basic piece of equipment, plus the cost of any options selected, and the current DPSC surcharge.

d. Emergency requests can be filled using the Shared Procurement program by placing a high priority on the DD Form 1348-6 in the priority block (columns 60-61). The requisition should have a letter attached which requests accelerated delivery and explains the urgency of need. The requisition can be mailed or faxed (DSN 444-4113). A follow-up by phone to DPSC-MQ, Maj Yoder (DSN 444-7182), is recommended to ensure urgent processing.

e. Waivers for exemptions from Shared Procurement must be obtained if you wish to procure the same type item from a source other than those listed on mandatory Shared Procurement. The following guidelines apply:

(1) A request for waiver must be submitted by message or letter to the applicable major command (MAJCOM) medical logistics office with an information copy to AFMLO/FOM. **AFMLO/FOM will not act on exemption requests until advised of MAJCOM approval.** MAJCOMs have the following options:

- (a) Recommend approval to AFMLO/FOM;
- (b) Instruct the base to provide additional justification with an information copy to AFMLO/FOM; or

(c) Disapprove the request and send an information copy to AFMLO/FOM.

(2) The request for waiver must include the CMEMO number of the approved AF Form 601, "Equipment Action Request," authorizing the item (if it is investment equipment); the quantity for which the exemption is requested; and a concise justification stating the need for the exemption. Waivers will only be granted if the Shared Procurement contract delivery dates will not meet your urgency of need, if the request is due to a valid quality assurance/risk management (QA/RM) problem, or if functional requirements cannot be met with the Shared Procurement item.

f. We are expected to participate in the Shared Procurement program to the maximum extent possible. Exemptions may be subject to future audit; therefore, justifications must be clear, accurate, and fully substantiated. (AFMLO/FOM, Capt David Zemkosky, DSN 343-4028)

Shared Procurement Equipment Items Currently Available

Attachment 1, page 1, contains a list of all current Shared Procurement contracts and optional contracts available through the Defense Personnel Support Center (DPSC). If you plan to order any of these items for your facility, use the specific ordering instructions and overall program guidance contained in AFMLL 04-96, pages CE-4 and CE-5. (AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

“Piggyback” Contracts Currently Available

Attachment 1, pages 4 and 5 contains a list of all current “piggyback” contracts currently available through the DPSC. These contracts will allow facilities to “piggyback” requirements onto existing orders placed for specific quantities. Many of these contracts are designed to buy large quantities at reduced prices, and are written with the option of buying additional quantities at the same price. The list includes

available quantities and “Order By” dates. To order, send your requisitions to DPSC (using the MILSTRIP process), and reference the contract number (from the listing) in the notes section. (AFMLO/FOM-P, Capt David Zemkosky, DSN 343-4028)

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