

# GREAT BASIN SUPPLY STANDARDS



Updated June 2024

Great Basin Dispatch Steering  
Committee

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# GREAT BASIN DATA ENTRY STANDARD FOR SUPPLIES

## 1. How to Use this Guide

This guide has been developed to assist in ordering and filling Supply catalog items in a dispatch office located in the Great Basin. Within are directions on creating and filling NFES, Service, and Non-NFES Supply orders, as well as sample resource orders of some commonly ordered Supply items.

Our goal when ordering and filling Supplies is to create a complete document from order to audit in the IROC system. At this time, this means forcing some of the information we require into fields so that it will print on a resource order. Our goal is to standardize our order and fill information so we can provide consistency across the Great Basin in the processing of Supply requests. Standardization is also key for reports that IROC generates for the IMTs, Buying Teams, GACCs, etc.

A more in-depth explanation for entering, placing and filling orders, refer to the IROC home page and utilize the IROC Quick Reference Cards/Videos.

## 2. Creating New Requests

In IROC, items under the Supply catalog can be ordered from the following categories: NFES Supplies, Services, Non-NFES Supplies, and Consumables. Here are some factors to consider when creating a Supply request. Under Non-NFES Supplies there are chainsaw parts and radio equipment commonly ordered, as well as supplies such as bottled water and first aid under Consumables as Catalog Items.

### Quantity Requested/ Number of Requests

When ordering various Supplies, depending on what item, IROC will determine if the item will be “Quantity Requested” or “Number of Requests”. If the option is “Quantity Requested”, you can enter the number of items you want, IROC will only generate one S#. If the option is “Number of Requests”, IROC will generate multiple S#s.

### Blocks

Supply requests are often broken out by block. For example, an incident may have a block of numbers set aside for the buying team, local purchase, incident replacement etc. Before creating a request, make sure you know what custom request block of numbers you should be using. Refer to the local center’s policy on block use.

### Special Needs

The Great Basin uses the "Special Needs" field for a brief description/documentation area. Pertinent information such as model numbers, part numbers, etc. should be entered in clear and concise language.

Do not repeat information already supplied in other boxes such as “Resource Requested” or “Navigation/Reporting Instructions”.

Do not put special needs in NFES orders going to the Great Basin Fire Cache (GBK).

## Tracking

Think carefully about whether an item needs to be tracked or not. For payment purposes, the Great Basin tracks the usual service type items (Porta Potties, Computers, Phones, Radios, etc.) as well as sensitive, non-consumable, high-cost items or items that may need to be returned to a supplier.

When you order an NFES item, IROC determines whether the item will be tracked or not.

When a "Service" Category item is ordered, IROC will allow the same filling options, but you will use the "Fill with Agreement" option (see Filling Requests). This will track resources IROC defaults to track, or services chosen to track, by placing it in Incident Resources. Once filled with agreement, these resources will need travel entered to have them show "at incident." Make sure to check the Incident Resources on a regular basis for items that may need to be released. Remember that releasing the resource in IROC does not guarantee the resource leaves the incident. You need to coordinate and document vendor contacts when demobing resources. This will help to ensure no over payments for resources that do not get picked up by the vendor.

When a NON-NFES Supply -!Not in Catalog Supplies item is ordered, IROC gives the option to "Track" the resource. You get two chances to do this. The first is by selecting the "Trackable" button in the New Request screen. The second chance is on the info tab when you are in the manage request screen. You do not get a third chance to track an item after it has been filled.

If Tracking is not desired or selected the order will be "Filled/Closed" after the fill information has been entered. Use this method for consumable items.

## Buying Team button

This button appears on Non-NFES and Service requests. Click it if the Buying Team will be purchasing and tracking the order. You get two chances to do this. The first is by selecting the "Buying Team" button in the New Request screen. The second chance is on the info tab when you are in the manage request screen. You do not get a third chance after it has been filled. Use this button as appropriate to the local center's protocol.

## 3. Filling Requests

### Standards

The Great Basin uses "Fill with Agreement" and "Fill with Local Purchase".

All items marked with an asterisk must be filled out in IROC. When using "Fill with Agreement", you must enter the resource name, fill catalog item, and provider.

When using "Fill with Local Purchase", you must enter Description, the quantity, posted date and time, time zone and vendor. Use the drop-down list under vendor or check the "Enter Vendor by Name" box to fill it in manually. In order to get the Vendor name to show up on the printed Resource Order put the Vendor and who paid for the item in the Description box.

NFES requests are filled by the Great Basin Cache. Some centers may fill NFES supplies placed with a local cache, consult the local unit for their protocol.

## 4. NFES Supplies

### A. Creating an NFES request to be filled by the Great Basin Cache

- Catalog: Supply
- Category: NFES
- You can search by Item Name, Item Code (NFES number) or Keyword
- Catalog Item: Select the desired item. Reference NFES catalog
- Depending on the item ordered, IROC will determine if it is Quantity Requested or Number of Requests
- IROC will also determine if an ordered item will be tracked and auto select the Trackable button
- Select Date/Time Needed
- Leave Navigation Instructions box blank
- Select or enter Request Contact and Phone Number

- Leave Special Needs box blank
- Select or create and enter Shipping Contact and include phone number
- Select or enter Shipping Address
- DO NOT USE SHIPPING INSTRUCTIONS. This field does not transfer through Incident Cache Business System (ICBS) and the cache cannot see it
- Note the Standard Pack and Unit of Issue – Cross reference with the NFES catalog. IROC may not always correct
- Service Cache is not a required field. If a cache is selected here it will auto populate when you go to place to the cache. Click Save (Ctrl + s)

#### Request

##### \* Incident

Longhorn x v

##### Catalog

Supply x v

##### Catalog Category

NFES Supplies x v

##### \* Catalog Item

000048 - CONTAINER - 5 GL (18.9L), PLASTIC, COLLAPSIBLE, W/OVERPACK x v

Trackable

##### Quantity Requested

1

##### \* Needed By Date

05-20-2023 📅

##### \* Needed By Time

1900

##### \* Needed By Time Zone

Pacific x v

##### Financial Code

P&JR x v

#### Request Block

System Block [Supply 1 - 99999] x v

#### Request Status

Pending v

#### Order Processing Status

-- None -- v

#### Last Action

-- None -- v

#### Requesting Dispatch

Ely Interagency Communication Center v

#### Place To Organization

Ely Interagency Communication Center v

#### Needed By Date/Time/TZ

#### Released On Date/Time/TZ

Navigation/Reporting Instructions

Incident Jetports

\* Request Contact

Ordering Contact

Assigning Contact

Request Details

Special Needs

Catalog Item Reminders

General Message Number

Sub Type

Support

Supply Details

\* Shipping Contact

\* Shipping Address

\* Shipping Method

Standard Pack

Unit of Issue

Servicing Cache

- From Manage Request click the CACHE tab
- Select the appropriate cache in the drop down box, if it was not selected when creating the order.
- Click Place to Cache
- Whenever possible, place requests to Cache **in bulk** and ensure they have the same need date/time

REQUEST SUMMARY: NV-ELD-040163 : S-3

ELY INTERAGENCY COMMUNICATION CENTER

PENDING

<b>Request</b>	NV-ELD-040163 : S-3	<b>Incident</b>	Tunnel (NV-ELD-040163)
<b>Requesting Dispatch</b>	Ely Interagency Communication Center	<b>Incident Contacts</b>	5 contact[s]
<b>Requesting Dispatch Contacts</b>	3 contact[s]	<b>Incident Type</b>	Fire - Wildfire
<b>Catalog</b>	Supply	<b>Point Of Origin</b>	Tunnel NV-ELD-040163
<b>Catalog Item</b>	000048 - CONTAINER - 5 GL (18.9L), PLASTIC, COLLAPSIBLE, W/OVERPACK	<b>Dispatching Org</b>	Ely Interagency Communication Center
<b>Claimed By:</b>		<b>Jurisdiction</b>	Ely District Office
<b>Named Request:</b>	x		

INFO CLAIM FILL FILL WITH SUPPORT REQ CONVERT TO SUPPORT UP DIREC **CACHE** CANCEL UTF CANCEL

Great Basin Area Incident Support Cache

Place To Cache

### B. Filling NFES Supply Requests

All orders placed to the Great Basin Fire Cache (GBK) will be filled in IROC by the Incident Cache Business System (ICBS). Some dispatch centers may elect to create and fill NFES orders with their local cache, check for local protocols.

### C. Completed NFES Resource Order

<b>RESOURCE ORDER</b>		<b>Initial Date/Time</b>		<b>2. Incident / Project Name</b>				<b>3. Incident / Project</b>				<b>Financial Codes</b>						
<b>SUPPLY</b>		05-20-2023 1724 PST		<b>Longhorn</b>				<b>NV-LINX-040028</b>				P8JR [P]						
<b>5. Descriptive Location</b> Longhorn NV-LINX-040028				<b>6. TWN</b>	<b>RNG</b>	<b>SEC</b>	<b>Base MDM</b>	<b>8. Incident Base / Phone Number</b> Ely Interagency Communication Center (775) 289-1925 Finance Email nvecc_finance@firenet.gov Dispatch Email nvecc@firenet.gov				<b>9. Jurisdiction / Agency</b> Lincoln County Fire Protection District						
												<b>10. Ordering Office</b> Ely Interagency Communication Center						
				LAT. 37° 32' 36" N														
				LONG. 114° 34' 35" W														
<b>11. Aircraft Information</b>																		
<b>Bearing</b>		<b>Distance</b>		<b>VOR</b>		<b>Contact Name</b>			<b>Frequency Type</b>			<b>Assigned Frequency</b>			<b>Reload Base</b>		<b>Other Aircraft / Hazards</b>	
<b>12. Request Number</b>	<b>Ordered Date/Time</b>	<b>From</b>	<b>To</b>	<b>Qty</b>	<b>Resource Requested</b>	<b>Needed Date/Time</b>	<b>Deliver To</b>	<b>From Unit</b>	<b>To Unit</b>	<b>Assigned Date/Time</b>	<b>Resource Assigned Unit ID</b>	<b>Resource Assigned</b>	<b>M/D Ind</b>	<b>Estimated Time Of Departure</b>	<b>Estimated Time Of Arrival</b>	<b>Released Date</b>	<b>Released To</b>	
S-1	2023-06-01 0859 PDT	Cache Manager - Smokey Bear 775-289-1925	NV-ECC	1	000048 - CONTAINER - 5 GL (18.9L), PLASTIC, COLLAPSIBLE W/ OVERPACK	2023-05-20 1900 PDT	Longhorn NV- LINX-0400 28	NV-ECC	ID-GBK	Invalid date		Pending						
<b>Travel Mode</b>		<b>Financial Code</b>		<b>Named Request</b>		<b>Special Needs</b>						<b>Navigation/Reporting Instructions</b>						
		P8JR										Incident Jetport(s): LAS*						

The information entered when the request was created is outlined in red. From, is the shipping contact and phone number entered. A Qty of 1 was ordered, by paying attention to the unit of issue and standard pack. In the above order we ordered 1 box (unit of issue) and the standard pack is 20 per box which equals 20 cubitaners. Although the Shipping Address does not show on the resource order, it is visible in the ICBS system for the cache to reference

### D. Great Basin Cache Ordering Guide and Tips

The Great Basin Incident Support Cache (GBK) developed a guide to assist in ordering cache items. This guide can be found on the Great Basin Equipment/Supplies page under the Great Basin Support section.

[GB Cache Ordering Guide and Tips](#)

## 5. Service

### A. Creating a Service Request from an existing IROC Category

- Catalog: Supply
- Category: Service – IROC has 8 Service sub-categories. If the Service being requested is not in the catalog pick list, see ordering instructions for Service not Found
- Catalog Item: Select the applicable item
- Some services are defaulted trackable by IROC, others are not.

- Pay close attention to Quantity / Number of Requests
- Select Need Date/Time and Deliver To location
- Select Request Contact
- More detailed information can be added in Special Needs
- Click Save (Ctrl + s)

<p>* Incident</p> <p>Gouge Eye x v</p> <p>Catalog</p> <p>Supply x v</p> <p>Catalog Category</p> <p>Service, Communications x v</p> <p>* Catalog Item</p> <p>SDAT - Service - Data Line (NON-NFES) x v</p> <p><input checked="" type="checkbox"/> Trackable</p> <p>Quantity Requested</p> <p>10</p> <p>* Needed By Date</p> <p>04-07-2022 </p> <p>* Needed By Time</p> <p>1200</p> <p>* Needed By Time Zone</p> <p>Pacific x v</p> <p>Financial Code</p> <p>PD N145 (1522) x v</p>	<p>Request Block</p> <p>System Block [Supply 1 - 99999] x v</p> <p>Request Status</p> <p>Pending v</p> <p>Order Processing Status</p> <p>-- None -- v</p> <p>Last Action</p> <p>-- None -- v</p> <p>Requesting Dispatch</p> <p>Ely Interagency Communication Center v</p> <p>Place To Organization</p> <p>Ely Interagency Communication Center v</p> <p>Needed By Date/Time/TZ</p> <p>Released On Date/Time/TZ</p>
---	--

\* Deliver To

ICP - Pony Springs BLM Fire station

Use Deliver To Nav Instructions

Navigation/Reporting Instructions

Address is: 26524 US-93, Pioche, NV 89043

Incident Jetports

EKO\*, HIF, CDC, SLC, BAM

\* Request Contact

Ely Dispatch: (775) 289-1925

Ordering Contact

Assigning Contact

Request Details

Special Needs

Additional data lines for ICP

Catalog Item Reminders

General Message Number

Sub Type

-- None --

Support

-- None --

## B. Filling a Service Request

- From Manage Request, click Fill with tab, then click Fill with Agreement
- The only required fields are: Resource Name, Fill Catalog Item and Provider. No other fields print to the resource order, this includes quantities assigned and fill date and time
- For Resource Name, enter the vendor providing the service and the payment method (name on credit card or agreement number)
- Fill Catalog Item is a drop down box that will be the same as that which was selected when creating the request
- The Provider is the agency who issued the credit card or established the agreement
- Once you click Save at the bottom of the screen, you will need then to click Complete Fill with Agreement
- Enter Travel if applicable. Remember this resource will mob to Incident Resources screen, don't forget to release it

INFO CLAIM FILL FILL WITH SUPPORT REQ CONVERT TO SUPPORT DIRECT CANCEL UTF CANCEL

Fill with Agreement

Fill with Local Purchase

Request

\* Incident

Gouge Eye

Request Number

S-1

Quantity Requested

10

Quantity Assigned

10

\* Resource Name

Herbet Sherbet Data - S. Bear CC

\* Fill Catalog Item

SDAT - Service - Data Line (NON-NFES)

Fill Date

04-08-2022

Provider

Ely District

INFO CLAIM FILL FILL WITH SUPPORT REQ CONVERT TO SUPPORT DIRECT CANCEL UTF CANCEL

Cancel Fill with Agreement

Please cancel "Fill with Agreement" to view all available resources on the fill tab.

Complete Fill with Agreement

Request

C. Completed Resource Order

<b>RESOURCE ORDER</b>	<b>Initial Date/Time</b>	<b>2. Incident / Project Name</b>				<b>3. Incident / Project</b>		<b>Financial Codes</b>	
<b>SUPPLY</b>	06-04-2021 1442 PST	<b>Gouge Eye</b>				<b>NV-ELD-040031</b>		PD N145 (1522) [P]	
<b>5. Descriptive Location</b> Address is: 26524 US-93, Pioche, NV 89043		<b>6. TWN</b>	<b>RNG</b>	<b>SEC</b>	<b>Base MDM</b>	<b>8. Incident Base / Phone Number</b> Fax 775-289-1930 Email nvecc@firenet.gov Ely Dispatch (775) 289-1925		<b>9. Jurisdiction / Agency</b> Ely District	
								<b>10. Ordering Office</b> Ely Interagency Communication Center	
		<b>LAT.</b> 38° 36' 31" N							
		<b>LONG.</b> 114° 30' 02" W							

11. Aircraft Information							
Bearing	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft / Hazards
335.27°	22	ILC		AirToGround	Primary A / G # 43 RX/ TX 167.6000	HIF	
146.86°	44	ELY		Repeater	Mtn. Home RX 170.025 TX 166.375 RX 123.0 TX 146.2	CDC	
270.86°	71	MLF		Tactical	BLM SOA RX / TX 171.6750 114.8	BAM	

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	2023-06-01 0931 PDT	Ely Dispatch (775) 289-1925	NV-ECC	10	Service - Data Line (NON-NFES)	2022-04-07 1200 PDT	ICP - Pony Springs BLM Fire station	NV-ECC	NV-ECC	2023-06-01 0941 PDT	NV-ELD	SDAT - Herbet Sherbet Data - S. Bear CC	M	2022-04-07 0800 PDT	2022-04-07 1200 PDT		
<b>Travel Mode</b> G		<b>Financial Code</b> PD N145 (1522)		<b>Named Request</b>		<b>Special Needs</b> Additional data lines for ICP					<b>Navigation/Reporting Instructions</b> Incident Jetport(s): EKO*, HIF, CDC, SLC, BAM Address is: 26524 US-93, Pioche, NV 89043						

13. User Documentation		
Req. No.	Documentation	Entered By

The Information entered when the request was created shows up on the resource order in the blocks outlined in red. The information entered when the order was filled shows in the blocks outlined in green.

## 6. Service not found

What if a service cannot be found in the IROC service category? The Great Basin **does not use** \*Service, Category Not Listed at any time. If you choose Service, Category Not Listed, there is no place to type in the resource type that will show up on the resource order. See example below.

12. Request Number	Ordered. Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-488	2020-10-01 0903 MDT	Expanded Supply 208-384-3252	ID-BDC	1	!Service Supply - Not listed	2020-10-02 1200 MDT	Cascade RD check-in	ID-BDC	ID-BDC	2020-10-09 1450 MDT		1 - Type 4 Tent - Evergreen Resource - BUYT Taylor Jones CC	M D	2020-10-02 0900 MDT 2020-10-12 1200 MDT	2020-10-02 0900 MDT 2020-10-12 1201 MDT	2020-10-12 1200 MST	
Travel mode		Financial Code P4 NH0G (0402)		Named Request		Special needs Tent, Type 4, 20ftx20ft - with power, heat and lighting.					Navigation/Reporting Instructions Cascade Ranger District						

\*If you have need of a service not listed, see procedures below.

### A. Creating a Service Request that is not found in the IROC Service category

<ul style="list-style-type: none"> <li>• Incident: Choose correct incident</li> <li>• Catalog: Supply</li> <li>• Category: Non NFES</li> <li>• Catalog Item: SNCS - !Not in Catalog Supplies</li> <li>• Select the "Trackable" button, if needed</li> <li>• Item Description: Enter the Item Description beginning with the word SERVICE</li> <li>• Enter Quantity Requested</li> <li>• Financial Code: Choose correct financial code; Add New Financial Code if needed from link near top of page</li> </ul>	<ul style="list-style-type: none"> <li>• Select Need Date/Time and</li> <li>• Add Deliver To location, or add New Location as needed from link near top of page.</li> <li>• Add or edit Navigation / Reporting instructions</li> <li>• Select Request Contact. Add New Contact as needed from link near top of page</li> <li>• More specific descriptions can be entered as Special Needs</li> <li>• Add Documentation as needed</li> <li>• Click Save (Ctrl + s)</li> </ul>
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## Request

\* Incident  
Longhorn x ▾

Catalog  
Supply x ▾

Catalog Category  
NON-NFES Supplies x ▾

\* Catalog Item  
SNCS - !Not in Catalog Supplies x ▾

Trackable

\* Item Description  
Service - Tow Truck

Quantity Requested  
1

\* Needed By Date  
05-21-2023 

\* Needed By Time  
1500

\* Needed By Time Zone  
Pacific x ▾

Request Block  
System Block [Supply 1 - 99999] x ▾

Expected request number is S-3

Request Status  
Pending ▾

Order Processing Status  
-- None -- ▾

Last Action  
-- None -- ▾

Requesting Dispatch  
Ely Interagency Communication Center ▾

Place To Organization  
Ely Interagency Communication Center ▾

Needed By Date/Time/TZ

Released On Date/Time/TZ

**\* Deliver To**

Longhorn Delivery Point x ▼

Use Deliver To Nav Instructions

Deliver To Navigation Instructions

South from Caliente, NV 2 miles on SR 317. Ranch is on the east side of the road.

Navigation/Reporting Instructions

Incident Jetports

LAS\*

**\* Request Contact**

Ely Interagency Communication Center: (775) 289-1925 x ▼

Ordering Contact

Assigning Contact

**Request Details**

**Special Needs**

Needs to be 4x4 and able to tow a Type 3 engine, unknown GWW

Catalog Item Reminders

General Message Number

Sub Type

-- None -- ▼

Support

-- None -- ▼

## B. Filling a Service Request not found in the IROC Service Category

- From Manage Request click FILL WITH tab, then click Fill w/ Local Purchase
- Here you will fill in the required fields: Description, Quantity, Post Date/Time, and Vendor
- The Item Description field will already be populated with what was entered as the Item Description when the order was created. That information will print on the resource order in the Resource Requested block, and in the first part of the resource assigned block
- The Description box does not populate anything into the Resource Order even though it's a mandatory field
- The Quantity Box will populate on the Resource Order in the Resource Assigned box in parenthesis
- For Vendor, check Enter Vendor By Name, and fill in the box. This is the second part of what populates the Resource Assigned block on the Resource Order. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number)
- The Payment Type and Card Holder name does not show on the Resource Order
- Anything you type in the comments section does not get put in the documentation on the resource order
- Once you click Save at the bottom of the screen, you will then need to click Complete Local Purchase. Resource will be in Fill/Close status and will be unable to edit

Home

## Manage Request

The screenshot displays the 'Manage Request' interface. At the top, there are three buttons: 'New Contact', 'New Location', and 'New Financial Code'. Below this is a header bar with a document icon, a paperclip icon, and a printer icon. The main content area shows the following details:

- REQUEST SUMMARY:** LONGHORN : S-3
- ELY INTERAGENCY COMMUNICATION CENTER**
- PENDING**
- Requesting Dispatch Contacts:** 4 contact[s]
- Incident Contacts:** 4 contact[s]
- Catalog:** Supply
- Catalog Item:** SNCS - !Not in Catalog Supplies
- Needed By:** 05-21-2023 / 1500 / Pacific
- Incident Type:** FI - Wildfire
- Point Of Origin:** Longhorn NV-LINX-040028
- Dispatching Org:** Ely Interagency Communication Center
- Inclusions / Exclusions / Features:** ⓘ

Below the details is a row of action buttons: INFO, CLAIM, FILL, FILL WITH (highlighted with a red box), SUPPORT REQ, CONVERT TO SUPPORT, UP, DIRECT, UTF, CANCEL UTF, and CANCEL. At the bottom, there are three buttons: 'Fill with Agreement', 'Fill with Local Purchase' (highlighted with a red box), and 'Fill with Requested Item'.

## Request Purchase

\* Request

ⓘ NV-LINX-040028 : S-3

Item Description

Service - Tow Truck

\* Description

S. Bear Tow Service, E. Pulaski

City State

Ely, NV

\* Quantity

1

Total Cost

\$ 246.80

List of 0 Record[s]



No Records Found

\* Posted Date Time

05-21-2023 11:10:07

\* Posted Date Time TZ

ⓘ Mountain

### Purchase Details

Enter Vendor By Name

\* Vendor Name

S. Bear Tow Service, E. Pulaski Gov CC

Property Flag

Payment Type

Credit Card

Card Holder

Ed Pulaski

Check Number

### Internal

Posted Date Time GMT

### Comments

Comments

Doesn't go in documentation

C. Completed Resource Order

RESOURCE ORDER		Initial Date/Time	2. Incident / Project Name				3. Incident / Project			Financial Codes		
SUPPLY		05-20-2023 1724 PST	Longhorn				NV-LINX-040028			P8JR [P]		
							4. Office Reference Number			9. Jurisdiction / Agency		
5. Descriptive Location		6. TWN		RNG	SEC	Base MDM	8. Incident Base / Phone Number			10. Ordering Office		
Longhorn NV-LINX-040028							Ely Interagency Communication Center (775) 289-1925 Finance Email nvecc_finance@firenet.gov Dispatch Email nvecc@firenet.gov			Ely Interagency Communication Center		
		LAT. 37° 32' 36" N										
		LONG. 114° 34' 35" W										
11. Aircraft Information												
Bearing	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft / Hazards					

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	2023-06-01 1059 PDT	Ely Interagency Communication Center (775) 289-1925	NV-ECC	1	Service - Tow Truck	2023-05-21 1500 PDT	Longhorn Delivery Point	NV-ECC	NV-ECC	2023-06-01 1122 PDT		Service - Tow Truck - S. Bear Tow Service, E. Pulaski Gov CC (1)					
Travel Mode		Financial Code P8JR		Named Request		Special Needs Needs to be 4x4 and able to tow a Type 3 engine, unknown GVW					Navigation/Reporting Instructions Incident Jetport(s): LAS* South from Caliente, NV 2 miles on SR 317. Ranch is on the east side of the road.						

13. User Documentation		
Req. No.	Documentation	Entered By

The information entered when the request was created shows up on the resource order in the blocks outlined in red. By adding the word SERVICE ahead of the item Description, it identifies this request as a service not in category. The information entered when the order was filled shows in the blocks outlined in green.

Notice that: City, State, total cost, payment type, and comments are not on the resource order.

There is no travel as the item was filled/closed.

## 7. NON-NFES Supplies

There are new catalog items of Non-NFES Supplies in IROC. If the item requested is an item choice, use that instead of SCNS - !Not in Catalog Supplies. For any common consumable items not listed in IROC under Consumable category, they will be done as a Non-NFES, SCNS - !Not in Catalog Supplies.

### A. Creating a NON-NFES Supplies Request

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Catalog: Supply</li> <li>• Category: NON-NFES Supplies</li> <li>• Catalog Item: SNCS - !Not in Catalog Supplies</li> <li>• Enter the Item Description in concise terms</li> <li>• Enter Quantity Requested</li> <li>• Select Need Date/Time and Time Zone</li> </ul> | <ul style="list-style-type: none"> <li>• Select the Deliver To location</li> <li>• Select Track Request if tracking is desired</li> <li>• Select Request Contact</li> <li>• More specific descriptions can be entered as Special Needs</li> <li>• Click the button next to Buying Team, if needed</li> <li>• Click Save (Ctrl + s)</li> </ul> |
|---|---|

Request

\*Incident  
Blackjack

Catalog  
Supply

Catalog Category  
NON-NFES Supplies

\* Catalog Item  
SNCS - !Not in Catalog Supplies

Trackable

\*Item Description  
Tent Pole, MSR Hubba Hubba NX

Quantity Requested  
1

\*Needed By Date  
07-28-2022

\*Needed By Time  
1500

\*Needed By Time Zone  
Pacific

Financial Code  
PD PW8J (1522)

Request Block  
System Block [Supply 1 - 99999]

Request Status  
Pending

Order Processing Status  
-- None --

Last Action  
-- None --

Requesting Dispatch  
Ely Interagency Communication Center

Place To Organization  
Ely Interagency Communication Center

Needed By Date/Time/TZ

Released On Date/Time/TZ

\* Deliver To

Blackjack Command Post x ▾

Use Deliver To Nav Instructions

Navigation/Reporting Instructions

South from Ely, NV on HWY 6, turn left at the SR 318 junction, follow signage to ICP

Incident Jetports

LAS\*

\* Request Contact

Ely Dispatch : 775-289-1925 x ▾

Ordering Contact

▾

Assigning Contact

▾

Request Details

Special Needs

Will be filled at home unit, approved by BUYT - JM

Catalog Item Reminders

▾

General Message Number

31

Sub Type

-- None -- ▾

Support

-- None -- ▾

## B. Filling a NON- NFES request

- From Manage Request click FILL WITH tab, then click Fill w/ Local Purchase
- Here you will fill in the required fields: Description, Quantity, Post Date/Time, and Vendor
- The Item Description field will already be populated with what was entered as the Item Description when the order was created. That information will print on the resource order in the Resource Requested block
- The Description box does not populate anything into the Resource Order
- The Quantity Box will populate on the Resource Order in the Resource Assigned box in parenthesis
- For Vendor, check Enter Vendor By Name, and fill in the box. This is the second part of what populates the Resource Assigned block on the Resource Order. Here is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number)
- The Payment Type, and Card Holder name does not show on the Resource Order
- Once you click Save at the bottom of the screen, you will then need to click Complete Local Purchase

REQUEST SUMMARY: BLACKJACK : S-1

ELY INTERAGENCY COMMUNICATION CENTER

PENDING

<b>Requesting Dispatch Contacts</b>	4 contact[s]	<b>Needed By</b>	07-28-2022 / 1500 / Pacific
<b>Incident Contacts</b>	4 contact[s]	<b>Incident Type</b>	FI - Wildfire
<b>Catalog</b>	Supply	<b>Point Of Origin</b>	Blackjack NV-ELD-040169
<b>Catalog Item</b>	SNCS - !Not in Catalog Supplies	<b>Dispatching Org</b>	Ely Interagency Communication Center
		<b>Inclusions / Exclusions / Features</b>	

INFO CLAIM FILL FILL WITH SUPPORT REQ CONVERT TO SUPPORT UP DIRECT UTF CANCEL UTF CANCEL

Fill with Agreement Fill with Local Purchase Fill with Requested Item

**Request Purchase**

\* Request

NV-ELD-040169 : S-1

Item Description

Tent Pole, MSR Hubba Hubba NX

\* Description

Tent Pole - Fill at home Unit - S. Bear Gov CC

City State

Ely, NV

\* Quantity

1

Total Cost

\$ 22.89

List of 0 Record[s] +

No Records Found

\*Posted Date Time  
07-28-2022 12:21:02

\*Posted Date Time TZ  
Mountain

Purchase Details

Enter Vendor By Name

\*Vendor Name  
Filled at home unit - NV-ELD - S. Bear Gov CC

Property Flag

Payment Type  
CC

Card Holder  
S. Bear

Check Number

Internal

Posted Date Time GMT

Comments

Comments  
Does not show in documentation

Related Lists

Save (Ctrl + s)

Complete Local Purchase

C. Completed Resource Order

RESOURCE ORDER		Initial Date/Time	2. Incident / Project Name				3. Incident / Project		Financial Codes	
SUPPLY		07-25-2022 1852 PST	Blackjack				NV-ELD-040169		PD PW8J (1522) [P]	
5. Descriptive Location		6. TWN					RNG	SEC	Base MDM	4. Office Reference Number
South from Ely, NV on HWY 6, turn left at the SR 318 junction, follow signage to ICP						040169		Ely District		
		LAT. 39° 01' 50" N				8. Incident Base / Phone Number		10. Ordering Office		
		LONG. 115° 10' 34" W				Finance Email nvecc_finance@firenet.gov Dispatch Email nvecc@firenet.gov Main Incoming (775) 289-1925 Ely Dispatch 775-289-1925		Ely Interagency Communication Center		
11. Aircraft Information										
Bearing	Distance	VOR	Contact Name	Frequency Type	Assigned Frequency	Reload Base	Other Aircraft / Hazards			
211.85°	22	ELY								
310.38°	59	ILC								
43.09°	106	TPH								

12. Request Number	Ordered Date/Time	From	To	Qty	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	2023-06-01 1215 PDT	Ely Dispatch 775-289-1925	NV-ECC	1	Tent Pole, MSR Hubba Hubba NX	2022-07-28 1500 PDT	Blackjack Command Post	NV-ECC	NV-ECC	2023-06-01 1409 PDT		Tent Pole, MSR Hubba Hubba NX - Filled at home unit - NV-ELD - S. Bear Gov CC (1)					
Travel Mode		Financial Code PD PW8J (1522)	Named Request	Special Needs Will be filled at home unit, approved by BUYT - JM								Navigation/Reporting Instructions Incident Jetport(s): LAS* South from Ely, NV on HWY 6, turn left at the SR 318 junction, follow signage to ICP					

13. User Documentation		
Req. No.	Documentation	Entered By

The information entered when the request was created shows up on the resource order in the blocks outlined in red. The information entered when the order was filled shows in the blocks outlined in green.

Notice that: Description, City, State, total cost, payment type, and comments are not on the resource order.

There is no travel as the item was filled/closed.

## 8. Table of Commonly Ordered Supply Items

<a href="#">Air Conditioning or Utilities</a>	<a href="#">25</a>	<a href="#">Lumber</a>	<a href="#">39</a>
<a href="#">Ambulance</a>	<a href="#">25</a>	<a href="#">Lunch</a>	<a href="#">40</a>
<a href="#">Audio Visual Equipment</a>	<a href="#">25</a>	<a href="#">Maps</a>	<a href="#">39</a>
<a href="#">AV-GAS</a>	<a href="#">32</a>	<a href="#">Meals</a>	<a href="#">40</a>
<a href="#">Bar Oil</a>	<a href="#">26</a>	<a href="#">Medical Supplies, Non-consumable</a>	<a href="#">40</a>
<a href="#">Breakfast</a>	<a href="#">40</a>	<a href="#">Medical Supplies, Consumable</a>	<a href="#">41</a>
<a href="#">Building Rental/Agreements</a>	<a href="#">31</a>	<a href="#">Newspaper Delivery Service</a>	<a href="#">41</a>
<a href="#">Campground Rental/Agreements</a>	<a href="#">31</a>	<a href="#">NFES Supplies</a>	<a href="#">42</a>
<a href="#">Chainsaw Parts</a>	<a href="#">26</a>	<a href="#">NFES Supplies – Replacement Requisitions for Non-Local Resource</a>	<a href="#">42</a>
<a href="#">Computer Rental</a>	<a href="#">27</a>	<a href="#">Office Equipment Rental</a>	<a href="#">43</a>
<a href="#">Copy Machine Rental</a>	<a href="#">27</a>	<a href="#">Office Supplies</a>	<a href="#">43</a>
<a href="#">Copy Machine Service/Repair</a>	<a href="#">28</a>	<a href="#">Oil</a>	<a href="#">44</a>
<a href="#">Copy Machine Print Cartridge</a>	<a href="#">28</a>	<a href="#">Pallet Jack Rental</a>	<a href="#">44</a>
<a href="#">Data Lines</a>	<a href="#">29</a>	<a href="#">Phones</a>	<a href="#">52</a>
<a href="#">Diesel Fuel / Gas</a>	<a href="#">33</a>	<a href="#">Porta Potties and Service</a>	<a href="#">44</a>
<a href="#">Dinners</a>	<a href="#">40</a>	<a href="#">Porta Tank</a>	<a href="#">51</a>
<a href="#">Dip Tank</a>	<a href="#">51</a>	<a href="#">Propane Delivery</a>	<a href="#">45</a>
<a href="#">Drip Torch Fuel</a>	<a href="#">33</a>	<a href="#">Radio Use</a>	<a href="#">46</a>
<a href="#">Electric Service / Repair</a>	<a href="#">50</a>	<a href="#">Radio Repair/Replacement</a>	<a href="#">47</a>
<a href="#">Equipment Inspection Service</a>	<a href="#">30</a>	<a href="#">Recycling</a>	<a href="#">47</a>
<a href="#">Excavation Service</a>	<a href="#">30</a>	<a href="#">Refrigeration Service</a>	<a href="#">48</a>
<a href="#">Facility Rental</a>	<a href="#">31</a>	<a href="#">Road Grading Service</a>	<a href="#">48</a>
<a href="#">Fax Machine Rental</a>	<a href="#">31</a>	<a href="#">Sanitation Service, Other</a>	<a href="#">49</a>
<a href="#">Fax Machine Service / Repair</a>	<a href="#">31</a>	<a href="#">Satellite Phones</a>	<a href="#">49</a>
<a href="#">Fuel Agreements</a>	<a href="#">32</a>	<a href="#">Saw Gas</a>	<a href="#">33</a>
<a href="#">Fuel Purchase</a>	<a href="#">33</a>	<a href="#">Saw Oil</a>	<a href="#">26</a>
<a href="#">Gatorade</a>	<a href="#">51</a>	<a href="#">Service/Repairman</a>	<a href="#">50</a>
<a href="#">Generator Rental</a>	<a href="#">33</a>	<a href="#">School Facilities</a>	<a href="#">31</a>
<a href="#">Gray Water Removal Service</a>	<a href="#">34</a>	<a href="#">Sports Drinks</a>	<a href="#">51</a>
<a href="#">Hand Wash Stations and Service</a>	<a href="#">34</a>	<a href="#">Tank - Dip or Portable</a>	<a href="#">51</a>
<a href="#">Hardware</a>	<a href="#">35</a>	<a href="#">Telephone Lines</a>	<a href="#">52</a>
<a href="#">Hotel / Motel Rooms</a>	<a href="#">35</a>	<a href="#">Tire Repair / Replacement</a>	<a href="#">52</a>
<a href="#">Ice, Bagged</a>	<a href="#">36</a>	<a href="#">Tire Repair / Replacement - Incident Delivery and Replacement</a>	<a href="#">53</a>
<a href="#">Ice, Block</a>	<a href="#">36</a>	<a href="#">Tow Truck</a>	<a href="#">53</a>
<a href="#">Ice, Pallet</a>	<a href="#">37</a>	<a href="#">Vehicle Parts</a>	<a href="#">54</a>
<a href="#">Ice Delivery Service</a>	<a href="#">37</a>	<a href="#">Vehicle Repair</a>	<a href="#">54</a>
<a href="#">Land Use Agreement</a>	<a href="#">31</a>	<a href="#">Water, Bottled</a>	<a href="#">55</a>
<a href="#">Laundry Service</a>	<a href="#">38</a>	<a href="#">Water, Delivery</a>	<a href="#">55</a>
<a href="#">Local Caterers</a>	<a href="#">38</a>		

## AIR CONDITIONING or UTILITIES RENTAL

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies <b>Item Description:</b> Service - Utilities <b>TRACK THIS ITEM</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description box</b> is already populated and will print on the Resource Assigned block The <b>Description box</b> does not print on the resource order even though it is a required field. The <b>Vendor Name box</b> is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Utilities	4/16/2006 1000 MST	Dixie N.F. S/O	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Cornel & Maria Isfan - BPA 12-40 (UT-CDC)	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs SO Conference Room			Reporting Instructions											

**AMBULANCE...**order using EQUIPMENT catalog

## AUDIO VISUAL EQUIPMENT RENTAL

<b>ORDER USING:</b> <b>Category:</b> Service, Office Support <b>Catalog Item:</b> SAVE - Audio/Visual Equipment Rental <b>Special Needs:</b> Note equipment needs/specifications.							<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-6</b>	4/16/2006 1412 PNT	NV-EIC EXPD Blk 8	NV-EIC	1 / 1	Service - Audio/visual Equipment Rental	4/16/2006 1000 PNT	Cave Creek Ranger District	NV-EIC	NV-EIC	4/16/2006 1425 PNT	NV-HTF	XYZ Business Equip - Jeff Peters CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode			Special Needs Need PowerPoint projector and P.A. system for public briefing.			Reporting Instructions											

**AV-GAS AGREEMENTS...**see FUEL pg. 32

**BAR OIL...**see Chain Saw Parts pg. 26

**BREAKFAST...**see MEALS pg. 40

**BUILDING RENTAL/AGREEMENTS...**see Facility Rental pg. 31

**CAMPGROUND RENTAL...**see Facility Rental pg. 31

**CHAINSAW PARTS** (*Chain, Bar Oil, air filters etc.*)

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> Select appropriate chainsaw part, i.e., CPCN - Chainsaw Parts - Chain                    CP2C - Chainsaw Parts - 2-cycle mix                    CPOP - Chainsaw Parts - Other Parts  <b>Special Needs:</b> Specify make and model of saw and what parts are needed.  <b>DO NOT TRACK ITEM</b>          If item is not listed, use !Not in Catalog Supplies</p>								<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>          The <b>Item Description</b> box is already populated and will print on the Resource Assigned block          The <b>Description</b> box does not print on the resource order even though it is a required field.          The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.          Enter <b>Posted Date</b> and <b>Time</b>.</p>									
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-2</b>	4/16/2006 1412 MST	ID-SCC EXPD Blk 8	ID-SCC	10 / 10	Saw Chain, ea	4/16/2006 1000 MST	N/A	ID-SCC	ID-SCC	4/16/2006 1425 MST	ID-TFD	Payson Supply - Bryan Mason CC					
Travel Mode			Special Needs Model Still 440, chain Driver Count 91 RSF, Gauge .050" Pitch 3/8".			Reporting Instructions											

**COMPUTER RENTAL** for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Office Support  <b>Catalog Item:</b> SCMP - Service - Computer Rental  <b>Special Needs:</b> note equipment needs/specifications</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	ID-SCC EXPD Blk 8	ID-SCC	1 / 1	Service - Computer Rental	4/16/2006 1000 MST	ID-SCC I/A	ID-SCC	ID-SCC	4/16/2006 1425 MST	ID-TFD	Bit by Bit - S/N 135D98DD5 - Ag# 1D59D7D43665	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need laptop computer for use by BUYT			Reporting Instructions											

**COPY MACHINE RENTAL** for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Office Support  <b>Catalog Item:</b> SCPY - Service - Copy Machine Rental  <b>Special Needs:</b> note equipment needs/specifications</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 PNT	NV-ECC EXPD	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Copy Co - IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode			Special Needs Need high volume capacity with collate, staple and duplex capability.			Reporting Instructions											

**COPY MACHINE SERVICE/REPAIR** one time Repair/Service Call

<b>ORDER USING:</b> <b>Category:</b> Service, Office Support <b>Catalog Item:</b> SOMR - Service - Office Machine Repair <b>Special Needs:</b> Note make and model number							<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Copy Co - BPA 12-65	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need service call on IKON Mdl 398FX, continuous paper jams.			Reporting Instructions										

**COPY MACHINE PRINT CARTRIDGE** or other parts not covered by agreement

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> OSPL-Misc. Office Supplies <b>Item Description:</b> Printer Cartridge, note color, EA <b>Special Needs:</b> Note make and model number <b>DO NOT TRACK ITEM</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	2 / 2	Print Cartridge, Black, EA	4/16/2006 1000 PNT	Battle Mountain Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-EKD	Office Depot - Fran Parker CC					
Travel Mode				Special Needs For IKON Mdl 398FX			Reporting Instructions										

**DATA LINES (T1 ETC) Installations, Activation etc.**

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Communications  <b>Catalog Item:</b> SDAT - Service - Data Line  <b>Special Needs:</b> What for or where to install</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT-MFC EXPD BIK 8	UT-MFC	5 / 5	Service - Data Line, EA	4/16/2006 1000 MST	UT-MFC EXPD	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-MLF	DexWest - Ag#746HD7372H	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need additional data lines for BUYT			Reporting Instructions											

**DIESEL FUEL / GAS...see FUEL pg. 33**

**DINNERS...see MEALS pg. 40**

**DIP TANK (NON-NFES) ...see TANK pg. 51**

**DRIP TORCH FUEL...see FUEL pg. 33**

**ELECTRIC SERVICE/REPAIR... see SERVICE/REPAIR pg. 50**

**EQUIPMENT INSPECTION SERVICE** any duration of use. Consider ordering as OVERHEAD (EQPI)

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Miscellaneous  <b>Catalog Item:</b> SEQI - Service - Equipment Inspection</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-5</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Equipment Inspection	4/16/2006 1000 MST	Goldfield Admin Site	UT-CDC	UT-CDC	4/16/2006 1425 PNT	UT-DIF	Reesler Ford, Jim Baynes, Marleen Murdoe CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need inspector for 5 contract engines coming in.			Reporting Instructions											

**EXCAVATION SERVICE** for one time use. For any duration order as Equipment

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies  <b>Item Description:</b> SERVICE - Excavation</p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time</b>.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-67</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Excavation	4/16/2006 1000 MST	Goldfield Admin Site	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Bell Excavation - Ag# DKO9473JDE	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need trench dug for new phone lines.			Reporting Instructions											

**FACILITY RENTAL** For Land Use Agreements, ensure a LUA Intake Form has been completed:

[https://www.fs.fed.us/business/incident/buyingteam.php?tab=tab\\_b](https://www.fs.fed.us/business/incident/buyingteam.php?tab=tab_b)

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Facility-Land Rental  <b>Catalog Item:</b> Choose from Service – Conference (SCON), Land (SLND), Refrigeration Facility (SREF), or Shower Facility Rental (SSHW)</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement.                      IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-7	4/16/2006 1412 MST	UT- CDC EXPD Blk 8	UT- CDC	1 / 1	Service - Shower Facility Rental	4/16/2006 1000 MST	N/A	UT- CDC	UT- CDC	4/16/2006 1425 PNT	UT- DIF	USAF - Camp Good Times - Ag# UYJO001367845	M	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode				Special Needs Needed for 3 crews, 60 crewmembers. 40 male 20 female.			Reporting Instructions											

**FAX MACHINE RENTAL** for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies  <b>Item Description:</b> Service - Fax Machine Rental</p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                      The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                      The <b>Description</b> box does not print on the resource order even though it is a required field.                      The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the                      payment method (name on credit card or agreement number). This prints on the resource order.                      Enter <b>Posted Date and Time.</b></p>											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-1	4/16/2006 1412 PNT	NV- ECC EXP D Blk 8	NV- ECC	1 / 1	Service - Fax Machine Rental	4/16/2006 1000 PNT	NV- ECC	NV- ECC	NV- ECC	4/16/2006 1425 PNT	NV- ELD	Copy Co - Fastfax Mdl 398FX , S/N 25D9985 - BPA 12- 65	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT			
Travel Mode				Special Needs			Reporting Instructions											

**FAX MACHINE SERVICE/REPAIR** one time Repair/Service Call

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Office Support  <b>Catalog Item:</b> SOMR – Service - Office Machine Repair  <b>Special Needs:</b> Note make and model number.</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Copy Co - BPA 12-65	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need service call on FastFax 400, crumples paper .			Reporting Instructions										

**FUEL AGREEMENTS**

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Fuel Delivery  <b>Catalog Item:</b> Select desired type from drop down</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Fuel Delivery, Diesel/Gas	4/16/2006 1000 PNT	Goldfield Admin Site	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Texaco S/W - Ag# KDIW998743	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need Diesel and Gas storage tanks filled as needed for duration of incident			Reporting Instructions										

## FUEL PURCHASE one time purchase

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies <b>Item Description :</b> FUEL- specify type (unleaded, diesel, saw, drip torch etc.) and size/quantity. <b>DO NOT TRACK THIS ITEM</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date</b> and <b>Time</b> .											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
<b>S-2</b>	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	10 / 10	FUEL - Saw Gas, GL	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Payson Supply - Bryce Mason CC						
Travel Mode			Special Needs Picked up by NV-HTF 431, B. Mason			Reporting Instructions												

**GATORADE...**see Sports Drinks pg. 51

## GENERATOR RENTAL for any duration of use

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> SCNS - !Not in Catalog Supplies <b>Item Description</b> SERVICE - Generator Rental, EA. <b>TRACK THIS ITEM.</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date</b> and <b>Time</b> .											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
<b>S-1</b>	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Generator Rental, EA	4/16/2006 1000 PNT	White Horse ICP	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Power to Go, S/N 873 485 - B. Bell CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT			
Travel Mode			Special Needs To support IMET equipment.			Reporting Instructions												

## GRAY WATER REMOVAL

<b>ORDER USING:</b> <b>Category:</b> Service, Sanitation <b>Catalog Item:</b> SGRY - Service – Grey Water Disposal							<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 PNT	NV-LIC EXPD BIK 8	NV-LIC	3 / 3	Service – Gray Water Removal	4/16/2006 1000 PNT	Goldfield Admin Site	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Bill's Removal Systems - Lynn Burns CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode							Reporting Instructions										
Special Needs: Need to pump out gray water bladder bags, approx. 1000 gal.																	

## HAND WASH STATIONS & SERVICE for any duration of use. Trailer Mounted are ordered as EQUIPMENT (VIPR)

<b>ORDER USING:</b> <b>Category:</b> Service, Sanitation <b>Catalog Item:</b> SHWS - Service - Handwashing Station (Portable) <b>Only one request number needed per vendor per incident.</b> Quantity and location of hand washing stations to be added to documentation in IROC.							<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.										
12 Request Number	Ordered Date/Time	From	To	Qty F/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 PNT	NV-LIC EXPD BIK 8	NV-LIC	3 / 3	Service - Hand washin g Station	4/16/2006 1000 PNT	Williams Gateway MOB Center	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Just Like Home - Ag# I8D8R474HE	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode							Reporting Instructions										
Special Needs Need Double Sinks, units must be weighted down due to high winds.																	

**HARDWARE** Order each type of Hardware on own resource order.

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> HDWE – Misc Hardware  <b>Item Description:</b> Misc. Hardware  <b>Special Needs:</b> Specific items  <b>DO NOT TRACK LOW-COST ITEMS</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date</b> and <b>Time</b>.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-3</b>	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	10 /10	Bolts	4/16/2006 1000 PNT	Benny Hill ICP	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LIC	Home Depot - Lloyd Johanson CC					
Travel Mode			Special Needs 7/16" Bolts for Information Board for ICP. Wood ordered separately				Reporting Instructions										

**HOTEL/MOTEL ROOMS** for any duration. If creating for Overhead resources, put all rooms on separate Resource Orders.

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Meals, Food, Lodging  <b>Catalog Item:</b> SLDG – Service - Lodging  <b>Special Needs:</b> Note number of rooms and associated O,C,E #s if known.</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-5</b>	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	10 / 10	Service - Lodging	4/16/2006 1000 PNT	Las Vegas	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Homewood Suites, Highland Ave, Phx. - R. Edwards CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode			Special Needs Hotel rooms for Alta Hotshots C-14				Reporting Instructions										

**ICE, BAGGED** one-time purchase

<p><b>ORDER USING:</b>  <b>Category: CONSUMABLE</b>  <b>Catalog Item: BICE</b>  <b>Item Description: ICE - BAGGED, EA</b>  <b>DO NOT TRACK ITEM.</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                  The <b>Description</b> box does not print on the resource order even though it is a required field.                  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.                  Enter <b>Posted Date</b> and <b>Time</b>.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	30 / 30	ICE - BAGGED, BG	4/16/2006 1000 PNT	P/U by Payson R.D.	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Payson Ice & Gas - Ray Underwood CC					
Travel Mode			Special Needs Large size bags			Reporting Instructions											

**ICE, BLOCK** one time purchase

<p><b>ORDER USING:</b>  <b>Category: CONSUMABLE</b>  <b>Catalog Item: BICE</b>  <b>Item Description : ICE - BLOCK, EA</b>  <b>DO NOT TRACK ITEM</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                  The <b>Description</b> box does not print on the resource order even though it is a required field.                  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.                  Enter <b>Posted Date</b> and <b>Time</b>.</p>										
Request Number	Date/Time			R/A	Requested	Date/Time	Deliver To	Unit	Unit	Date/Time	Assigned	Assigned	Ind	Time Of	Time Of	Date	To
S-3	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	10 / 10	ICE - BLOCK, EA	4/16/2006 1000 PNT	P/U by Payson R.D.	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-HTF	Payson Ice & Gas - Ray Underwood CC		Departure	Arrival		
Travel Mode			Special Needs			Reporting Instructions											

**ICE, PALLET** one-time purchase

<p><b>ORDER USING:</b>  <b>Category: CONSUMABLE</b>  <b>Catalog Item: PICE</b>  <b>Item Description: ICE - PALLET</b>  <b>DO NOT TRACK ITEM.</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                  The <b>Description</b> box does not print on the resource order even though it is a required field.                  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.                  Enter <b>Posted Date and Time.</b></p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-3</b>	4/16/2006  1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	10 / 10	ICE - Pallet	4/16/2006  1000 PNT	P/U by Payson R.D.	NV-LIC	NV-LIC	4/16/2006  1425 PNT	NV-LAP	Payson Ice & Gas - Ray Underwood CC					
Travel Mode			Special Needs Large size bags			Reporting Instructions											

**ICE DELIVERY SERVICE** agreement for ongoing delivery

<p><b>ORDER USING:</b>  <b>Category: Service, Delivery</b>  <b>Catalog Item: SICE - Service - Delivery, Ice</b>  <b>Special Needs: Specify amount and terms of delivery</b></p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.                  IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-2</b>	4/16/2006  1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	1 / 1	Service - Ice Delivery	4/16/2006  1000 PNT	Williams Gateway MOB Center	NV-LIC	NV-LIC	4/16/2006  1425 PNT	NV-LAP	Freeze King Inc - Ag# ID194857EJ	M	4/16/2006  1250 PNT	4/16/2006  1255 PNT		
Travel Mode			Special Needs Need 500 bags on 1st delivery, keep stocked at 300 bags min. for duration of season. Check supply 3 times weekly.			Reporting Instructions											

**LAND USE AGREEMENT...see Facility Rental**

**LAUNDRY SERVICE** local - **For in-camp contractor see INBA or Center Manager to order**

<b>ORDER USING:</b> <b>Category:</b> Service - Miscellaneous <b>Catalog Item:</b> SLAU - Service - Laundry							<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 PNT	NV-CNC	NV-CNC	1 / 1	Service - Laundry Service	4/16/2006 1000 PNT	Yellow Tree ICP	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	Payson Wash House - Ag# 0E04Y7U5RH	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need vendor to p/u and return laundry.			Reporting Instructions										

**LOCAL CATERERS**

**This is a sensitive Item: see EDSP or Center Manager. If approved, order in the following manner:**

<b>ORDER USING:</b> <b>Category:</b> Service, Meals, Food, Lodging <b>Catalog Item:</b> SCAT – Service - Food Catering <b>Special Needs:</b> Specify meals and number to be fed. <b>Documentation:</b> Add daily amounts needed to documentation for duration of use.							<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 PNT	NV-CNC EXPD Blk 8	NV-CNC	1 / 1	Service - Food Catering	4/16/2006 1000 PNT	Williams Gateway Gt 50	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	John's Meals to Go - 602-876-2837 - B. Roach CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Breakfast, lunch and dinner for 75 people, 5 vegetarians			Reporting Instructions										

## LUMBER

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> LUMB – Lumber (2x4, Plywood etc.) <b>Item Description:</b> Lumber <b>Special Needs:</b> Specify items desired. <b>DO NOT TRACK ITEM</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 PNT	NV-CNC EXPD Bik 8	NV-CNC	2 /2	Lumber, ea	4/16/2006 1000 PNT	Benny Hill ICP	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	Home Depot - L. Johanson CC					
Travel Mode			Special Needs 4 X 8 3/8" CDX PLYWOOD, to make information board for ICP				Reporting Instructions										

LUNCHES...see Meals pg. 40

## MAPS

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies <b>Item Description:</b> MAPS - Type/Location, EA <b>DO NOT TRACK ITEM</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MST	ID-PAC EXPD Bik 8	ID-PAC	50 / 50	MAPS - Payette N.F. Rec, EA	4/16/2006 1000 MST	Payette N.F. EXPD	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-PAF	Payette N.F., S.O.					
Travel Mode			Special Needs Need maps for incoming team and resource personnel				Reporting Instructions										

**MEALS**

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Meals, Food, Lodging  <b>Catalog Item:</b> SMEL- Service - Meals  <b>Special Needs:</b> Document type and number</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-5	4/16/2006 1412 MST	ID-PAC EXPD Blk 8	ID-PAC	30 / 30	Service - Meals	4/16/2006 1000 MST	Quick Draw Spike Camp	ID-PA C	ID-PAC	4/16/2006 1425 MST	ID-PAF	Tiny's Great Eats, McCall, ID - Cole Younger CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode		Special Needs BREAKFAST for 30				Reporting Instructions Must be to Red Draw Staging no later than 0600 for heli shuttle.											

**MEDICAL SERVICE** Non-consumable or returnable

<p><b>ORDER USING:</b>  <b>Category:</b> Service - Miscellaneous  <b>Catalog Item:</b> SMED – Service - Medical  <b>Special Needs:</b> Note items/service desired</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006 1412 MST	ID-CIC EXP D Blk 8	ID-CIC	1 / 1	Service - Medical	4/16/2006 1000 MST	Phoenix Hills ICP	ID-CIC	ID-CIC	4/16/2006 1425 MST	ID-IFD	Medical Supervision – Dr Mary Poppins – M Applegate ACQ	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode		Special Needs: Need Medical Direction Contact for incident. Dr. Mary Poppins with Fireline MD LLC is the local unit's doctor.				Reporting Instructions											

**MEDICAL SUPPLIES** one time purchase, consumable

<p><b>ORDER USING:</b>  <b>Category:</b> Consumable  <b>Catalog</b>  <b>Item:</b>MSCC,MSCH,MSCM,MSFP,MSMT,MSOT,MSRP,MSSU  <b>Special Needs:</b> Desired Item, size, EA/CS/BX  <b>DO NOT TRACK ITEM</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time</b>.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006  1412 MST	ID-CIC EXPD Blk 8	ID-CIC	3 / 3	MEDICAL - 3/4" Band-Aid Strips, BX	4/16/2006  1000 MST	P/U by Payson R.D.	ID-CIC	ID-CIC	4/16/2006 1425 MST	ID-SCF	Forestry 1st Aid Supply - Ruth Ingles CC					
Travel Mode			Special Needs				Reporting Instructions										

**NEWSPAPER DELIVERY SERVICE** agreement for continuous delivery. **Must be approved by Agency Administrator**

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Delivery  <b>Catalog Item:</b> Service – Delivery, Newspaper  <b>Special Needs:</b> Specify amount and terms of delivery</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-3	4/16/2006  1412 MST	UT-RFC EXPD Blk 8	UT-RFC	5 / 5	Service – Delivery Newspaper Delivery	4/16/2006 1000 MST	Phoenix Hills ICP	UT-RFC	UT-RFC	4/16/2006 1425 MST	UT-FIF	Phoenix Sun - Pat Moore CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs 5 copies of Phoenix Sun delivered daily				Reporting Instructions										

**NFES SUPPLIES** - ordered from Great Basin Fire Cache

<p><b>ORDER USING:</b>  <b>Category:</b> NFES Supplies  <b>Catalog Item:</b> Desired NFES Number  <b>BE SURE TO ENTER SHIPPING ADDRESS</b>  <b>*See NFES Supplies Pg 5 for more detail</b></p>							<p>Place request to Great Basin Fire Cache, they will fill in IROC.                  Place a group of requests to the Cache in a batch if possible</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-3</b>	4/16/2006 1412 PNT	UT-RFC EXPD Blk 8	UT-RFC	3 / 3	001027, Earplug, Foam, Disposable, BX	4/16/2006 06 1000 PST	Jamerson ICP	UT-RFC	UT-RFC	4/16/2006 1425 PST	ID-GBK	ID-GBK, Issue # 260089 - Substituted NFES 001029, 1 BX					
Travel Mode			Special Needs			Reporting Instructions											

**NFES SUPPLIES** - Replacement requisition for supplies handled by the home unit

<p><b>ORDER USING:</b>  <b>Category:</b> NFES Supplies  <b>Catalog Item:</b> Desired NFES Number  <b>BE SURE TO ENTER SHIPPING ADDRESS.</b>  <b>Special Needs:</b> Specify who the requisition is for and it is to be filled at the home unit.</p>							<p>Place order through the cache system.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-3</b>	4/16/2006 1412 MST	UT-RFC EXPD Blk 8	UT-RFC	12 / 12	00030, Batteries, AA, PG	4/16/2006 06 100 0 MST	N/A	UT-RFC	UT-RFC	4/16/2006 1425 MST	ID-GBK	ID-GBK - issue # 260008					
Travel Mode			Special Needs REPLACEMENT REQUISITION for E-4407 UT-CDC (E-4) to be filled at home unit.			Reporting Instructions											

**OFFICE EQUIPMENT RENTAL** for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies  <b>Item Description:</b> Service - Office Equipment                  Other  <b>Special Needs:</b> note equipment needs/                  specifications</p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                  The <b>Description</b> box does not print on the resource order even though it is a required field.                  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the                  payment method (name on credit card or agreement number). This prints on the resource order.                  Enter <b>Posted Date</b> and <b>Time</b>.</p>										
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT- MFC EXPD Blk 8	UT- MFC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 MST	UT-MFC EXPD	UT- MFC	UT- MFC	4/16/2006 1425 MST	UT- MLF	Copy Co, IKON Mdl 398FX, S/N 25D9985 - BPA 12-65	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need high volume shredder - Authorized by Joe Smith FMO				Reporting Instructions										

**OFFICE SUPPLIES** - generally low-cost miscellaneous items

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> OSPL – Misc Office Supplies  <b>Item Description:</b> Misc. Office Supplies  <b>Special Needs:</b> List items or reference General                  Message  <b>DO NOT TRACK ITEM</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                  The <b>Description</b> box does not print on the resource order even though it is a required field.                  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the                  payment method (name on credit card or agreement number). This prints on the resource order.                  Enter <b>Posted Date</b> and <b>Time</b>.</p>										
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-3</b>	4/16/2006 1412 MST	UT-MFC EXPD Blk 8	UT- MFC	1 / 1	Misc Office Supplies	4/16/2006 1000 MST	Manti LaSal N.F. - EXPD	UT- MFC	UT-MFC	4/16/2006 1425 MST	UT- MLF	Walmart, M Anderson CC					
Travel Mode			Special Needs see General Message for list of items				Reporting Instructions										

**OIL** one time purchase – Bar Oil or 2 stroke mix, see Chainsaw Parts

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies,  <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies,  <b>Item Description:</b> OIL- Motor, Oil Type, Quantity  <b>DO NOT TRACK ITEM</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time.</b></p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-2</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	10 / 10	OIL - Motor 10W50, Quarts, CS	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	Payson Supply - Bob Mason CC					
Travel Mode				Special Needs Need for use in both Diesel & Gas engines.			Reporting Instructions										

**PALLET JACK RENTAL**

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNCS - !Not in Catalog Service  <b>Item Description:</b> Service - Pallet Jack Rental, EA  <b>TRACK THIS ITEM</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time.</b></p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Pallet Jack Rental, EA	4/16/2006 1000 MST	Jackson Wash R.D.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Bella Vista Rent All - J. Morrison CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need for one day to rearrange warehouse			Reporting Instructions										

**PHONES** ...see Telephone Lines pg. 52, and Satellite Phones pg. 49

**PORTA POTTIES & SERVICE** for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Sanitation  <b>Catalog Item:</b> SPPT - Service - Porta Potties  <b>Only one request number needed per vendor per incident.</b>                  Quantity and location of Porta Potties to be added to documentation in IROC.</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.                  IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	3 / 3	Service - Porta Potties	4/16/2006 1000 MST	Williams Gateway MOB Center	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Just Like Home - Ag# 18D8R474HE	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need daily service				Reporting Instructions Deliver to the Mob Center 150 North Main.										

**PORTA TANK (NON-NFES)** ...see TANK pg. 51

**PROPANE DELIVERY** for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Fuel Delivery  <b>Catalog Item:</b> SFPP - Service – Fuel Delivery, Propane</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.                  IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit Unit	To Unit Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	3 / 3	Service - Propane Delivery	4/16/2006 1000 MST	Mt. Ord Lookout	UT-CDC	UT-CDC	4/16/2006 1425 MST	AZ- ASD	AmeriGas, St. George, AZ - Judy Blume CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Fill both radio shack and cabin tanks at Mt. Trumbull.				Reporting Instructions										

**RADIOS ARE CLASSIFIED AS SENSITIVE ITEMS  
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION**

**RADIO (USE)** purchase of new or use of existing radio

<p><b>ORDER USING:</b>  <b>Category:</b> Service - Communication  <b>Catalog Item:</b> Service - Radio  <b>Special Needs:</b> Specify who will be using the radio or who the purchase is for.</p>	<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.          IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>
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*Example of: Use of existing local radio, entered this way to track where it is*

12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Radio	4/16/2006 1000 MST	UT-CDC I.A.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT- CCD	UT-CCD - S/N 8874737U	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode		Special Needs UT-CCD handheld radio for use by Rapid Response Team ICT3 for duration of Severity.				Reporting Instructions											

*Example of: Purchase of radio from outside vendor*

12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Radio	4/16/2006 1000 MST	UT-CDC I.A.	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT- CCD	Bendix King, S/N 857463 - D. Garvey CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode		Special Needs Need radio for CDC. Authorized by John Smith Line Officer				Reporting Instructions											

**RADIO** one time Repair/Replacement **Fill out form - [OF-289](#)**

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNSC - !Not in Catalog Supplies  <b>Item Description:</b> RADIO - Repair/Replacement  <b>Special Needs:</b> Specify who the radio is for, the serial number of the radio being replaced and who approved the replacement.  <b>DO NOT TRACK.</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date</b> and <b>Time</b>.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-2</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	RADIO - Repair/Replacement	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Home Unit - E4555 - Joe Younger CC					
Travel Mode		Special Needs Repair or Replace as needed for E-4.1, Bendix King S/N 948575 damaged on fire, approved by IC Jim Hicks. To be handled by home unit.			Reporting Instructions												

**RECYCLING – ALL**, for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Sanitation  <b>Catalog Item:</b> SREY - Service - Recycling</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service - Recycling	4/16/2006 1000 MST	Great Gulch ICP	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-CCD	ABC Recycling - Olive Rupert CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode		Special Needs			Reporting Instructions												

**REFRIGERATION SERVICE** for any duration of use

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Facility-Land Rental  <b>Catalog Item:</b> SREF - Service - Refrigeration Facility Rental  <b>Special Needs:</b> Note what and where</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	1 / 1	Service – Refrigeration Facility Rental	4/16/2006 1000 MST	Dixie N. F. - SO	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-DIF	Jim's Refrigeration & Repair - Y. Younger CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need service/repair to icemaker in warehouse				Reporting Instructions										

**ROAD GRADING SERVICE** for one time use. For longer duration, order as EQUIPMENT

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies  <b>Item Description:</b> Service - Road Grading</p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time.</b></p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-1	4/16/2006 1412 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	Service - Road Grading	4/16/2006 1000 MST	Ashley N. F. - SO	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	P. Hertering Excavation - BPA 33-98	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need Harmens Ranch Road Graded due to fire traffic. Need small unit due to culverts.				Reporting Instructions										

## SANITATION SERVICE, OTHER

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies <b>Item Description:</b> Service, Sanitation, Other <b>Special Needs:</b> Note items/service desired							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date</b> and <b>Time</b> .											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-1	4/16/2006 1412 MST	UT-UBC EXPD Blk 8	UT-UBC	3 / 3	Service - Sanitary Other	4/16/2006 1000 MST	Horse Head Mesa T.H.	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Bill's Honey Wagon - BPA 93-09	M	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode				Special Needs Need all outhouses pumped			Reporting Instructions											

**SATELLITE PHONES & RADIOS ARE CLASSIFIED AS SENSITIVE ITEMS  
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION**

## SATELLITE PHONE for any duration of use

<b>ORDER USING:</b> <b>Category:</b> Service, Communications <b>Catalog Item:</b> SSAT - Service - Satellite Phone (NON-NFES)							<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-1	4/16/2006 1412 MST	AZ-PHC EXPD Blk 8	AZ-PHC	1 / 1	Service - Satellite Phone	4/16/2006 1000 MST		AZ-PHC	AZ-PHC	4/16/2006 1425 MST	AZ-TNF	WorldCom - # 987-654-0987 - Ag# 49REJR83	M	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode				Special Needs Need for LEO operations.														

**SAW GAS...**see FUEL pg. 33

**SAW OIL...**see CHAIN SAW PARTS pg. 26

**SERVICE/REPAIRMAN** one time Repair/Service Call

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies <b>Item Description:</b> SERVICE - Desired Service (i.e., Electrical, Plumbing, Dry Walling, etc.) <b>DO NOT TRACK FOR ONE TIME SERVICE</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-2</b>	4/16/2006 1412 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	Service - Electrical	4/16/2006 1000 MST	Tonto N.F. EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Bill's Electrical Service & Supply - L. Monster CC					
Travel Mode							Reporting Instructions										
Special Needs Need electrician to run 5 power lines for rental computers in EXPD.																	

**Extended duration of use or on-call resource - TRACK THIS ITEM**

12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-2</b>	4/16/2006 1412 MST	UT-UBC EXPD Blk 8	UT-UBC	1 / 1	Service - Electrical	4/16/2006 1000 MST	Red Hill ICP	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Bill's Electrical Service & Supply, CC: L. Monster	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode							Reporting Instructions										
Special Needs Need on call electrician at base camp for duration of incident																	

**SCHOOL FACILITY RENTAL/AGREEMENTS...**see FACILITY RENTAL pg. 31

**SPORTS DRINKS** one-time purchase

<p><b>ORDER USING:</b>  <b>Category:</b> Consumable  <b>Catalog Item:</b> CCSD – Case of Sports Drink  <b>DO NOT TRACK ITEM</b></p>										<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time.</b></p>								
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-2	4/16/2006 1412 MST	UT-UBC EXPD Blk 8	UT-UBC	23 / 23	Case of Sports Drink	4/16/2006 6 1000 MST	Vernal SEAT Base Gt 50	UT-UBC	UT-UBC	4/16/2006  1425 MST	UT-VLD	Pepsi Cola Bottlers - Vernal, UT - Paul. Murdock CC						
Travel Mode			Special Needs Need 1 pallet, case count can be adjusted dependent on size of bottles, assorted flavors if possible.				Reporting Instructions											

**TANK (NON-NFES) ...Specify Dip or Portable**

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies  <b>Item Description:</b> TANK, Type, (size) GL  <b>TRACK THIS ITEM</b></p>										<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time.</b></p>								
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-2	4/16/2006  1412 MST	UT-UBC EXP D Blk 8	UT-UBC	1 / 1	TANK, PORTA, 350, GL	4/16/2006  1000 MST	Hornes Dip Site	UT-UBC	UT-UBC	4/16/2006  1425 PNT	UT-VLD	Pine VFD - Ag# DKS034985 34FDI	M	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode			Special Needs Deliver to Matt Johns at Dip site				Reporting Instructions											

**TELEPHONE LINES** for any duration of use

<b>ORDER USING:</b> <b>Category:</b> Service, Communication <b>Catalog Item:</b> SVLN - Service - Voice Line								<b>FILL USING:</b> <b>Fill with Agreement</b> <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card). <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request. <b>Provider</b> is the agency that established the agreement or issued the credit card. IROC adds this resource to the Incident Resources Screen. It will need to be released upon demob.									
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-1</b>	4/16/2006 1412 MST	UT-UBC EXP D Blk 8	UT-UBC	5 / 5	Service - Voice Line, EA	4/16/2006 1000 MST	UT-UBC EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	QWest - Ag#746HD7372	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode			Special Needs Need additional Telephone lines for BUYT use.				Reporting Instructions										

**TIRE REPAIR/REPLACEMENT IS CLASSIFIED AS A SENSITIVE ITEM  
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION**

**TIRE REPAIR/REPLACEMENT** Ensure a Great Basin Tire Replacement Order Form has been completed:

[https://gacc.nifc.gov/gbcc/admin/IBCdocs/GB Tire Replacement Order FormFINAL.pdf](https://gacc.nifc.gov/gbcc/admin/IBCdocs/GB_Tire_Replacement_Order_FormFINAL.pdf)

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> !Not in Catalog Supplies <b>Item Description:</b> TIRE - Repair or Replacement, EA <b>DO NOT TRACK</b>								<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>									
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
<b>S-2</b>	4/16/2006 1412 MST	UT-CDC EXP D Blk 8	UT-CDC	2 / 2	TIRE - Repair EA	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-SWS	Big O Tire - Y. Phillips CC					
Travel Mode			Special Needs E-18 right rear duels - Approved by Jill Johnson FMO				Reporting Instructions										

**TIRE REPAIR/REPLACEMENT** Incident Delivery and Replacement

**Ensure a Great Basin Tire Replacement Order Form has been completed:**

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Miscellaneous  <b>Catalog Item:</b> STRP – Service – Tire Repair / Replacement  <b>Special Needs:</b> Note items needed / quantity desired  <b>DO NOT TRACK</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                  The <b>Description</b> box does not print on the resource order even though it is a required field.                  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.                  Enter <b>Posted Date and Time.</b></p>											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-2	4/16/2006 1412 MST	ID-SCC EXP D Blk 8	ID-SCC	1 / 1	Service – tire repair / replacement	4/16/2006 1000 MST	N/A	ID-SCC	ID-SDC	4/16/2006 1425 MST	ID-STF	Les Schwab - S. Brown CC						
Travel Mode			Special Needs 4 Tires, Size, 225/70R19 - Approved by Jill Johnson FMO				Reporting Instructions											

**TOW TRUCK** for one time use

<p><b>ORDER USING:</b>  <b>Category:</b> NON-NFES Supplies  <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies  <b>Item Description:</b> SERVICE - Tow Truck, towing capacity/size</p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>                  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block                  The <b>Description</b> box does not print on the resource order even though it is a required field.                  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.                  Enter <b>Posted Date and Time.</b></p>											
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned	Resource Assigned	M/D	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To	
S-2	4/16/2006 1412 MST	UT-CDC EXPD Blk 8	UT-CDC	2 / 2	SERVICE - Tow Truck, 7500# capacity	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 MST	UT-SWS	Truck Experts Towing - Y. Phillips CC						
Travel Mode			Special Needs For E-18, blew both right rear duels				Reporting Instructions											

## VEHICLE PARTS

<b>ORDER USING:</b> <b>Category:</b> NON-NFES Supplies <b>Catalog Item:</b> SNCS - !Not in Catalog Supplies <b>Item Description:</b> Identify Item and quantity <b>Special Needs:</b> Specify parts and vehicle ID <b>DO NOT TRACK THIS ITEM</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>										
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD BIK 8	NV-ECC	1 / 1	Repair or replace mirror	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	UT-- GBP	Home Unit - E5788 - Joe Hurl CC					
Travel Mode			Special Needs E-3 (E5788) right side mirror and blind spot. Damaged on fire, approved by INBA S.Bear				Reporting Instructions										

**VEHICLE REPAIR IS CLASSIFIED AS A SENSITIVE ITEM  
YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION**

Fill out form - [OF-289](#)

**VEHICLE REPAIR** for one time use. For any duration of use order as EQUIPMENT (VIPR). NERV vehicle repair is arranged through Enterprise.

<b>ORDER USING:</b> <b>Category:</b> Service, Miscellaneous <b>Catalog Item:</b> SVDR – Service – Vehicle Damage/Repair <b>Item Description:</b> Vehicle Repair <b>Special Needs:</b> Specify the type of repair and vehicle ID <b>DO NOT TRACK THIS ITEM</b>							<b>FILL USING:</b> <b>Fill with Local Purchase</b> The <b>Item Description</b> box is already populated and will print on the Resource Assigned block The <b>Description</b> box does not print on the resource order even though it is a required field. The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order. Enter <b>Posted Date and Time.</b>										
12 Request Number Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD BIK 8	NV-ECC	2 / 2	Vehicle Repair - WT1942 NV-HTF	4/16/2006 1000 PNT	N/A	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-ELD	Wilford Ford, BPA 14-76					
Travel Mode			Special Needs E-7 (BLM WT1942), starting problems				Reporting Instructions										

**WATER, BOTTLED** one-time purchase

<p><b>ORDER USING:</b>  <b>Category:</b> Consumable,  <b>Catalog Item:</b> CWTR – Case of Water, or CPWA – Pallet of Water  <b>DO NOT TRACK ITEM</b></p>							<p><b>FILL USING:</b>  <b>Fill with Local Purchase</b>  The <b>Item Description</b> box is already populated and will print on the Resource Assigned block  The <b>Description</b> box does not print on the resource order even though it is a required field.  The <b>Vendor Name</b> box is where you will want to enter the vendor providing the service and the payment method (name on credit card or agreement number). This prints on the resource order.  Enter <b>Posted Date and Time</b>.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	14 / 14	Case of Water	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Albertsons - Ely, NV - Gary Holland CC					
Travel Mode			Special Needs Would prefer 1 ltr size				Reporting Instructions										

**WATER, BOTTLED or BULK** for continuous delivery

<p><b>ORDER USING:</b>  <b>Category:</b> Service, Delivery  <b>Catalog Item:</b> SPWT – Service – Delivery, Potable Water</p>							<p><b>FILL USING:</b>  <b>Fill with Agreement</b>  <b>Resource Name</b> is the vendors name, serial number and payment method (agreement number or name on credit card).  <b>Fill Catalog Item</b> will be the same as that which was selected when creating the request.  <b>Provider</b> is the agency that established the agreement or issued the credit card.  <b>IROC</b> adds this resource to the Incident Resources Screen. It will need to be released upon demob.</p>										
12 Request Number	Ordered Date/Time	From	To	Qty R/A	Resource Requested	Needed Date/Time	Deliver To	From Unit	To Unit	Assigned Date/Time	Resource Assigned Unit ID	Resource Assigned	M/D Ind	Estimated Time Of Departure	Estimated Time Of Arrival	Released Date	Released To
S-2	4/16/2006 1412 PNT	NV-ECC EXPD Blk 8	NV-ECC	1 / 1	Service - Potable Water Delivery	4/16/2006 1000 PNT	White Horse ICP	NV-ECC	NV-ECC	4/16/2006 1425 PNT	NV-HTF	Pepsi Cola Bottlers - Ely, NV - P. Murdock CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode			Special Needs Want 5 pallets per day delivered to ICP, quantity may be adjusted as needed.				Reporting Instructions										