

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

The following guide and examples have been developed to assist you in ordering and filling Supply requests in Interagency Resource Ordering Capability (IROC) in Region 5 Communication Centers. Please take a few minutes to glance through this guide. We hope you find this guide user-friendly and informative. Feel free to share our information with your home unit.

Our goal is to create a complete document (like that produced on card stock), from order to audit in the IROC system. By standardizing our order and fill information we can use IROC to generate any number of reports. REMEMBER this is still a work in progress. If you find areas that need correction or clarification, please bring them to our attention.

If you are an occasional IROC user or need a more in-depth explanation refer to the IROC home page (<https://famit.nwcg.gov/applications/IROC>) under Module Descriptions.

Things to consider when entering a new request:

- * Select the desired Category/Catalog Item.
- * If you need a service that is not among the selections available, enter the request as *Service, Category Not Listed, Service Supply - Not in Catalog
- * This gives the dispatcher the "Item Description:

Special Needs:

- * Region 5 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 the Resource Request or Deliver To fields. See examples throughout this guide.
- * NOTE: Information entered in this area will also print out on the "Print Request List" report.

Region 5 tracks the usual service type items (Porta Potties, Computers, Phones, Radios, etc.) as well as sensitive, non-consumable/high cost items and items that may need to be returned to a supplier.

Tracking a SERVICE item:

- * When a SERVICE category item is ordered, IROC will only allow you to use "Fill with Agreement" option (see When Filling a Resource later in this guide).
- * This will in most cases, automatically track the resource by mobing the resource to the Incident Resources screen.
- * Check the Incident Resources screen on a regular basis to check for items you might need to Demob.
- * See the Tracking Options Appendix for a listing of IROC's preset tracking.

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Tracking a SUPPLY item:

- * When ordering a NFES or NON-NFES Supply Item, IROC gives you the option to "Track" the resource.
 - * You get 2 chances to "Track" an item.
 - * The first is by selecting the "Track Item" button in the New Request screen.
 - * Remember to UNCHECK this option as IROC does not clear the box after you create the resource order.
 - * The second chance is when you enter the fill information using the "Information Tab" option.
 - * If the "Track" option is not selected the order will be "Filled/Closed" after the fill information has been entered.
- IROC preset tracking option on a Service requested item in the New Request Screen.

National Standard for Data Entry:

- * Region 5 will follow the National Standards for Data Entry when filling a request when considered viable.
- * The standard guideline shows: "ITEM" - "Vendor Name" - "Unique Identifier" (use the "space dash space" naming convention)
- * Since the "Item" already is printing on the left side of the resource order, enter an Item only if it needs additional clarification.
- * You will see a few examples of this throughout this guide, MEALS is one of them.

Standard for Data Entry:

Primarily Region 5 requests that the following information be entered into the "Resource Name*" field:

- * Enter pertinent information in the "Resource Name" field. Only information in the "Resource Name*" field prints on the resource order.
- * Field length is limited to 50 characters. Separate fields using dashes.
- * Spaces must be included between the fields or the text will run over into the M/D Ind box.
- * You can cut (Control C) and Paste (Control V) any existing data from this field into the "Description" field.

Filling a request:

- * Region 5 only uses the "Fill with Agreement" and "Fill with Local Purchase" selections.
- * Never use "Fill with Requested Item", "Fill with New Resource" or "Fill with Substitution" (exception see below).
- * Never "Quick Fill" a resource. See examples later in this guide for examples of the information to be entered in "Resource Assigned" field.

"Fill with Agreement":

- * Will usually mobilize the Resource Assigned to the Incident Resources screen after fill information is entered.
- * Release the resource if it was ordered for a short duration/one-time use (Do NOT use "Quick Release").

"Fill with Local Purchase"

- * "Tracking" a resource will mob the Resource Assigned to the Incident Resource screen.
- * If the "Track" option is not selected, the order will be "Filled/Closed" after the fill information has been entered.

Commented [MR-F1]: Are we able to track in IROC?

Commented [MJA-2R1]: Functionality not working at this time

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* This is the preferred fill method for many NFES or NON-NFES Supply items as we don't want to accidentally track rubber gloves and garbage bags.

NFES ITEMS: For local resources:

* Place order to Cache to be filled with NFES Items

* Remember to "Track" the item if necessary.

Substituting a NFES & NON-NFES item:

* If a Substitution has been made on NFES Supply request, add the substituted item number to the "Resource Name" field on the "Fill with Local Purchase" screen (see example below).

* If a substitution is made on a NON-NFES Supply request, document the substitution in the "Description" field on the "Fill with Local Purchase" screen if necessary.

* IROC will not let you edit the information in the "Item Description":

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-UBC EXPD Blk 8	UT-UBC	200 / 200	01027, Earplug, Form, Disposable, PG	4/16/2006 1000 MST	Jamerson ICP	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	ID-GBK, Issue # 260089, Substitution NFES 01029, 200 PR					
Travel Mode				Special Needs			Reporting Instructions										

Example of Non NFES Supply Substitution:

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-BDC EXPD Blk 8	ID-BDC	2/ 5	Supply - Misc. Hardware - Extension Cord, 100 ft. ea.	4/16/2006 1000 MST	Jamerson ICP	ID-BDC	ID-BDC	4/16/2006 1425MST	ID-BOD	Home Depot - Boise, ID - L. Brunson CC					
Travel Mode				Special Needs Extension Cord, Multi outlet			Reporting Instructions										

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For Replacement Requisitions and non-local resource NFES items see examples in this guide under NFES-Items.

The following format will be used when entering data for both "Fill with Agreement" and "Fill with Local Purchase".

The "Resource Name" field will be entered as follows:

"ITEM" - "Vendor Name" - "Unique ID (if applicable)/Location" - "Name/Payment Method"

"ITEM" - "Vendor Name" - "Unique ID/Location" - "Name/Payment Method"

Description: Enter any special info such as Make, Model, S/N. etc.

Agreement numbers can be Agreements, BPA's, EERA's or Credit Card Users.

Provider is the agency that established the agreement or issued the credit card.

Vendor and Location

INFO CLAIM FILL FILL WITH SUPPORT REQ DOWN UP DIRECT CACHE CANCEL UTE CANCEL

Cancel Fill w/ Agreement

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

Request

* Incident: 2020 NCK Support (CA-NCK-000001) Request Number: S-1

Quantity Requested: 1 Quantity Assigned: 0

* Resource Name: Provider:

Fill Date: Fill Date Time Zone: Pacific

Fill Time: Purchased By:

Agreement Number:

Agreement Description:

Agreement Comments:

Vendor Name: City State:

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In this example a copier is being ordered

This is an example of an incorrect order

* Special Needs are not indicated to the BUYT.

* Fill information: we already know we are getting a copy machine. Wasted 12 characters of the 50 characters allowed.

* Unique identifier: Unclear if the information provided is the model or serial number.

* No indication of the payment method.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-CNC EXPD Blk 8	AZ-PHC	1 / 1	Copy Machine for expanded	4/16/2006 1000 PNT	NV-CNC EXPD	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-WID	COPY MACHINE, From Copy Co in Phoenix #25D9985	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs			Reporting Instructions										

This example shows a correct order

*Special needs relayed to the BUYT and proper fill information and format.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-CNC EXPD Blk 8	NV-CNC	1 / 1	Service - Copy Machine Rental	4/16/2006 1000 PNT	NV-CNC EXPD	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-WID	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										

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In this example Sack Lunches are needed for the incident

This example the order was incorrectly ordered and filled by "Fill with Requested Item"

*No special needs as to which crew(s) the lunches are for or justification of why they were ordered.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	80 / 80	Sack Lunches	4/16/2006 1000 PNT	Winimucca MOB Center	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-WID	Sack Lunches	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs			Reporting Instructions Must be to Red Draw Staging no later than 0600 for Heli shuttle.										

Example of correctly filled order.

* Special needs indicate what type of meal and who it is for.

* We enter the item "SACK" for further clarification, we have entered the street location because of multiple vendors of the same name in the same town.

* We do not need a unique identifier

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	UT-CDC EXPD Blk 8	UT-CDC	80 / 80	Service - Meals	4/16/2006 1000 PNT	Color Country Fire Center	UT-CDC	UT-CDC	4/16/2006 1425 PNT	UT-DIF	SACK - Joe Johnson's, Fairview Dr - Elaine Peters CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs SACK LUNCH for C-2 & C-3, must be double lunched.			Reporting Instructions Must be to Red Draw Staging no later than 0600 for Heli shuttle.										

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A

AMBULANCE for extended duration of use.

ORDER USING: Equipment Catalog

AMBULANCE one time use to transport injured resource.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource after you fill it.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-EIC EXPD Blk 8	NV-EIC	1 / 1	Service - Medical	4/16/2006 1000 PNT	Big Tree Fire ICP	NV-EIC	NV-EIC	4/16/2006 1425 PNT	NV-HTF	1st Response Amb Serv - Elko, NV - Linda Evans CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT			
Travel Mode				Special Needs Needed Ambulance for transport of O-3 to Elko Medical Center, Elko NV				Reporting Instructions										

AUDIO/VISUAL EQUIPMENT rental

ORDER USING: Category: Service, Office Support Catalog Item: Service, Audio/Visual Equipment Rental

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-6	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 - Elko, NV - 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										

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AVIATION (AV) GAS AGREEMENTS...see FUEL
AVIATION (AV) GAS JP4 AGREEMENTS...see FUEL

B

BAR OIL ...see OIL

BLACK WATER REMOVAL for any duration of use.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Black Water Removal

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-EIC EXPD Bik 8	NV-EIC	1 / 1	SERVICE - Black Water Removal	4/16/2006 1000 PNT	Williams Gateway Airport	NV-EIC	NV-EIC	4/16/2006 1425 PNT	NV-HTF	Williams Gateway Service Center -Elko, NV - L. Burnes CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need to pump black tanks on MAFFS 8 & 11			Reporting Instructions										

BREAKFAST...see MEALS

BUILDING RENTAL/AGREEMENTS...see Facility-Land Rental

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C

CAMPGROUND RENTAL/AGREEMENTS: see Facility-Land Rental

CELL PHONE: Sensitive Item. See EDSP or CORD for ordering details

CHAIN SAWS/PARTS: Specify Brand and Model in Special Needs!

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Saw Chain, ea./ro

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	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 - Somewhere, ID - 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

ORDER USING: Category: Service, Office Support, Catalog Item: Service, Computer Rental

IROC generates Multiple S-#'s and mobs resource to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Enter the Serial #'s or ID #'s from monitor, cables, keypads etc in the Documentation box so this information will transfer to any reassignments.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	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										

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COPY MACHINE RENTAL for any duration of use.

ORDER USING: Category: Service Office Support, Catalog Item: Service - Copy Machine Rental

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - 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

ORDER USING: Category: Service, Office Support, Catalog Item: Service, Office Machine Repair IROC generates Multiple S-#'s, Track order if desired

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - Smith CC	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										

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

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies

Item Description: Printer Cartridge, Black*, EA

FILL USING: Fill with Local Purchase.

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

*Due to cost of item order different colors separately

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - Battle Mountain - Fran Parker CC						
Travel Mode				Special Needs For IKON Mdl 398FX			Reporting Instructions											

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D

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

ORDER USING: Category: Service, Communication, Catalog Item: Service - Data Line (NON-NFES)

IROC generates a Single S-#'s, create separate S-#'s for each line ordered. Resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement.

in Resorur Name: Vendor Name - IP Address - Agreement Number

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-MFC EXPD Blk 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 - IP 25871203B - Ag#746HD7372H	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need additional data lines for BUYT use.			Reporting Instructions										

DIESEL FUEL AGREEMENTS...see FUEL

DIESEL/GAS AGREEMENTS...see FUEL

DINNERS...see MEALS

DIP TANK (NON-NFES) ...see TANK

DRIP TORCH FUEL...see FUEL

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E

ELECTRICAL SERVICE/REPAIRMAN... see SERVICE/REPAIR EQUIPMENT INSPECTION SERVICE any duration of use.

ORDER USING: Category: Service, Miscellaneous Catalog Item: Service - Equipment Inspection

IROC generates Multiple S-#'s, Track resource if desired

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	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 - Provo, UT - 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/non incident use

ORDER USING: Category: Service, Miscellaneous, Catalog Item: Service - Excavation

IROC generates Multiple S-#'s, Track resource if desired.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-67	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										

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F

FACILITY RENTAL (AGREEMENTS)...see IROC for listing

ORDER USING: Category: Service, Facility-Land Rental, Catalog Item: Service - Select Correct Requested Item

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - Conference/Meeting Room Rental	4/16/2006 1000 MST	N/A	UT-CDC	UT-CDC	4/16/2006 1425 PNT	UT-DIF	USAF - Camp Good Times - Ag# UYJO01367845	M	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode				Special Needs Conference or meeting space needed for Expanded Dispatch. Needs to accommodate workspace for 12- 15 people.			Reporting Instructions											

FAIRGROUND RENTAL/AGREEMENTS...see Facility-Land Rental

FAX MACHINE RENTAL for any duration of use

ORDER USING: Category: Service, Office Support, Catalog Item: Service - Fax Machine Rental

IROC generates Multiple S-#'s, Resource mobs to Incident Resources screen

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - 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 Need high volume capability			Reporting Instructions											

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

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

ORDER USING: Category: Service, Office Support, Catalog Item: Service, Office Machine Repair

IROC generates Multiple S-#'s, Track resource if desired.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - Smith CC	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										

FAX MACHINE TONER CARTRIDGE or other parts not covered by agreement.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies

Item Description: Toner Cartridge, EA

FILL USING: Fill with Local Purchase

In Resource Name:

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	AZ-PHC EXPD Blk 8	AZ-PHC	2 / 2	Toner Cartridge, EA	4/16/2006 1000 PNT	Williams Gateway Tanker Base Gt 50	AZ-PHC	AZ-PHC	4/16/2006 1425 PNT	AZ-TNF	Office Depot - Mesa, AZ - Fran Parker CC					
Travel Mode				Special Needs For Fastfax Mdl 398FX			Reporting Instructions										

FUEL/GAS...SEE FOLLOWING EXAMPLES AND SELECT APPROPRIATE TYPE

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 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

FUEL AGREEMENTS: for all types of fuel.

ORDER USING: Category: Service, Fuel Delivery Catalog Item: Service - Select desired type from drop down menu

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - Smith CC	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. Specify Unleaded, Diesel, Saw, Drip Torch etc. as desired type.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies,

Item Description: Fuel - Desired Type, size

FILL USING: Fill with Local Purchase

In Resource Name:

EERA: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	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 - Minden, NV - Bryce Mason CC					
Travel Mode				Special Needs Picked up by NV-HTF 431, B. Mason			Reporting Instructions										

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 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

G

Gas...see Fuel

Gatorade...see Sports Drinks

Government Bldg Rental/Agreement...see Facility-Land Rental

H

HAND WASH STATIONS & SERVICE for any duration of use. Incident or non-incident use

ORDER USING: Category: Service, Sanitation, Catalog Item: Service - Handwashing Station (Portable)

FILL USING: Fill with VIPR (incident use) or Fill with Agreement (non-incident)

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 Blk 8	NV-LIC	3 / 3	Service - Hand washing 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 - Smith CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs			Reporting Instructions										
				Need Double Sinks, units must be weighted down due to high winds.													

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
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HARDWARE, MISC generally low cost misc items, or try Manifesting

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies

Item Description: Misc Hardware

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	1 / 1	Misc Hardware	4/16/2006 1000 PNT	Benny Hill ICP	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LIC	Home Depot - State St Ely - Lloyd Johansson CC					
Travel Mode				Special Needs Need Nuts, Bolts, Hinges etc to make up Information Board for ICP. Wood ordered separately			Reporting Instructions										

HEATING SERVICE/REPAIRMAN... see SERVICE/REPAIR

HOSPITAL VISIT for any duration.

ORDER USING: Category: Service, Miscellaneous, Catalog Item: Service - Medical

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-LIC EXPD Blk 8	NV-LIC	1 / 1	Service - Medical	4/16/2006 1000 PNT	Big Tree Fire ICP	NV-LIC	NV-LIC	4/16/2006 1425 PNT	LV-HTF	Payson Community Med Ctr. -Payson, NV - R. Roberts CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need hospital visit for E-4.3 Tom Cruz			Reporting Instructions										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

HOTEL/MOTEL ROOMS for any duration

ORDER USING: Category: Service, Meals, Food, Lodging Catalog Item: Service - Lodging

IROC generates a Single S-#, Track resource if desired.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-LIC EXPD Blk 8	NV-LIC	3 / 3	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			Reporting Instructions										

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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-6	4/16/2006 1412 PNT	NV-LIC EXPD Blk 8	NV-LIC	1 / 1	Service - Lodging	4/16/2006 1000 PNT	N/A	NV-LIC	NV-LIC	4/16/2006 1425 PNT	NV-LAP	Best Western, Las Vegas, NV - P. Jones CC	D	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need hotel room for E-3 crew, for duration of stay, they are not self-sufficient. Names: Joe Martin, Bill Hadley, will double up.			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

I

ICE (BAGGED), one-time purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Ice - Bags, BG

FILL USING: Fill with Local Purchase.

In Resource Name:

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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 - Elko, NV - Ray Underwood CC						
Travel Mode				Special Needs Large size bags			Reporting Instructions											

ICE (BLOCK), one-time purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Ice - Block, EA

FILL USING: Fill with Local Purchase.

In Resource Name:

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request Number	Ordered	From	To	Qty R/A	Resource	Needed	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	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 - Ely, NV - Ray Underwood CC						
Travel Mode				Special Needs			Reporting Instructions											

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

ICE DELIVERY SERVICE agreement for ongoing delivery, **CAREFUL---Don't order multiples of this service when you really want ONE ice purchase.**

ORDER USING: Category: Service, Delivery, Catalog Item: Service, Delivery, Ice

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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-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 - Smith CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs			Reporting Instructions										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

L

LAND USE AGREEMENT/RENTAL ...see Facility-Land Rental

Laundry Service, local

ORDER USING: Category: Service, Miscellaneous Catalog Item: Service - Laundry Service

IROC generates a Single S-#, Track request if desired.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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 - 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 - Smith CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode					Special Needs Need vendor to p/u and return laundry. Same day service, Nomex MUST be washed separately from civilian clothes.							Reporting Instructions					

LAUNDRY SERVICE, in camp contractor See CORD or Center Manager to order.

LOCAL CATERER'S ...Sensitive Item see CORD, EDSP or Center Manager, if approved order in the following manor.

ORDER USING: Category: Service, Meals, Food, Lodging Catalog Item: Service - Food Catering

IROC generates a Single S-#, Track resource if desired.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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 Need vending truck daily for MAFF's personnel support. They will pay for their own food.							Reporting Instructions					

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DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

ORDER USING: Category: Service, Meals, Food, Lodging Catalog Item: Service - Food Catering
IROC generates a Single S-#, Track resource if desired.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

12 Request	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	Estimated Time Of	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	Red Butte ICP	NV-CNC	NV-CNC	4/16/2006 1425 PNT	NV-BMD	Jimmy Jacks Mobil Kitchen - Ag# ID9475IEJDE - Smith CC	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need local caterer for feeding inmate crews till mop up is complete, approx. 7-10 days. See Food Service Request Form			Reporting Instructions										

LUNCH, DINE-IN OR SACK see MEALS

LUMBER, Due to its high cost lumber is ordered separately from MISC HARDWARE parts.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Lumber

FILL USING: Fill with Local Purchase.

In Resource Name:

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

DO NOT TRACK, USE SPECIAL NEEDS TO DESCRIBE ITEM DESIRED...see examples or ask CORD.

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 Blk 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 - Mangove Ave - L. Johanson CC					
Travel Mode				Special Needs 4 X 8 3/8" CDX PLYWOOD, to make information board for ICP			Reporting Instructions										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

M

MAPS, any kind

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Maps - Type/Location, EA

FILL USING: Fill with Local Purchase.

In Resource Name:

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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 Blk 8	ID-PAC	50 / 50	MAPS - Tonto 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. - Payette, ID - Smith CC					
Travel Mode				Special Needs Need maps for incoming team and resource personnel			Reporting Instructions										

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-4	4/16/2006 1412 MST	ID-PAC EXPD Blk 8	ID-PAC	5 / 3	MAPS - Arizonia Gazetteer, ea	4/16/2006 1000 MST	Payette N.F. EXPD	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-PAF	Bookmart - VanBuren St, Phoenix - Lane Taker CC					
Travel Mode				Special Needs			Reporting Instructions										

MEALS...see examples below for desired meal.

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DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

MEALS, BREAKFAST dine-in or carry out. ***SPECIAL FILL NEEDS***

ORDER USING: Category: Service, Meals, Food, Lodging, Catalog Item: Service - Meals
IROC generates a Single S-#, Track resource if desired.

SPECIAL NEEDS: Document Type, who it is for and duration if not a one-time order.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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-PAC	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 personnel staying in spike camp. See Food Form...Driver will have food cans for 5-gal coffee, 2-gal hot water & 5-gal juice. Will need for at least 5 days								Reporting Instructions Must be to Red Draw Staging no later than 0600 for Heli shuttle.					

MEALS, LUNCH dine-in (seldom used) ***SPECIAL FILL NEEDS***

ORDER USING: Category: Service, Meals, Food, Lodging Catalog Item: Service - Meals
IROC generates a Single S-#, Track resource if desired.

SPECIAL NEEDS: Document Type, quantity and duration or date as well as who it is for.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

NOTE: In this case a Conference/Meeting Room with lunch included might be more appropriate.

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	45 / 45	Service - Meals	4/16/2006 1000 MST	N/A	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-PAF	Chili's Restaurant - 6th Street - Hal Toulder CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs LUNCH, DINE IN - for after exit briefing in Fountain Hills			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

MEALS, SACK LUNCHES *SPECIAL FILL NEEDS*****

ORDER USING: Category: Service, Meals, Food, Lodging Catalog Item: Service - Meals
IROC generates a Single S-#, Track resource if desired.

SPECIAL NEEDS: Document Type, who it is for and duration if not a one-time order.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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	80 / 80	Service - Meals	4/16/2006 1000 MST	Williams Gateway MOB Center	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-SIS	Joe Johnson's, Fairview Dr - Elaine Peters CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs SACK LUNCH for C-2 & C-3, must be double lunched.			Reporting Instructions Must be to Red Draw Staging no later than 0600 for Heli shuttle.										

MEALS, DINNER dine-in or carry out. *SPECIAL FILL NEEDS*****

ORDER USING: Category: Service, Meals, Food, Lodging Catalog Item: Service - Meals
IROC generates a Single S-#, Track resource if desired.

SPECIAL NEEDS: Document Type, who it is for and duration if not a one-time order.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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	80 / 80	Service - Meals	4/16/2006 1000 MST	Williams Gateway MOB Center	ID-PAC	ID-PAC	4/16/2006 1425 MST	ID-SIS	Jake's BBQ House - Thunder - Runder CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs DINNER for E4408 (E-3), See food Form, in Cave Creek area, not self sufficient			Reporting Instructions Must be to Red Draw Staging no later than 0600 for Heli shuttle.										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

MEETING ROOM RENTALS (AGREEMENTS) ...see Facility-Land Rental
MISC BUILDING/LAND RENTALS (AGREEMENTS) ...see Facility-Land Rental

MISC FOOD, SUNDRIES non commissary...**Rarely used check with CORD, EDSP or Center Manager before using.**
ORDER USING: Category: Service, Meals, Food, Lodging Catalog Item: Service - Groceries/Sundries (see documentation)
 IROC generates a Single S-#, Track resource if desired.
SPECIAL NEEDS: Note items desired, ex. fresh fruit, If items are to varied order individually using Non NFES Supplies.
FILL USING: Fill with Agreement

In Resource Name:
EERA: Item - Vendor Name - Agreement Number - Name/Payment Method
Local Purchase: Item - Vendor Name - Location - Name/Payment Method
 Provider is the agency that established the agreement....see examples or ask CORD.

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	10 / 10	Service - Groceries/Sundries	4/16/2006 1000 MST	Quick Draw Spike Camp	ID-PAC	ID-PAC	4/16/2006 1425 PNT	ID-PAF	Safeway, Bella Vista Rd, McCall - Randy Tuttle CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need 2 cs each apple, pears, oranges, bananas, peaches.			Reporting Instructions										

MISC MEDICAL SUPPLIES, one-time purchase, consumable
ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies
 Item Description: Medical - Desired Item, size, EA/CS/BX
FILL USING: Fill with Local Purchase
 DO NOT TRACK ITEM

In Resource Name: Item - Vendor Name - Location - Name/Payment Method
 Provider is the agency that established the agreement....see examples or ask CORD.

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" Bandage 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 - Woods St - Ruth Ingles CC					
Travel Mode				Special Needs			Reporting Instructions										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

MISC MEDICAL SUPPLIES, non-consumable, returnable or service.

ORDER USING: Category: Service, Miscellaneous, Catalog Item: Service - Medical

IROC generates S-#'s, resource mobs to Incident Resources screen.

SPECIAL NEEDS: Note items/service desired, ex. Oxygen containers with face masks

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD. DO NOT TRACK 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	
S-3	4/16/2006 1412 MST	ID-CIC EXPD Blk 8	ID-CIC	3 / 3	Service - Medical	4/16/2006 1000 MST	Phoenix Hills ICP	ID-CIC	ID-CIC	4/16/2006 1425 MST	ID-IFD	Phoenix Oxygen Supply - Ag# IER0574	M	4/16/2006 1250 MST	4/16/2006 1255 MST			
Travel Mode				Special Needs Due to heavy smoke & pollution oxygen is to be used by all line personnel for 30 minutes per day. Need 12 oxygen tanks and breathing masks for 500 firefighters every day till further notice			Reporting Instructions											

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

N

NEWSPAPER DELIVERY SERVICE agreement for continuous delivery or for one-time purchase. See examples below...

ORDER USING: Category: Service, Delivery, Catalog Item: Service, Delivery, Newspaper

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

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-RFC EXPD Blk 8	UT-RFC	1 / 1	Service - Newspaper Delivery	4/16/2006 1000 MST	Phoenix Hills ICP	UT-RFC	UT-RFC	4/16/2006 1425 PNT	UT-RID	Richfield Reaper Publishers - Ag# 9572OUR - Smith CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need 5 copies of ea., Phoenix Sun, Tribune & Mesa Sun City each day, till further notice.			Reporting Instructions										

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 - Newspaper Delivery	4/16/2006 1000 MST	Phoenix Hills ICP	UT-RFC	UT-RFC	4/16/2006 1425 MST	UT-FIF	Phoenix Sun - Provo, UT - Pat Moore CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need today's Phoenix Sun			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

NFES SUPPLIES, ALL, Rarely Used- SEE CORD or EDSP for filling information

ORDER USING: Category: NFES Supplies, Catalog Item: Desired Item Number

IROC generates a Single S-#, watch screen to see if the item will be mob'd to the Incident Resource screen.

YOU WILL RARELY TRACK ITEMS but watch for those rare occasions....see examples or ask CORD.

If an item is substituted enter the information in the description block while filling the order.

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	UT-RFC EXPD Blk 8	UT-RFC	500 / 500	01027, Earplug, Foam, Disposable, PG	4/16/2006 1000 PNT	Jamerson ICP	UT-RFC	UT-RFC	4/16/2006 1425 PNT	ID-EBK	ID-EBK, Issue # 260089 - Substituted NFES 01029, 500 PR						
Travel Mode				Special Needs			Reporting Instructions											

NFES SUPPLIES, REPLACEMENT REQUISITIONS FOR CA-LPF RESOURCES

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	UT-RFC	UT-RFC			4/16/2006 1000 PNT	Jamerson ICP	UT-RFC	UT-RFC	4/16/2006 1425 PNT	ID-EBK							
Travel Mode				Special Needs			Reporting Instructions											

NFES SUPPLIES, REPLACEMENT REQUISITIONS FOR NON LOCAL RESOURCES

HANDLED BY HOME UNIT.

Place order through the cache system and the "Deliver To" is the resources home unit address.

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	12 / 12	00030, Batteries, AA, PG	4/16/2006 1000 MST	N/A	UT-RFC	UT-RFC	4/16/2006 1425 MST	ID-EBK	ID-EBK - issue # 260008						
Travel Mode				Special Needs REPLACEMENT REQUISITION for E-4407 UT-CDC (E-4) to be filled at home unit.			Reporting Instructions											

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

O

OFFICE EQUIPMENT RENTAL for any duration of use.

ORDER USING: Category: Service, Office Support, Catalog Item: Service, Office Equipment Other
 IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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-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 MACHINE REPAIR, SERVICE OR CLEANING

ORDER USING: Category: Service, Office Support, Catalog Item: Service, Office Machine Repair

IROC generates Multiple S-#'s, track resource if desired

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it.

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-MFC EXPD Blk 8	UT-MFC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MST	Gentle Waters ICP	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-MLF	Computer Doctor's - River St - Joan Bolan CC	D	4/16/2006 1250 MST	4/16/2006 1255MST		
Travel Mode				Special Needs Need IMET's laptop cleaned due to dust storm.			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

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-MFC EXPD Blk 8	UT-MFC	1 / 1	Service - Office Machine Repair	4/16/2006 1000 MST	Monticello SEAT Base Gt 50	UT-MFC	UT-MFC	4/16/2006 1425 MST	UT-ARP	Copy Co - BPA 12-65	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs			Reporting Instructions										

OFFICE SUPPLIES, generally low-cost misc. items, Manifested

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Misc. Office Supplies

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement **DO NOT TRACK LOW COST ITEMS...see examples or ask CORD.**

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-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	S-3 - Subordinate Orders					
Travel Mode				Special Needs See manifest for desired items			Reporting Instructions										

OFFICE SUPPLIES, generally low cost misc items, not Manifested

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Misc. Office Supplies

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement **DO NOT TRACK LOW COST ITEMS...see examples or ask CORD.**

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-MFC EXPD Blk 8	UT-MFC	1 / 1	Office Supply - Blue Pens, bx	4/16/2006 1000 MST	Tonto N.F. EXPD	UT-MFC	MT-MFC	4/16/2006 1425 MST	UT-MOD	Office Max - Ocean Blvd - Lane Barnes CC					
Travel Mode				Special Needs See manifest for desired items. Authorized by K. Feary Center Manager			Reporting Instructions										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

OIL one-time purchase. Specify Bar, Saw, Motor (weight) as desired type.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: OIL - Desired Type, size

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement **DO NOT TRACK ITEM...see examples or ask CORD.**

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-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 - Temple Ave - Bob Mason CC					
Travel Mode				Special Needs Need for use in both Diesel & Gas engines.			Reporting Instructions										

OTHER TYPES OF FUEL AGREEMENTS...see FUEL

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

P

PALLET JACK RENTAL

Due to cost of this item it might be better to buy it if a longer duration of use is desired. Order as Non NFES item in this case.

ORDER USING: Category: Supply, NON-NFES Supplies Catalog Item: Not in Catalog Supplies

Item Description: Pallet Jack Rental

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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	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 Cell Phones, Voice Lines and Satellite Phones

PORTA POTTIES & SERVICE for any duration/Incident and non-incident use

ORDER USING: Category: Service, Sanitation Catalog Item: Service - Porta Potties

IROC generates a Single S-#'s. Resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement (Non-incident use) or Fill with VIPR (Incident Use)

Enter Vendor Name -Location - Name of purchaser

Provider is the agency that established the agreement or issued the credit card....see examples or ask CORD.

We fill with location because it makes it easier to identify the units you want to release/reassign etc.

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	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 - Mob Center - Ag# I8D8R474HE	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs: Need daily service			Delivery Location: Deliver to the Mob Center 150 North Main										

PORTA TANK (NON-NFES) ...see TANK

POTABLE WATER DELIVERY...see WATER.

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

PROPANE DELIVERY for any duration of use.

ORDER USING: Category: Service, Fuel Delivery Catalog Item: Service - Fuel Delivery, Propane

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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 BIK 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										

PLUMBING SERVICE/REPAIRMAN... see SERVICE/REPAIR

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

R

WARNING: RADIO'S ARE CLASSED AS SENSITIVE ITEMS YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION. ROSS WILL NOT GENERATE MULTIPLE S#'s. GENERATE ONE S# FOR EACH RADIO DESIRED.

RADIO (USE) purchase of new or use of existing unit.

ORDER USING: Category: Service, Communication, Catalog Item: Service - Radio (NON-NFES)

IROC generates a single S-#, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Example of: Use of existing local radio's, 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
S-1	4/16/2006 1412 MST	UT-CDC EXPD BIK 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
S-1	4/16/2006 1412 MST	UT-CDC EXPD BIK 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										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

RADIO one-time Repair/Replacement

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Radio - Repair/Replacement

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement **DO NOT TRACK ITEM...**see examples or ask CORD.

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-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											

RADIOS, SATELLITE...See Satellite Radios

RECYCLING, ALL for any duration of use.

ORDER USING: Category: Service, Sanitation Catalog Item: Service - Recycling

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

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 - 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 Need cooking oil removal, at least once per week approx. 30 gal daily, vendor must provide storage containers.			Reporting Instructions											

REFRIGERATED BUILDING RENTAL/AGREEMENT...see Facility-Land Rental

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

REFRIGERATION SERVICE for any duration of use.

ORDER USING: Category: Service, Category Not Listed Catalog Item: !Service Supply - Not in Catalog

Item Description: Service- Refrigeration Repair

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement.

Enter Vendor Name - Agreement Number in "Resource Name" field.

Provider is the agency that established the agreement or issued the credit card....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

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 Supply - Not in Catalog	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										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

S

SACK LUNCHES...see Meals

SANITATION NEEDS, MISC for any duration of use. Other than those listed in Catalog.

ORDER USING: Category: Service, Sanitation, Catalog Item: Service - Porta Potties

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

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										

WARNING: SATELLITE PHONES & RADIO'S ARE CLASSED AS SENSITIVE ITEMS YOU MUST HAVE ORDERS IN WRITING WITH PROPER AUTHORIZATION. ROSS WILL NOT GENERATE MULTIPLE S#'s. GENERATE ONE S# FOR EACH RADIO DESIRED.

SATELLITE PHONE for any duration of use.

ORDER USING: Category: Service, Communications Catalog Item: Service - Satellite Phone (NON-NFES)

IROC generates a Single S-#, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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 I/A	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			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
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SATELLITE RADIO for any duration of use.

ORDER USING: Category: Service, Communications Catalog Item: Service - Satellite Radio (NON-NFES)

IROC generates a Single S-#, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is CA-XXX....see examples or ask CORD.

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	AZ-PHC EXPD Blk 8	AZ-PHC	1 / 1	Service - Satellite Radio	4/16/2006 1000 PNT	AZ-PHC I/A	AZ-PHC	AZ-PHC	4/16/2006 1425 PNT	AZ-TNF	WorldCom, S/N 8373UY7, Ag# 49REJR83	M	4/16/2006 1250 PNT	4/16/2006 1255 PNT		
Travel Mode				Special Needs Need for LEO operations.			Reporting Instructions										

SAW GAS...see FUEL

SAW OIL...see OIL

SERVICE/REPAIRMAN one-time Repair/Service Call

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies

Item Description: Service - Desired Service (Electrical, Plumbing, Drywall, Landscaper, etc.)

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

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	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				Special Needs Need electrician to run 5 power lines for rental computers in EXPD.			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
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Example of: Extend duration of use or On Call resource

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	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				Special Needs Need on call electrician at base camp for duration of incident			Reporting Instructions										

SCHOOL Facility-Land Rental/AGREEMENT...see Facility-Land Rental

SHOWER Facility-Land Rental/AGREEMENT...see Facility-Land Rental

SPORTS DRINKS one-time purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies

Item Description: Sports Drink, size, cs/ea.

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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	72 / 72	SUPPLY - Sports Drink, CS	4/16/2006 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										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

SPORTS DRINKS agreement for continuous delivery

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Service - Delivery, Sports Drink

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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	1 / 1	SERVICE - Delivery, Sports Drink	4/16/2006 1000 MST	White Horse ICP	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-ASF	Pepsi Cola Bottlers - Vernal, UT – BPA 228-885	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

T

TABLE OR CHAIR Purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies

Item Description: Table - Folding, 10' x 3', EA

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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	1 / 1	TABLE - Folding, 10' x 3', EA	4/16/2006 1000 MST	Ashley N.F. EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-VLD	Sam's Club – Trisha Youngblood CC	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Needed for BUYT			Reporting Instructions										

TABLE OR CHAIR Rental

ORDER USING: Category: Service, Office Support Catalog Item: Service, Office Equipment Other

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

Release this resource number after you fill it unless longer use is desired.

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-6	4/16/2006 1412 MST	UT-UBC EXPD Blk 8	UT-UBC	10 / 10	Service - Office Equipment Other	4/16/2006 1000 MST	Ashely N.F. EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-VLD	XYZ Business Equip. - Jason Peters CC	D	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need 10' x 3', large size folding tables - Need for BUYT			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

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

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Tank, Type/Size, GL

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

TRACK THIS ITEM...see examples or ask CORD.

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	1 / 1	TANK, PORTA, 350, GL	4/16/2006 1000 MST	Horesmesa Dip Site	UT-UBC	UT-UBC	4/16/2006 1425 PNT	UT-VLD	Pine VFD - Ag# DKS03498534FDI	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 LINE AGREEMENTS for any duration of use.

ORDER USING: Category: Service, Communications Catalog Item: Service - Voice Line

IROC generates a Single S-#, resource mobs to Incident Resources screen.

IF DESIRED: GENERATE ONE S-# FOR EACH LINE DESIRED SO NUMBERS CAN BE DEACTIVATED AFTER USE.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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	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#746HD7372H	M	4/16/2006 1250 MST	4/16/2006 1255 MST		
Travel Mode				Special Needs Need additional Telephone lines for BUYT use.			Reporting Instructions										

2020 REGION 5
DATA ENTRY STANDARD FOR SUPPLIES
(updated 5/12/2020)

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 - Voice Line, EA	4/16/2006 1000 MST	UT-UBC EXPD	UT-UBC	UT-UBC	4/16/2006 1425 MST	UT-VLD	DexWest - 602-587-9852 - Ag#746HD7372H	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 or REPLACEMENT

ORDER USING: Category: NON-NFES Supplies, Catalog Item: !Not in Catalog Supplies

Item Description: Tire - Repair or Replacement, EA

The Region 5 classes tire replacement as a sensitive item and you must have written documentation from the IC or District FMO that the replacement is due to fire response damage and is not due to normal wear and tear.

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

DO NOT TRACK THIS ITEM...see examples or ask CORD.

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-CDC EXPD 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										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

TOW TRUCK

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Service - Tow Truck, towing size/capabilities

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

DO NOT TRACK THIS ITEM...see examples or ask CORD.

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-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										

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

V

VEHICLE MOTOR OIL...see OIL

VEHICLE PARTS...misc.

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Misc. Auto, EA

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

DO NOT TRACK THIS ITEM...see examples or ask CORD.

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	Misc. Auto, ea.	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 IC John Hicks.			Reporting Instructions											

VEHICLE REPAIR...misc

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Vehicle Repair

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

DO NOT TRACK THIS ITEM...see examples or ask CORD.

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	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											

2020 REGION 5
 DATA ENTRY STANDARD FOR SUPPLIES
 (updated 5/12/2020)

W

WATER, BOTTLED...one-time purchase

ORDER USING: Category: NON-NFES Supplies, Catalog Item: Not in Catalog Supplies

Item Description: Water - Bottled, CA

FILL USING: Fill with Local Purchase

In Resource Name: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

DO NOT TRACK ITEM...see examples or ask CORD.

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	72 / 72	WATER - Bottled, CS	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: Need 1 pallet, case count can be adjusted dependent on size of bottles. Would prefer 1 ltr size			Reporting Instructions											

WATER, BOTTLED... service

ORDER USING: Category: Service, Delivery, Catalog Item: Service, Delivery, Potable Water

IROC generates Multiple S-#'s, resource mobs to Incident Resources screen.

FILL USING: Fill with Agreement

In Resource Name:

EERA: Item - Vendor Name - Agreement Number - Name/Payment Method

Local Purchase: Item - Vendor Name - Location - Name/Payment Method

Provider is the agency that established the agreement....see examples or ask CORD.

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											

WOOD, see Hardware