



## Protocol for Equipment and Supplies

All equipment and supplies, hereinafter referred to as “resources,” procured via Member Projects are subject to an executed memorandum of agreement (MOA) between Big Bend Healthcare Coalition (BBHCC) and the recipient organization.

Once the member project has been procured, it will be entered into the Royal4 Inventory System by the BBHCC Coordinator, which is a State inventory system utilized by the Florida Department of Health.

Storage, maintenance, and rotation of any resource is solely the responsibility of the recipient organization. If the resource has expired, broken, or otherwise become inoperable or unusable, it is the responsibility of the recipient to report that information to the BBHCC Coordinator.

The recipient must make any resource purchased available to use by the BBHCC membership or the State of Florida upon request during a declared disaster, provided the resource is not currently being used by the recipient and is in operational order.

The requesting organization is responsible for the transportation from, and back to, the recipient organization, unless the recipient organization agrees to be responsible for the transport of the resource. The cost related to the maintenance, care, and any repair incurred by the requesting organization is solely the responsibility of the requesting organization once the resource has been signed into their jurisdiction for use.