

Region 3 HMCC Equipment Cache Borrowing Policy

Effective
December 2021



Purpose

The Region 3 HMCC (Health and Medical Coordinating Coalition) Equipment Cache was established by and is managed under the jurisdiction of the Region 3 HMCC and the Cache Host Site (the Town of Westford, MA). The equipment found in this cache was purchased with funding the Region 3 HMCC received through the Massachusetts Department of Public Health Bureau of Infectious Disease and Laboratory Sciences (BIDLS).

The equipment found in the cache is intended to be used to assist Massachusetts local public health departments in the establishment and operation of an influenza immunization clinic, however, the equipment can also be requested by other Region 3 HMCC stakeholders and used for other types of clinics, pending approval by the Region 3 HMCC and the Massachusetts Department of Public Health, Office of Preparedness and Emergency Management (MDPH OPEM).

Please see Exhibit A - Region 3 HMCC Equipment Cache Inventory Listing for a list of available equipment.

Region 3 HMCC Eligible Parties

In order to be considered an eligible party to request a resource from the Region 3 HMCC Equipment Cache, the party must represent an eligible discipline providing services in one or more of the municipalities located within the Region 3 HMCC area.

- Eligible Disciplines
 - Local Public Health
 - *On a case-by-case basis the Region 3 HMCC may accept and fulfill requests from other disciplines that are not listed above. Those disciplines may include but are not limited to: Hospital, Long Term Care Facility, Community Health Center, Emergency Medical Service Provider Requests will be individually evaluated and must be approved by the Region 3 HMCC and MDPH OPEM. This process will be coordinated by the Region 3 HMCC Duty Officer.

- Region 3 HMCC Municipalities

Amesbury	Lowell	Peabody
Andover	Lynn	Reading
Beverly	Lynnfield	Rockport
Billerica	Malden	Rowley
Boxford	Manchester	Salem
Chelmsford	Marblehead	Salisbury
Danvers	Medford	Saugus
Dracut	Melrose	Stoneham
Essex	Merrimac	Swampscott
Georgetown	Methuen	Tewksbury
Gloucester	Middleton	Topsfield
Groveland	Nahant	Tyngsborough
Hamilton	Newbury	Wakefield
Haverhill	Newburyport	Wenham
Ipswich	North Andover	West Newbury
Lawrence	North Reading	Westford

Resource Request Process

Requesting Eligible Parties must follow the policies and protocols outlined in the Subscription Agreement for the Region 3 HMCC Equipment Cache (Exhibit B). In order to request resources from the Equipment Cache, Requesting Eligible Parties must:

- Have an approved, fully executed Subscription Agreement for the Region 3 HMCC Equipment Cache on file with the Region 3 HMCC (Exhibit B).
- Complete the Region 3 HMCC Equipment Cache Request Form (Exhibit C). Completed forms should be sent to the Region 3 HMCC at Region3HMCCDutyOfficer@mapc.org. If a request is sent after normal business hours, or if there is an immediate need for the resource, the eligible party should page the Region 3 HMCC Duty Officer at 978-946-8130. All requests for equipment must be submitted no later than 10 business days prior to the date the equipment is needed. All requests for equipment for purposes other than an influenza immunization clinic must be submitted no later than 20 business days prior to the date the equipment is needed.

Once the Region 3 HMCC receives the request, it will be reviewed. The review process will take into account the length of time the equipment is requested for and current availability of those items.

Upon approval of a request, the Region 3 HMCC will notify the requesting party to contact the Cache Host Site (the Town of Westford) to coordinate a date and time to pick up the equipment, which must occur during regular business hours, unless an after-hours pickup has been agreed upon with the Cache Host Site. Upon pick up, and prior to the release of the equipment, the Requesting Eligible Party's representative must sign the Region 3 HMCC Resource Request Confirmation Form (Exhibit D). At this time, a return date and time will be determined. Equipment will not be returned outside

of regular business hours, unless previously agreed upon with the Cache Host Site.

Exhibit A - Region 3 HMCC Equipment Cache Inventory Listing

Exhibit B - Subscription Agreement for the Region 3 HMCC Equipment Cache

Exhibit C – Region 3 HMCC Equipment Cache Request Form

Exhibit D – Region 3 HMCC Resource Request Confirmation Form