



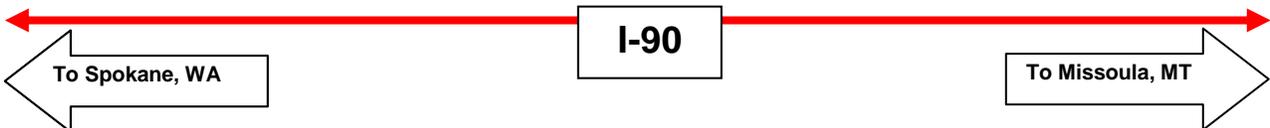
USER'S GUIDE

**COEUR D'ALENE INTERAGENCY FIRE CACHE
3328 W. INDUSTRIAL LOOP
COEUR D'ALENE, ID 83815**

2011



Directions – From I-90, proceed north on US 95 to Kathleen. Turn left on Kathleen to Atlas Road. Turn right on Atlas Road to Industrial Loop. Turn left on Industrial Loop. Fire Cache is third building on left.



**COEUR D'ALENE INTERAGENCY FIRE CACHE USER'S GUIDE
TABLE OF CONTENTS**

Introduction 1

Fire Cache Operations 1
 General Staffing

Fire Cache Contact Information and Operating Hours 2

Pump Shop Contact Information and Operating Hours 3

National Cache System 3

Fire Cache Stock 4

Pump Shop Services 4
 Maintenance Work Orders

Classifications of Equipment and Supplies 4
 Trackable Items
 Durable Items
 Consumable Items

Procedures for Ordering 5
 Routine Ordering – Non-Incident
 Training Material Ordering
 Incident and Project Support Orders

Incident Replacement Requisitions 6
 Type 1 or 2 Incidents
 Type 3 or 4 Incidents
 Irregular or Excessive Types of Requests

Government Property – Lost/Stolen/Damaged/Destroyed 7

Transfer of Supplies/Equipment Between Incidents 8

Returning Equipment 8
 Trackable Items
 Durable Items
 Consumable Items
 Locally Purchased Items

Returning Items Not Issued by the Coeur d'Alene Interagency Fire Cache 9

Charges for Fire Cache Equipment 9

Benefits of Using a Cache Demobilization Specialist 9

Hazardous Materials 10
 Allowable Back-Haul - Hazmat
 Common Transport Rules to Remember

Hazardous Materials References 11
 Specific Excerpts

Training and Publications 12

Annual Inventory 12

Reference List 12



INTRODUCTION

The Coeur d’Alene Interagency Fire Cache (hereafter referred to as Fire Cache, Cache, or CDK) is designed for stocking and maintaining wildland firefighting equipment and supplies. The Fire Cache stores enough supplies and equipment for a force of 1250-1500 firefighters at one time without restocking from outside resources within the National Cache System. Normal complement includes four (4) each, 250-person Mobile Support Cache Vans, NFES 82069, ready for shipment.

The role of the Fire Cache is to provide logistical support to all requesting state and federal agencies. Support is primarily directed toward wildland fire suppression activities. Also supported are local and interagency regional efforts in cases of natural disasters and large projects such as prescribed burning.

Item(s) may or may not be stocked in the Fire Cache inventory. We will do our best to secure and deliver the item(s) needed.

The Fire Cache is service-oriented, with a goal to exceed expectations. Therefore, this guide serves as an overview of the services and procedures which can be utilized by agencies conducting business with the Fire Cache. It is not inclusive of all the support and services available.

FIRE CACHE OPERATIONS

The Fire Cache is primarily funded and staffed by the Idaho Department of Lands (IDL). Through a joint cooperative venture with the US Forest Service, Idaho Panhandle National Forest (IPNF), the Assistant Fire Cache Manager position is filled by an IPNF employee. Within IDL infrastructure, the Fire Cache is assigned to the Bureau of Fire Management and is located at 3328 W. Industrial Loop, Coeur d’Alene, Idaho, 83815.

General Staffing

Fire Cache Manager	Additional Temporary Staffing*
Assistant Fire Cache Manager	Clerk
Technical Records Specialist	Material Handler(s)
Fire Cache Storekeepers	Driver(s)
Operations Supervisor	
Receiving	
Shipping	
Returns & Refurbishment (2)	
Pump Shop – Mechanic (2)	

The Fire Cache is staffed year round by the Fire Cache Manager and the Assistant Manager. The Fire Cache Storekeeper, Technical Records Specialist, and Pump Shop positions are currently funded at eight months per fiscal year.

*The temporary staffing position(s) are filled on an “as needed” basis. Terms of employment are not to exceed five months. Hiring for these positions is determined by the level of activity and need at the Fire Cache.

FIRE CACHE CONTACT INFORMATION AND OPERATING HOURS

Coeur d’Alene Interagency Fire Cache
FAX Orders to: (208) 769-1534

Office: (208) 666-8694 or 8695
E-Mail: firecache@idl.idaho.gov

Fire Cache Hours:

Monday through Friday 0800 – 1630

The Coeur d’Alene Interagency Fire Cache will adjust the hours of operation as needed during periods of moderate to heavy activity. During the months of June through September, there is a Fire Cache employee on-call at all times. All Fire Cache employees can be reached through Coeur d’Alene Interagency Dispatch Center (hereafter referred to as Dispatch Center or CDC) or by calling the employee directly using the following contact information:

Cache Manager

Justin Muhlhauser.....HOME# (208) 683-0326
jmuhlhauser@idl.idaho.gov CELL# (208) 818-7062

Assistant Cache Manager

Mac WeaverHOME# (509) 413-2700
mweaver@idl.idaho.gov CELL# (208) 227-6145

Operations

Cache Storekeeper, Cameron HughesHOME# (208) 773-6451
chughes@idl.idaho.gov CELL# (208) 818-6157

Shipping Leader

Cache Storekeeper, Marte MeredithCELL# (208) 659-4087
mmeredith@idl.idaho.gov

Returns & Refurbishment Leader

Cache Storekeeper, Bjorn Jordan.....CELL# (208) 691-7778
bjordan@idl.idaho.gov MSSG# (208) 659-0287

Returns & Refurbishment Leader

Cache Storekeeper, Steve McCombsCELL# (208) 651-4247
smccombs@idl.idaho.gov

Receiving Leader

Cache Storekeeper, Faith Bergem.....HOME# (208) 765-5497
fbergem@idl.idaho.gov CELL# (208) 818-1168

Office Administration

Technical Records Specialist, Vacant.....CELL# (208) xxx-xxxx

PUMP SHOP CONTACT INFORMATION AND OPERATING HOURS

Coeur d’Alene Pump Shop
E-Mail: firecache@idl.idaho.gov

Office: (208) 666-8637 or 8694

Pump Shop Hours:

Monday through Friday 0800 – 1630

The Coeur d’Alene Pump Shop will adjust the hours of operation as needed during periods of moderate to heavy activity. During periods of increased fire activity, and as needed, Pump Shop employees will be placed in on-call status. After hours, Pump Shop employees can be reached through the Fire Cache Duty Officer, or by calling the employee directly using the following contact information:

Mechanic

Ed CarforaCELL# (509) 990-0935
ecarfora@idl.idaho.gov

Jerhad Siegel.....CELL# (208) 704-6355
jsiegel@idl.idaho.gov

Fire Cache and Pump Shop Employees can also be reached by calling one of the following 24-hour numbers:

Coeur d’Alene Interagency Dispatch Center..... (208) 772-3283
Idaho Department of Lands, Bureau of Fire Management Duty Officer..... (208) 769-1530

Contact numbers are revised each year.

NATIONAL CACHE SYSTEM

The National Interagency Cache System utilizes a four-digit numerical identifier. This National Fire Equipment System (NFES) number provides a standard numbering system and an accurate description for commonly stocked equipment and supplies used on an interagency and interregional basis. The National Fire Equipment System Catalog, NFES 0362, lists all nationally stocked items, and is published annually by the National Wildfire Coordinating Group (NWCG).

This catalog is a routinely stocked item at the Fire Cache and can be requisitioned.

The catalog assigned NFES numbers are:

- 0001 – 3999 Nationally stocked items
- 4000 – 4999 Communications equipment
- 5000 – 5999 Nationally stocked items

Not all NFES resources are stocked at every Cache. Therefore, it is important to review the catalog and recognize the stocking locations for the supplies being considered. The Coeur d’Alene Cache is not identified specifically in this catalog, but stocks the most common resources associated with wildland fire suppression. If in doubt, contact the Cache for current stock status.

FIRE CACHE STOCK

All supplies and equipment are labeled and may or may not be new. If they have been previously used, they will have been inspected and refurbished to acceptable standards as set forth in Fire Equipment Storage and Refurbishing Handbook, NFES 2249. Tools are sharpened and ready for immediate shipment and use. Many of the items stocked at the Fire Cache are prepared as kits or self-contained units. If the complete kit is required, order by the kit NFES catalog number assigned. If only certain items within the kit are required, order individually by the item's specific NFES catalog number.

All kits are ready for use and contain a complete inventory. If there are any discrepancies, report them to the Fire Cache. All kits which have been accepted as a NFES standard will be so identified and have the national standard complement of supplies and equipment. Some kits may vary in content from the National Standards. When this occurs, the kit NFES number will change from the national number to a local number. For example: NFES 0340 Kit, Chainsaw, would change to NFES 8340 Kit, Chainsaw. *Ordering units will be notified of any variances upon request of the resource(s) with nonstandard contents.*

PUMP SHOP SERVICES

The Coeur d'Alene Pump Shop provides services as a program function operating under the policies and administration of the Coeur d'Alene Interagency Fire Cache. City, county, state, and federal cooperators, working in cooperation with the Idaho Department of Lands, have full access to the Pump Shop's personnel and services.

The goal of the Coeur d'Alene Pump Shop is to maximize performance, reduce costs, and improve longevity of the equipment it is responsible for. The Pump Shop's primary objective is to increase firefighter safety through regular maintenance, with rigid standards applied to all work performed.

Maintenance Work Orders:

All equipment requiring Pump Shop services must be initially routed through the CDA Fire Cache to facilitate initiating the maintenance work orders.

1. Fire Suppression Maintenance: Equipment worked on by the Pump Shop must have a work order that includes the description of the work to be performed, the requestor's name and contact information, and pertinent fire billing information. Whenever possible, the request should have a Resource Order form authorizing the work to be done (CDA Cache equipment excluded).
2. Routine Maintenance: Equipment worked on by the Pump Shop must have a work order that includes the description of the work to be performed, the requestor's name and contact information, and pertinent billing information.

CLASSIFICATIONS OF EQUIPMENT AND SUPPLIES

Trackable Items: Those items which are tracked due to dollar value, sensitivity, and/or other criteria. For example: chainsaws, pumps, radios, and generators are considered "trackable items". These items generally have "part" numbers assigned for tracking purposes. Note that trackable items are also considered durable.

Durable Items: Those items considered having a useful life expectancy greater than one incident. For example: tents, lanterns, hose, sleeping bags, and nozzles are all durable items.

Consumable Items: Those items that have a one-time only use and/or are expected to be consumed on an incident. For example: batteries, MREs, forms, and fuses are all consumable items.

PROCEDURES FOR ORDERING

The National Fire Equipment System Catalog, NFES 0362, is to be used as the reference catalog when ordering from the Fire Cache. Taking the time to reference the front portion of this catalog will provide valuable information about the Fire Cache system and proper ordering etiquette. In all cases, order by the NFES number in conjunction with the correct **Units of Issue, Attachment 1**. To provide maximum assistance and speed up the process of your orders, the Fire Cache needs lead time. **Do not wait until reserves are exhausted before reordering.** Order in standard packs and make sure units of issue are correct. **FAX all orders to the Fire Cache at (208) 769-1534. Orders normally will not be accepted over the telephone.**

Routine Ordering – Non-Incident:

1. Idaho Department of Lands: Orders should be submitted on a **Supply Order Form, DL 460, Attachment 2**.
2. Federal Agencies: Requests should be submitted on a **Procurement Request, AD-700, Attachment 3**.
3. All Other Agencies: Requests should be submitted on a **Resource Order Form, ICS 260-1, NFES 1470, Attachment 4**. All orders must include the pertinent billing information.
4. Routine Ordering for Agencies and/or Organizations Without an Existing Agreement: An existing Agreement is required before ordering supplies through CDK. In the absence of an existing Agreement, CDK provides an **Idaho Department of Lands–Coeur d’Alene Interagency Fire Cache Agreement for Non-Emergency Use, Attachment 5**, which can be modified to address specific needs as necessary.

Training Material Ordering:

All Agencies: Orders should be submitted on a Resource Order Form. Non-consumable training materials i.e., video’s and instructor packages, are for loan only. Customers requesting to purchase training materials need to contact the Fire Cache prior to placing the order. Demand on materials may cause delays. See Training and Publications section.

Incident and Project Support Orders:

1. All initial attack and extended attack fire orders are to be placed through the local dispatch centers.
2. Fire orders for cache supplies, “S” Request, should be submitted on a Resource Order. Incomplete information may cause delays and/or errors in the order(s).
3. Fire Cache items (NFES) must be on a separate Resource Order from all non-NFES item orders i.e., items to be purchased locally.
4. Local purchasing: While this is sometimes handled out of the Fire Cache, it is operated as a separate unit/function. Dispatch will know on an incident-by-incident basis where and how local purchasing is being handled.

5. Direct Fire Cache Ordering: Once an Incident Management Team is in place and the Supply Unit is operational, direct Fire Cache ordering may occur. However, the transitional process from dispatch/expanded dispatch to direct Fire Cache ordering is the responsibility of the servicing Dispatch Center. This process is to be clearly understood prior to initiating direct Fire Cache ordering.
6. The Coeur d'Alene Fire Cache does not, nor will, control the resource ordering numbers for any incidents. These numbers are assigned through the servicing Dispatch Center, and control may or may not be given to the incident.

The Fire Cache Manager reserves the right to terminate “direct cache ordering” in the event of:

1. Ordering skills and/or knowledge on the incident are inadequate to maintain an effective supply ordering process.
2. Communication has broken down or is not continually maintained.
3. The total order volume exceeds the Fire Cache's ability to process individual incident orders.

Reminder: All items are supplied to incidents on a temporary loan basis and must be returned to the Fire Cache when done. Differences between quantities shipped and returned will be charged to the incident or to an:

1. Idaho Department of Lands Forest Protective District Operating Expense (OE) account.
2. Federal Agency Management or Project Code.

Additionally, any associated refurbishment charges will be applied to the Incident/Project cost summary.

INCIDENT REPLACEMENT REQUISITIONS

Type 1 or 2 Incidents

The incident Supply Unit Leader (SPUL) will be responsible for handling incident replacement requisitions when a Type 1 or Type 2 Incident Management Team is assigned. Prior to release from an incident, firefighting resources will prepare an **Incident Replacement Requisition** and an **Incident Replacement Requisition Continuation, OF-315, NFES 1300, Attachment 6**, for items which have been lost, consumed, or destroyed during the incident. The approved replacement requests will be based on engine accountability forms or other fire equipment inventory documents. If equipment and supplies are available at the incident for replacement, the request is filled at the incident's Supply Unit. If equipment and supplies are unavailable at the incident for replacement, and the requesting resource is not being immediately demobilized, the Supply Unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the Supply Unit.

If equipment and supplies are unavailable at the incident for replacement, and the requesting resource is being demobilized, an Incident NFES Replacement Requisition will be completed by the Supply Unit and forwarded to the geographic area cache. Authorized approvals and signatures must be included on the requisition to the geographic area cache. For Type 1 and Type 2 Incidents, these approvals are limited to: Incident Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander, or Line Officer or their representatives.

Type 3 or 4 Incidents

Type 3 Incidents: With an organized Supply Unit Leader or Logistics Chief, the incident has the same authorizations as the Type 1 or 2 Incidents.

Type 4 Incidents: The District Ranger, Fire Management Officers, Area Managers, and Fire Wardens are the only authorities who can approve replacement order requests. These agency representatives approve replacement requests based on *pre-existing* engine accountability forms or other fire equipment inventory documents. If equipment and supplies are available at the incident for replacement, the request is filled at the incident host unit. If equipment and supplies are unavailable at the incident for replacement and the requesting resource is not being immediately demobilized, the hosting unit will place a resource order for needed items through appropriate channels to the servicing fire cache. The order will be shipped to the incident and replacement will take place at the host unit.

The incident's servicing cache may forward complete requisitions to the requesting unit's geographic area cache for processing. If a cache is unable to fill the request (i.e., does not stock item), the cache will forward the request to the closest cache that does stock the item for processing. (See NWCG National Fire Equipment System Catalog, NFES 0362.)

Irregular or Excessive Types of Requests:

1. State Fires: These requests will be forwarded to the hosting IDL Area Office for review and approval.
2. Federal Fires: These requests will be forwarded to the servicing Interagency Dispatch Center for review and approval.

Pre-approval from the Line Officer will be required for any item ordered from non-cache sources to meet special needs or individualism of specifications where similar items are available from the cache. Specialty items may be replaced with no more than "Cache" quality and/or cost.

GOVERNMENT PROPERTY – LOST/STOLEN/DAMAGED/DESTROYED

Damaged/destroyed property must be returned to supply with written documentation of the cause of damage, and photos when appropriate and/or possible, witness statements, etc.

If the cache replacement is not acceptable, a resource order may be issued with an "S" number assigned for the value commensurate to the cost of the (documented as identified above) destroyed/damaged item to allow the purchase of the replacement item off of the incident. These items must be pre-approved by the Line Officer.

Replacement of supplies consumed on the incident should be replaced from the existing incident supplies. If not available from supply, an Incident NFES Replacement Requisition must be prepared along with a Resource Order and an "S" number provided by supply.

Orders for chainsaw parts should be filled before leaving the incident. Only reasonable (very low) quantities of replacement parts will be issued for off-site "S" numbers.

The Interagency Incident Business Management Handbook (IIBMH) requires that damaged or lost government property be documented on a **Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property, AD-112, Attachment 7**. It must describe the circumstances of the loss and

have official signatures. The IMT will review, sign, and take any follow-up action. All reports are submitted to the Incident Agency.

All replacement orders must be submitted and received no later than 45 days after close of the incident.

TRANSFER OF SUPPLIES/EQUIPMENT BETWEEN INCIDENTS

Transfer of fire cache supplies and equipment between incidents will not occur unless the material is needed to support initial attack operations. If a transfer is to occur, the following must be applied:

1. The Cache Manager must agree to the circumstantial inability of the fire cache and the logistical support system to deliver materials within the same time frame of the proposed transfer.
2. A Cache Demobilization Specialist (CDSP), if available, will be assigned to facilitate and document the transfer. The sending unit should order the CDSP as soon as the decision for transfer has been made.
3. To assure compliance to NFES quality and safety standards, **used supplies and equipment will not be transferred.** They will be returned to the cache for refurbishment.
4. The sending unit will produce an itemized inventory on an **Interagency Incident Waybill, NFES 1472**, and **Interagency Incident Waybill Continuation, NFES 1473, Attachment 8**, filled out completely of all items and quantities transferred. Copies will be sent to the receiving unit and the Fire Cache.
5. The receiving unit will produce a validated copy of the transferred waybill. Copies will be sent to the sending unit and the Fire Cache. This will not occur until any and all discrepancies have been documented and resolved.
6. The receiving unit will allocate "S" numbers and generate a Resource Order Form for the transferred supplies/equipment. Copies of the Resource Order Form will be sent to the sending unit and the Fire Cache.

Until these requirements have been met and documented, the sending unit will remain fully accountable for all costs of the transferred materials.

RETURNING EQUIPMENT

To avoid delays in the reconditioning and reissuance of equipment and supplies, all items should be returned directly to the Fire Cache as soon as the need has passed. Do not retain equipment and supplies for anticipated needs unless arrangements have been made and approved by the Fire Cache. Advance notification of all back-hauls is required in order to insure sufficient staffing is on hand. During periods of heavy demobilization, the Fire Cache may assign specific periods of time for Incident haul-back.

Receiving units will be responsible for returning all equipment and supplies or must furnish an explanation as to why it is not being returned. Additionally, all returning equipment and supplies need to be accompanied by a completed Interagency Incident Waybill, and if applicable, the Interagency Incident Waybill Continuation form.

Trackable Items: Need to be returned to the Fire Cache as quickly as possible, absolutely no later than the end of the incident. If trackable item(s) are lost or damaged, contact the Fire Cache immediately for instruction on appropriate action to be taken.

Durable Items: Need to be returned in an orderly, systematic fashion. It is preferred that whenever possible, items are returned in original containers.

Consumable Items: Need to be disposed of at the incident and not returned to the Fire Cache. However, unused items may be returned to the Fire Cache for credit. Partial boxes of consumables should be distributed to the hosting agency or district.

Locally Purchased Items: Should be returned to the Fire Cache.

Back-haul services to the Fire Cache are generally available. Please call to check availability. All item(s) returned to the Fire Cache are refurbished as defined within the Fire Equipment Storage and Refurbishing Standards Handbook.

RETURNING ITEMS NOT ISSUED BY THE COEUR D'ALENE INTERAGENCY FIRE CACHE

The customer should make every reasonable attempt to return items to the originating cache in order to obtain proper credit. The Fire Cache will not credit a customer for the return of an item that was not originally issued and is not stocked. The customer will be offered the opportunity to receive the item back. If the Fire Cache can determine the originating cache, it will return the item to that location where the appropriate credit is made. All related shipping costs will be charged to the incident.

CHARGES FOR FIRE CACHE EQUIPMENT

Vehicle and Equipment Rental Rates, as per FMH 842, apply to all vehicles picking up and/or delivering supplies.

Federal agencies, state, and local governments will pay refurbishment and replacement costs as necessary. When equipment is not used and seals are unbroken, the billing will include only shipping and receiving costs. Total replacement cost will be charged for equipment not returned.

The benefiting function will pay for all refurbishing and replacement costs for issues from the Fire Cache for fire suppression and civic or national disasters.

BENEFITS OF USING A CACHE DEMOBILIZATION SPECIALIST

1. Provides a constructive liaison between the supply section and the supporting supply cache.
2. Improves the accountability system during the course of demobilization.
3. Provides a working liaison between the incident and the coordinating agency for proper disposition of locally purchased, rented, and leased equipment.
4. Provides guidance on proper documentation and ensures that copies are submitted to the appropriate sections and the supporting supply cache.
5. Ensures proper processing, packaging, and loading standards are met.
6. Ensures that personnel involved in the transportation of hazardous materials use uniform procedures regulated by 49 CFR 171-180.

HAZARDOUS MATERIALS (HAZMAT)

The Fire Cache is not a hazardous materials disposal facility. It is not set up for, and will not accept, the shipments of materials that are classified as “hazardous” from incidents unless otherwise specified in this section or approved by the Fire Cache Manager. It is the responsibility of the incident to properly dispose of hazardous material, including unused waste fuel and oils.

Allowable Back-Haul – Hazmat:

The Fire Cache will accept materials which have a hazardous classification, provided the following conditions have been met:

1. All items have been properly identified, packaged, and shipped in accordance with 49 CFR 171-180.
2. Items have an assigned NFES number, have not been used by the incident, and are still in their original containers unopened.
3. Items must have been originally shipped by the Fire Cache.

For example:

- The Fire Cache will accept used batteries for disposal from incidents. Disposal will be charged to the returning incident.
- Incidents may return propane cylinders with or without fuel.
- Coleman fuel will also be accepted as long as the containers are new and unopened.

IT IS AGAINST THE LAW NOT TO NOTIFY THE CARRIER ABOUT HAZARDOUS MATERIAL BEING SHIPPED.

Common Transport Rules to Remember:

1. It is best to transport empty fuel containers in an open-air, non-enclosed vehicle.
2. Only packaging described in 49 CFR is to be used.
3. Material within packaging secured from movement.
4. Packaging is secured in transport vehicle to prevent movement.
5. No sharp projections within the cargo hold area of the transport vehicle.
6. Insure no risk exists for puncture, damage, and/or ignition.
7. Make sure multiple classes of materials may or may not be shipped together.
8. Load hazardous materials toward rear of the transport vehicle.
9. Insure the total weight/volume of all hazardous materials in transport vehicle does not exceed allowable limits for any one type.

Consult with the Fire Cache regarding hazardous material transportation to or from the Fire Cache. Remember, if you do not know, ask.

HAZARDOUS MATERIALS REFERENCES

49 CFR, Part 100-185, Hazardous Materials Section
29 CFR, Part 1910, OSHA Requirements
NWCG National Fire Equipment System Catalog, NFES 0362
Pocket Guide to Hazardous Materials; Compliance Information for Drivers
Federal Motor Carrier Safety Regulations
Emergency Response Guidebook, DOT, North American, NFES 2150
Clues and Decide Wallet Card, NFES 2148
Do's and Don'ts of Hazardous Materials Wallet Card, NFES 2149
Hazardous Materials Classification Wallet Card
Northern Rockies Fire Cache Hazardous Material Haul-Back Policy
Interagency Aviation Transport of Hazardous Materials Handbook, NFES 1068

SPECIFIC EXCERPTS

Per 49 CFR 171.8 (05/04), Hazardous Material means a substance or material, that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has been designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials, materials designated as hazardous in Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazardous classes and divisions in part 173 of subchapter C of this chapter.

Per 49 CFR 172.200, Shipping Papers (03/05) (a) Description of hazardous materials required. Except as otherwise provided in this subpart, each person who offers a hazardous material for transportation shall describe the hazardous material on the shipping paper in the manner required by this subpart.

Per 49 CFR 172.300, Marking (03/05) (a) Each person who offers a hazardous material for transportation shall mark each package, freight container, and transport vehicle containing the hazardous material in the manner required by this subpart.

Per 49 CFR 172.400, Labeling (03/05) Each person who offers for transportation or transports a hazardous material in any package or container, shall label the package or container with labels specified for the materials in the 172.101 table in 49 CFR.

Per 49 CFR 172.700, Training (05/03) (b) Scope. Training as used in this subpart means a systematic program that ensures a HAZMAT employee has familiarity with the general provisions of this subchapter, is able to recognize and identify hazardous materials, has knowledge of emergency response information, self-protection measures and accident prevention methods.

Per 29 CFR 1910.1200 (12/00), Hazard Communication (a) Purpose. (1) The purpose of this section is to ensure that hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. This transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, material safety data sheets and employee training.

TRAINING AND PUBLICATIONS

The Fire Cache maintains well-stocked, updated copies of publications and training materials including instructor and student workbooks, job aids, and an extensive video library.

All training courses are provided on a loan basis and are subject to loan approval by the Fire Bureau's Training Specialist. All requests for training packages, which include student workbooks, decals, or other items to be used and not returned, must be accompanied by a Project Code Account (PCA) number or management code number. Orders should be placed 45 days in advance of need.

The issuing of training materials is prioritized based on the scheduled courses outlined annually within the "North Idaho Zone Fire Training Schedule". If a shortage of stock occurs or a requested item is not carried, the Fire Cache will try and get it in a timely manner.

Annually updated publications are stocked at the Fire Cache. Please call for verification of availability.

ANNUAL INVENTORY

A full inventory will be conducted annually, no later than January 31. The Fire Cache will close for business until the inventory and year-end processes are completed, including all documentation, adjustments, and annual price changes. The only exception will be for orders to incidents protecting life and property and declared emergencies.

REFERENCE LIST

Idaho Department of Lands, Fire Management Handbook – 800 Series
Idaho Department of Lands, Fire Mobilization Guide
IDL/IPNF Incident Purchasing & Equipment Plan
CDK Transportation Guide
Northern Rockies Cache Management Plan
National Cache Management Plan
NWCG Fire Supplies & Equipment Catalog, NFES 0362 & 3362
NICC, NRCC, Zone, and CDC Mobilization Guides
NWCG, Interagency Business Management Handbook, NFES 2160

Please Note: Electronic copies of these publications are available.

UNITS OF ISSUE

AM	AMPOULE	LG	LENGTH
AT	ASSORTMENT	LI	LITER
AY	ASSEMBLY	MC	1,000 CUBIC FEET
BA	BALL	ME	MEAL
BD	BUNDLE	MR	METER
BE	BALE	MX	ONE THOUSAND
BF	BOARD FOOT	OT	OUTFIT
BG	BAG	OZ	OUNCE
BK	BOOK	PD	PAD
BL	BARREL	PG	PACKAGE
BO	BOLT	PK	PACK
BR	BAR	PM	PLATE
BT	BOTTLE	PR	PAIR
BX	BOX	PT	PINT
CA	CARTRIDGE	PZ	PACKET
CB	CARBOY	QT	QUART
CD	CUBIC YARD	RA	RATION
CE	CONE	RL	REEL
CF	CUBIC FOOT	RM	REAM
CK	CAKE	RO	ROLL
CL	COIL	RX	1,000 ROUNDS
CN	CAN	SD	SKID
CO	CONTAINER	SE	SET
CY	CYLINDER	SF	SQUARE FOOT
DR	DRUM	SH	SHEET
DZ	DOZEN	SK	SKEIN
EA	EACH	SL	SPOOL
FT	FOOT	SO	SHOT
GL	GALLON	SP	STRIP
GP	GROUP	SX	STICK
HD	HUNDRED	SY	SQUARE YARD
HK	HANK	TN	TON
IN	INCH	TO	TROY OUNCE
JR	JAR	TU	TUBE
KT	KIT	VI	VIAL
LB	POUND	YD	YARD

SUPPLY ORDER FORM



TO: _____

DATE: _____

FROM: _____

ITEM NUMBER	CATALOG	NFES NUMBER	STOCK NUMBER	QTY	U/I	UNIT COST	TOTAL COST	ORDER FOR	DESCRIPTION
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

APPROVED BY: _____

AGENCY	SUB-OBJECT	ITEM NUMBER	PCA	AMOUNT	REMARKS

INSTRUCTIONS:

1. Use this form for all routine orders from the Coeur d'Alene Interagency Fire Cache.
2. Use a resource order for "Going Fires", replacements for fire loss, and project/block burning.
3. All blocks above will be completed as indicated or the supply order will be returned.
4. NFES #'s are not needed for GSA, CSC/GSA supply catalog orders, they are not in catalog.
5. There will be dashes between stock numbers.
6. Use the latest price list, as that price will be used to encumber.
7. Use correct unit of issue; you may receive the wrong quantity.
8. Complete bottom portion of this form, PCA#, amount, etc.
9. Try and order by the standard pack listed in GSA Wildfire Catalog.
10. Areas and Districts should order direct from companies, i.e., Wajax, Mallory, etc., rather than the Fire Cache ordering your item.

PROCUREMENT REQUEST		TO: (Procurement Office)						1. REQUESTING OFFICE				
<i>INSTRUCTIONS: Agencies must provide entire in unshaded areas. See reverse.</i>												
2 RECEIVING OFFICE NO.		3 CONTRACT NUMBER <i>(If Applicable)</i>		4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.			
1A. PROCUREMENT REQUEST NO.												
1B. DATE												
CHECK ONE		10. TO: (Seller)					11. SHIP TO: (Consignee and Destination)					
<input type="checkbox"/> Purchase Order												
<input type="checkbox"/> Delivery Order												
							<input type="checkbox"/> INSIDE DELIVERY REQUESTED					
12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION				15 BUDGET OBJECT	16 ACC. LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT	
<p style="text-align: center;"><i>For additional information, please contact:</i></p> <p style="text-align: center;">_____ TECHNICAL CONTACT _____ TELEPHONE NO. _____</p>												
21 FOB POINT					22 DISCOUNT TERMS					Sub-Total ▶	25	0.00
23 REQUIRED DELIVERY <i>(Do not use ASAP)</i>		23A NEGOTIATED DELIVERY			24 SHIP VIA		26 ESTIMATED FREIGHT		TOTAL ▶	27		
29 ACCOUNTING CLASSIFICATION												
28 ACC. LINE	A	B	C		D	E			30 DISTRIBUTION	31 AMOUNT		
- 2	5	10	5	3	4	1	4	1	2			
RECOMMENDED SOURCE(S) <i>(If necessary, use attachment)</i>						I certify that the above items are necessary for use in the public service.						
						TITLE						
						SIGNATURE OF AUTHORIZED REPRESENTATIVE						

**IDAHO DEPARTMENT OF LANDS
COEUR D'ALENE INTERAGENCY FIRE CACHE**

AGREEMENT FOR NON-EMERGENCY USE

The Idaho Department of Lands recognizes the diverse utility of the Coeur d'Alene Interagency Fire Cache (CDK) and the inventory it manages. City, county, state, and federal government organizations are eligible to request supplies on a temporary loan basis when agreements are in place to do so. This will be at the discretion of the Department. Nonprofit organizations may be eligible to utilize the CDK inventory as well. However, when an existing agreement with the Idaho Department of Lands does not exist, or if it exists but does not cover the goods and services provided by CDK, this agreement, modified as necessary, shall be utilized.

Conditions:

1. Accountable property and durable items will be issued on a temporary loan basis. Consumable resources can also be ordered. However, whenever practical, consumable items should be requisitioned through sources other than CDK.
2. The ordering unit will pay for all borrowed resources which have been lost, damaged, destroyed, and/or consumed. Ordering unit will also be charged for all associated transportation, refurbishment, and replacement costs.
3. It is understood that CDK support of non-emergency requests will be limited during fire season, May 10 through October 20, or as necessary to maintain a state of constant readiness for actual emergency ordering. All requests are subject to Cache Manager and IDL Bureau of Fire Management review and approval.
4. The requesting unit may need to provide assistance for loading, unloading, delivery, and refurbishment of the resources being requested. Support assistance will reduce subsequent billing for the resources borrowed.
5. Requests shall be submitted using formal letterhead for documentation purposes at least two weeks prior to required date.
6. Confirmation of order receipt shall be requested by the ordering unit. This can be accomplished by calling CDK after faxing or mailing the request.
7. Ordering entity (agency/organization/person(s)) shall indemnify and hold harmless the state of Idaho from any and all liability, claims, damages, costs, expenses, and actions, including reasonable attorney fees, caused by or that arise from the negligent or wrongful acts or omissions of the ordering entity, its employees, agents, or associates under this agreement that cause death or injury, or damage to property, or arising out of a failure to comply with any state or federal statute, law, regulation, or act.

To place an order, ordering units will provide the following information:

- Ordering unit name
- Responsible person(s) name/contact information
- Billing address
- Shipping address
- Required date
- Resources being requested
- Requested method of delivery
- Date resources will be returned
- Return transportation requirements

Upon pickup or delivery of requested resources:

CDK will provide the ordering unit with an "Issue Report" outlining all resources being provided. This report also identifies the individual unit costs associated with each item and provides a total dollar amount for all ordered resources. Property numbers associated with accountable assets, weights, and cubic volumes are listed on the Issue Report as well. **Ordering unit will be required to verify contents and sign for the receipt of supplies.**

Upon return, pickup, or delivery to CDK:

The ordering unit is encouraged to manifest supplies and have CDK employees sign for the receipt. Ordering unit should retain a copy in the event a disparity occurs.

Idaho Department of Lands—Coeur d'Alene Interagency Fire Cache Agreement for Non-Emergency Use

Purpose/Event Name: _____

Effective Date(s): _____

I have read and understand the conditions and agree to abide by these conditions:

User Agency/Organization Representative's Signature: _____

Date: _____

Agency/Organization Name/Unit: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Tax Exempt No.: _____ Payment Code: _____

-Idaho Department of Lands Use Only-

Signature: _____ Date: _____
Fire Cache Manager

Signature: _____ Date: _____
Chief, Bureau of Fire Management

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY			
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY <i>(Check only one-report each one type separately)</i>		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i>	
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Obsolete <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Others			
3. PROPERTY ITEMS <i>(See attachment for additional entries)</i>			
QUANTITY (Or property no.)	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i>	ACQUISITION COST	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i>
A	B	C	D
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
			DATE
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION			
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.		<input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i>	
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: <i>I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).</i>			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE
3. SIGNATURE OF WITNESS			4. DATE
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER <i>(The necessary entries have been made to adjust property records.)</i>			2. DATE
3. SIGNATURE OF FISCAL OFFICER <i>(The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)</i>			4. DATE

DATE:		TIME:		INTERAGENCY INCIDENT WAYBILL		PAGE 1 OF	
SHIPPED TO:				SHIPPED FROM:			
INCIDENT NAME:				CARRIER/DRIVER NAME:			
INCIDENT NUMBER:				VEHICLE NUMBER:		TRLR NUMBER:	
ACCOUNTING/MGMT CODE:				PIECES:		WEIGHT:	
CONTACT NAME/PHONE:				ETD:		ETA:	
HAZARDOUS MATERIALS DECLARATION							
PROPER SHIPPING NAME		HAZARD CLASS		IDENTIFICATION NUMBER		PACKING GROUP	TOTAL QUANTITY
<p>This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation according to the applicable regulations of the US Department of Transportation.</p>							
SIGNATURE OF SHIPPER				EMERGENCY RESPONSE PHONE NUMBER			
ITEM #	NFES #	QUANTITY	U/I	ITEM DESCRIPTION			PROPERTY NUMBER
RECEIVED BY (Signature):				POSITION TITLE:			DATE/TIME:

NFES 1472

ORIGINAL: SHIPPER
(05/00)

COPIES: RECIPIENT, PACKING LIST, OPTIONAL

