



North Valley Animal Disaster Group Standard Operating Guidelines

Title: INVENTORY MANAGEMENT

Objective: To provide an overview of inventory management at NVADG facilities and vehicles/trailers.

Description: Our goal is to maintain and track current NVADG inventory of equipment and supplies. Accurate inventory management will help decrease excess inventory and ensure maintenance of enough supplies on hand to meet the initial disaster response need. Tracking movement of inventory will help reduce expenditures related to repurchase of some items.

- An Inventory Manager(s) will be appointed and report to the Executive Director
- Facility Managers (see Facility Manager SOG) will perform or appoint someone to perform an inventory count (audit) on an annual basis.
 - Data to ideally include- item description, serial number (if indicated), date of acquisition, category of supply, quantity on hand, units of item (i.e bag/box/individuals), location of item including location within a particular facility, cost of item, minimum number to keep on hand, manufacturer (and contact information in known to allow for easier re-ordering), photograph of item if indicated (valuable or picture identification helpful), expiration date if applicable, transfer location (if item moved to another facility). Other variables will be used depending on the type of inventory.
- Inventory data will be managed in Airtable
 - Facility managers will upload data to Airtable or forward the inventory data to the inventory manager to upload to Airtable
- Varying levels of access to inventory data in Airtable will be maintained (Read only, editor/data entry/creator)
- Current Locations/equipment to conduct inventory counting:
 - Small Shelter Trailer
 - Initial Attack Trailer
 - Featherlight Livestock Trailer
 - Large Animal Response Trailer
 - Technical Rescue Team Trailer
 - Water Rescue Team Trailer
 - IFAW Trailer

- Communication's Trailer
- Flatbed Tilting Trailer
- Two-horse Roll-over Trailer
- Stock Trailer
- Brown Stock Trailer
- IFAW "Petfinder" Trailer
- Connex #1
- Connex #2
- Connex #3
- Connex #4
- Richter Warehouse
- Camelot
- Butte County Trailer #1 – provide assistance
- Butte County Trailer #2– provide assistance
- Butte County Trailer #3– provide assistance
- Butte County Trailer
- Del Oro Shelter

Related Documents Attached: n/a

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