

Helpful Hints

- Write clearly, the order may get faxed and re-faxed several times
- Check quantity closely, unit of issue may be by box, not each
- Set up a standard order time; i.e. morning order to get same day or evening order for next day delivery
- Consolidate orders as much as possible
- Multiple orders on trucks; take only the supplies that you ordered
- “Add On’s” to an order usually change the type of vehicle that is needed to ship and/or may delay the order
- Wait until on Incident before placing initial pre-order (commonly referred to as the “canned order”), many items may not be needed or already on site. Remember that excess items on hand affect the cache’s ability to support other Incident’s.
- Supply orders generated in ROSS are difficult to read, please use traditional method. The caches are presenting a preferred supply resource order format to the ROSS change management team.
- Use a single individual to do the order, helps eliminate double orders and/or reuse of S-numbers

Do work with the Buying Team to procure items that meet Forest Service Standards that will be acceptable for the cache to receive at the conclusion of the incident. If not meeting cache standards the host unit may have to cache the item(s) and may possibly have to expend preparedness or project funds in order to keep them.

- **Only purchase UN approved drip torches**

CDSP- Cache Demobilization Specialist, work for the Cache and are available to assist/consult the Supply Unit Leader in the demobilization Process.