

“ICBS-R Compliant” Checklist for Local Area Support Caches **8/24/2009**

The re-engineered Interagency Cache Business System (ICBS) is the new standard inventory system for all National Interagency Support Caches (NISCs) and the primary Local Area Support Caches (LASCs). The new ICBS is characterized by a centralized inventory database, common inventory numbering, common location numbering and terminology, standardized networked printers and labels, and common business practices.

The ICBS-R Steering Group has established the minimum criteria for LASCs to be considered to use the new system and has tentatively identified 7 LASCs to transition to the new system. The Steering Group approves or disapproves individual LASCs for implementation.

Before being considered, a cache must meet the current National Cache Management Plan definition of a Local Area Support Cache (please see page 13 and 16 of the PDF file posted at: <http://icbs.nwcg.gov/Documentation/USFS%20-%20Cache%20Management%20Plan%202003%20-%20Text%20Under.pdf>).

One criterion for consideration is whether or not cache management agrees to the requirements for operating on the new system. These “ICBS-R Compliant” requirements are listed below:

Leadership and Management

1. Making a successful transition to the new system requires a high level of commitment and personal leadership on the part of the cache manager and local agency management. It is a fairly labor-intensive process that requires at least a month of focused work by the ICBS-R Team and the cache staff. If the cache or local unit is unwilling to make that investment in the process, it’s best not to consider using this system.

Inventory and Storage

2. Cache items will adhere to the standard NFES item and kit configuration, as defined by the NFES Sub-committee and the NISC Kit Committee (e.g. item numbering, packaging, standard pack, standard pricing, fire loss designation for cache items, product and refurb type for cache items, etc.)
3. Cache items will be stored and refurbished in accordance with the National Fire Equipment System (NFES) “Fire Equipment Storage and Refurbishing Standards” (<http://www.nwcg.gov/pms/pubs/PMS448/pms448.pdf>).
4. The cache will use the standard NFES numbering, as assigned by the NFES Sub-Committee and the ICBS NWCG Cache System Administrator, for national and local cache items in its inventory.
5. Trackable items (e.g. high value/sensitive items that must be tracked individually), will be assigned a Trackable ID in the standard format adopted by the National Cache Managers.
6. The cache will use the ICBS inventory system to track NFES equipment/supplies for incident support. It will NOT be used for local non-NFES items that might currently be tracked in a local database or system (e.g. office computers and furniture, helitack

chase truck/engine inventories, non-NFES tools, non-NFES/NIRSC communications equipment, etc.)

7. The cache will use the established ICBS-R warehouse zone and location naming/numbering convention, which is used to track items by quantity to a specific location (please see “Zones and Locations Overview” and “Locations Numbering Aid” PowerPoint slideshows at: <http://icbs.nwcg.gov/Implementation.html>).
8. The cache inventory will be reasonably secure to prevent unauthorized personnel from removing items. If non-cache personnel have access to the inventory (e.g. a fire crew supervisor needs to issue fire tools and/or supplies after-hours in order to respond to an incident), a strict location level supply sign-out process will be in place, and the issue will be entered into ICBS at the beginning of the next cache shift.
9. To help ensure inventory accuracy, a complete physical count will be conducted on the cache inventory, by location, item and quantity at least once a year.

Pre-Implementation, User Training and System Use

10. The cache manager will make his/her staff available to:
 - a. help designate zones and locations
 - b. collect/compile location and inventory data
 - c. reconcile the local items, supplier and supplier items
 - d. label the inventory with new bar coded NFES labels
 - e. apply bar coded location labels throughout the cache (if wireless scanning is to be used).
11. Cache personnel who are expected to use ICBS will be made available to attend specific training sessions (at the cache location) tailored to their user roles; and to use the online ICBS eLearning user tutorial.
12. The cache manager will designate one or two individuals as Cache System Administrators who will be given additional training and responsibilities to:
 - a. manage cache user accounts
 - b. maintain records of annual agency security/privacy training
 - c. maintain records of signed user “Rules of Behavior” agreements
13. Once established, Standard Operating Procedures (SOPs) to perform key processes in the new ICBS will be followed by cache personnel.
14. Users trained on ICBS will input all inventory movements into the system via bar code scan gun and/or PC-based screens (e.g. receiving supplies, moving supplies from one location in the cache to another, issuing, returning, disposing and refurbishing supplies) in order to maintain a near-real-time inventory picture.
15. Personnel trained on the ICBS system will obtain user help from the designated “ICBS helpdesk,” following procedures outlined during ICBS training.
16. Cache Manager will nominate at least one user from his or her cache to serve on the “ICBS Change Management Board.” If selected, they will serve as a representative of the Local Area Support Cache community.

Infrastructure

17. If agency IRM/IT specialists are available locally, cache manager will help coordinate infrastructure preparation work (e.g. printer and wireless local area network testing and trouble-shooting) with them and with the ICBS-R Implementation Team.
18. Caches will use the standard networked label printer (currently the Zebra ZM400+ 300 dpi printer) to produce NFES product (or SKU) labels. One printer,

miscellaneous accessories and a supply of label stock will cost a cache approximately \$4,000.

19. At least one networked laser printer will be required for producing various forms and reports. Most agency-provided networked laser printers already in use at caches (e.g. Dell, HP, Lexmark, Xerox, etc.) have proven to be compatible with the ICBS Cognos reports printing, but if the team encounters a model that is not compatible, an acceptable alternative printer model will need to be provided.
20. Laser and label printer naming will conform to the established standard (e.g. mnnk_hp_office_01, mnrk_lexmark_kit_02, etc.).

IT System Security

21. Cache manager will institute local procedures to ensure that users protect their user accounts and passwords from being compromised.
22. If wireless bar code scanning equipment is in operation, cache manager will institute a local sign-out/sign-in process for tracking the scan guns assigned to the cache.
23. The cache manager understands that agency audits of local security procedures (such as user account management, wireless local area network encryption, etc.) may be performed at any time, and will provide any requested documentation.