1. Purpose:
   1.1. The purpose of this SOP is to ensure that all equipment purchases are made with the consideration of safety, and qualify its adoption by the FLSI-16FD.

2. Revision History
   2.1. New SOP January 2012

3. Personnel Affected
   3.1. All staff and line emergency responders

4. Policy
   4.1. It is the policy of the FLSI-16 FD to provide its members with the best equipment available whenever possible. A significant component of the “best” equipment is the safest. Therefore, purchases will be made after considering safety when comparing new equipment.

5. Definitions
   5.1. PRW—Purchase Requisition Worksheet

   5.2. Significant Purchase—For the purpose of this policy, obtaining a piece of equipment, apparatus, or making a station alteration worth more than 100 dollars. It also includes all pieces of PPE, regardless of cost:

   5.2.1. Uniforms
       5.2.1.1. Class A and Class B Uniforms
       5.2.1.2. Duty Shoes and Boots

   5.2.2. Structural Firefighting Ensemble
       5.2.2.1. Turnout Pants and Coat
       5.2.2.2. Firefighting Helmet, Hood, Gloves, and Boots
5.2.3. Rescue Gear  
5.2.3.1. Rescue Coat, Extrication Gloves  
5.2.3.2. Rope Rescue Gear  
5.2.3.3. Swift Water Gear  
5.2.4. EMS Safety Equipment  
5.2.4.1. EMS Coat, Traffic Vest  
5.2.4.2. EMS Gloves, Goggles, etc.

6. Responsibilities  
6.1. It is the responsibility for all officers to understand this policy and its intent, as well as its application to all purchases.  
6.2. It is the responsibility of all members to understand the intent and procedures included in Section 7.

7. Procedures.  
7.1. Intent  
7.1.1. The intent of this procedure is to ensure that safety is considered when making all significant purchases.  
7.1.2. Performance, quality, and cost are also components that must be looked at.

7.2. Process  
7.2.1. All significant purchases will begin with the completion of a Purchase Requisition Worksheet (PRW). The PRW will include six sections.  
7.2.1.1. Requesting Personnel—Included is the apparatus or station where it will be located, personnel completing the worksheet.  
7.2.1.2. Account Information—Explanation or account number where funds are available, including updated budget.  
7.2.1.3. Needs Statement—A brief description of the equipment, a summary of why the purchase is requested, what its intended use is, and if it replaces another piece of equipment. If a needs assessment was completed, attach to the PRW.  
7.2.1.4. Comparative List—A list of equipment considered, including ranking of capabilities, company, safety considerations, and cost.  
7.2.1.5. Suggested Purchase—An explanation of equipment suggested for purchase, including reasons why it was chosen. Safety should be weighted heavily.  
7.2.1.6. Suggested Vendor—An explanation of vendor suggested.