GENERAL ORDER 500.06

GoCanvas Reporting System for SCBA and Medical Oxygen

BUREAU OF LOGISTICS

Issue Date: **July 24, 2020**
Revision Date: **N/A**

1	**APPLICABILITY**

2 All Personnel

3	**POLICY**

4 The Bureau of Logistics operates the Breathing Apparatus Shop and the Medical Oxygen
5 Generation Shop. These two divisions of the Bureau of Logistics provide critical services in
6 support of the Emergency Services Bureau (ESB) and its personnel. The Bureau of Logistics
7 recognizes that access to these resources is critical for ESB personnel to be able to maintain the
8 resources and supplies they need to continue to provide service in a timely manner. The
9 Howard County Department of Fire and Rescue Services (Department) will be using GoCanvas
10 as a single source reporting and tracking system for SCBA and medical oxygen supplies in
11 accordance with the recommendation from the Air Management Committee.

12	**DEFINITIONS**

13 ➢ None

14	**PROCEDURES**

15 **GENERAL:**
16 GoCanvas provides ESB personnel with a single source reporting system that can be entered
17 using the GoCanvas application on a mobile device or through their website at:
18 https://www.gocanvas.com. This platform is the proper reporting procedure for both SCBA
19 repairs and medical oxygen supplies. If you have an emergent after hours need, please refer to
20 General Order 500.05: Logistics After Hours.
21
22 **BA REPAIR REQUEST:**
23 The Breathing Apparatus Repair form will be used to enter any SCBA repair requests. These
24 entries are monitored by the Breathing Apparatus Technicians and the Bureau of Logistics
25 headquarters staff. The Breathing Apparatus Technicians will enter repair notes and close out
26 repair reports as work is completed. The use of this system allows the Bureau of Logistics to
27 track data and trends in real time to make decisions on the acquisitions of breathing apparatus

28   and to work with supply vendors to resolve reoccurring issues and trends. Upon the close out of

29   a repair request, the sender of the repair request is notified that the work has been completed,

30   helping to close the feedback loop for the ESB personnel.

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32   **MEDICAL OXYGEN SUPPLY REQUEST:**

33   The Oxygen Help Desk on the Department's GoCanvas platform allows for ESB personnel to

34   quickly enter supply needs as they exchange oxygen cylinders on the unit. A GoCanvas Oxygen

35   Help Desk shall be entered every time an oxygen cylinder is changed out. Upon entry of an

36   Oxygen Help desk, the Oxygen Technician is notified via the application notification on his/her

37   mobile device. Using this sole source reporting and tracking platform allows the Oxygen

38   Technician to evaluate needed supplies and prioritize delivery.

39   ## REFERENCES

40   • None

41   ## SUMMARY OF DOCUMENT CHANGES

42   New General Order

43   ## FORMS/ATTACHMENTS

44   • None

45   ## APPROVED

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