



Delivering a World of Health & Hope

Custom Box Application

1. Primary Contact

A. List the person who is requesting a Custom Box of medical supplies and equipment.

Name _____

Title _____

Organization/Company _____

Occupation _____

Connection to Mission Trip _____

Permanent Address _____

Phone (home) _____ (work) _____ (cell) _____

E-mail _____

2. Affiliation of Medical Supply Use

Please provide information about the location where the medical supplies will be utilized.

Agency/Church/Hospital/Clinic _____

Destination Address _____

Destination City, State, Zip Code _____

Destination Country _____

Website _____

Overseas Contact Person Name _____

Overseas Contact Person Title _____

Overseas Contact Email _____

3. Mission Trip Information

A. **Medical Professional Responsible for Supplies.** Please list the name of the medical professional, either traveling or at the destination facility, who will be responsible for the medical supplies:

- There is a medical professional and the information is below.
 The medical professional is the same as the primary contact.
 There is NO medical professional associated with this trip.

Name _____

Title _____

Organization/Company _____

E-mail _____

B. **Mission Trip Details.** Please provide information about the medical mission trip

Departure Date _____ Return Date _____

Briefly describe the nature of your trip _____

Number of team members traveling on this mission trip _____

What are the major health problems to be treated during this trip? _____

What is the estimated number of patients to be treated during this trip? _____

4. Shipping

If the Custom Box is to be shipped, please provide shipping information. Shipping fee is in addition to Custom Box handling fee:

- Please ship to Primary Contact (Section 1)
 Please ship to Affiliation of Medical Supply Use (Section 2)
 Please ship to Address Below

Name _____

Organization _____

Address _____

City, State, Zip _____

Country _____

Phone (home) _____ (work) _____ (cell) _____

5. Supply Request List

Fill out the form below and list the supplies your mission team would like to obtain from the Medical Team Store, or attach a typed list and submit with your application. This order form is to be used as a guide to select needed medical dry supplies and medical instruments. Since we rely on donations of supplies from our Recycling Partners, exact quantities and items may not be available at certain times.

Anesthesia			
Item	Quantity	Item	Quantity
Airway: Nasopharyngeal - Adult		CO2 Detector	
Airway: Nasopharyngeal - Pediatric		Endotracheal Tube Cuffed (Adult)	
Airway: Oral - Adult		Endotracheal Tube Cuffed (Pediatric)	
Airway: Oral - Pediatric		Endotracheal Tube Uncuffed (Adult)	
Anesthesia Face Mask - Adult		Endotracheal Tube Uncuffed (Pediatric)	
Anesthesia Face Mask - Pediatric		Epidural Needle	
Arterial Line Supplies		Esophageal Stethoscope	
Bite Block/Guard		Hyperinflation System	
Anesthesia Tray: Block, Epidural, Spinal, etc.		Intubating Stylet	
Breathing Circuit Pediatric/Infant/Neonate		Laryngeal Mask - Adult	
Breathing Circuit Adult		Laryngeal Mask - Pediatric	
		Spinal Needle	
Blood Pressure Cuffs			
Item	Quantity	Item	Quantity
BP Cuff - Pediatric		BP Cuff - Adult	
BP Cuff - Calf/Thigh			
Bovies			
Item	Quantity	Item	Quantity
Bipolar Forceps		Cautery Tip Cleaner	
Cautery Pencil Blade		Grounding Pad (Patient Return Electrode)	
Cautery Pencil		Suction Coagulator	
Cardiovascular			
Item	Quantity	Item	Quantity
Chest Drain		Thoracic Catheter	
Defibrillator Pad		Vascular Patch, Graft or Sizer	
ECG Electrodes & Prep Kit		Vessel Loop	
Femoral & Radial Compression			
Clothing			
Item	Quantity	Item	Quantity
Eye Protection		Shoe Cover	
Isolation Gown		Surgical Gown (Non-sterile)	
Mask		Surgical Gown (Sterile)	
N-95 Particulate Respirator		Surgical Hats	

Dental			
Item	Quantity	Item	Quantity
Bite Block		Lemon Glycerin Swabstick	
Cotton Balls		Oral Swab	
Cotton Roll		Saliva Ejector	
Dental Instruments		Toothbrush	
Floss		Toothpaste	
Diabetic			
Item	Quantity	Item	Quantity
Glucometer		Test Strips	
Lancet		Ultrafine Insulin Needle/Syringe	
Drapes			
Item	Quantity	Item	Quantity
Ioban Drape		Surgical Towel	
Mayo Stand Cover		Table Cover	
Steri-Drape			
Dressings			
Item	Quantity	Item	Quantity
2" x 2" Non-sterile Dressing		Kerlix Gauze Roll	
4" x 4" Non-sterile Dressing		Kerlix Sponge	
2" x 2" Sterile Dressing		Lap Sponge	
4" x 4" Sterile Dressing		Lubricating Jelly	
Abdominal (ABD) Pad		Non-adherent (Telfa)	
Ace Bandage		Non-sterile Mixed Dressing	
Band-aid		Petrolatum Gauze	
Bandage Roll		RT-Dressing	
Burn Dressing		Specialty Dressing	
Coban		Steri-strip	
Cotton Ball (Non-sterile)		Tape	
Cotton Ball (Sterile)		Transparent Dressing	
Dressing Change Tray		Tubular Net Dressing	
Foam Dressing		Unna Boot	
Island Dressing		Wound Packing	
Endoscopy & Laparoscopy			
Item	Quantity	Item	Quantity
Clip Applier		Linear Stapler	
Endo Scissor		Trocar	
Insufflation Tubing			
Ear, Nose, and Throat			
Item	Quantity	Item	Quantity
Cotton-Tipped Applicator		Nasal Speculum	
Ear Dressing		Nasal Splint	
Ear Tube		Otoscope Speculum	
Miscellaneous Instruments		Tongue Depressor	
Nasal Dressing		Tonsil Sponge	

Eye (Ophthalmology)			
Item	Quantity	Item	Quantity
Eye Cautey		Eye Surgery Instruments	
Eye Guard/Shield		Eye Surgery Knife	
Eye Pad		Surgical Spear	
General Surgery			
Item	Quantity	Item	Quantity
Biopsy Instruments & Kits		Levein Tube	
Bone Marrow Needle		Penrose Drain	
Closed Wound Suction Evacuator		PICC Line	
Catheter - Single Lumen		Pleurx	
Catheter - Double Lumen		Salem Sump	
Catheter - Multi Lumen		Sigmoidoscope Speculum	
Guide Wire		Skin & Tissue Marker	
Hemostatic Agent		Skin Stapler	
Incision/Drainage Tray		Surgical Lubricant	
Introducer		Surgical Mesh	
Irrigation Set		T-tube	
Jackson-Pratt drain		Titanium Clip	
Laceration Tray		Wound drain	
Gloves			
Item	Boxes	Item	Boxes
Latex Exam Gloves - Medium		Surgical Gloves - 5 1/2	
Latex Exam Gloves - Small		Surgical Gloves - 6	
Nitrile Exam Gloves - Large		Surgical Gloves - 6 1/2	
Nitrile Exam Gloves - Medium		Surgical Gloves - 7	
Nitrile Exam Gloves - Small		Surgical Gloves - 7 1/2	
Vinyl Exam Gloves - Large		Surgical Gloves - 8	
Vinyl Exam Gloves - Medium		Surgical Gloves - 8 1/2	
Vinyl Exam Gloves - Small		Surgical Gloves - 9	
Intravenous (IV)			
Item	Quantity	Item	Quantity
Angiocatheter		Catheter Stabilization Device	
Armboard		Extension Set 16" on Longer	
Blood Set - Straight		Huber Needle	
Burette Set		IV Administration Set (Primary Set)	
Butterflies and SAF-T-Intimas		Luer Lock Cap	
Cannula - Blunt Plastic		Rateflow Set	
Cannula - Lever Lock		Secondary Set	
Cannula - Syringe		Sponge	
Cannula - Threaded Lock		Start Kit	
Cannula - Vial Access		Tourniquet	
Laboratory			
Item	Quantity	Item	Quantity
Arterial Blood Sampler		Medicine Cup	
Blood Collection Needle		Urine Collector	

Blood Collection Needle with Holder		Slide	
Blood Collection Set		Specimen Bottle with Lid	
Blood Collection Tube		Specimen Trap	
Blood Transfer Device		Stool Kit	
Butterfly Needle with Tubing		Urinalysis Kit	
Culture Swab		Vacutainer Holder	

Medical Instruments

Item	Quantity	Item	Quantity
Forceps - Adson with Teeth		Scissors - Suture Removal	
Forceps - Adson Smooth		Sponge Ring Forcep (metal)	
Forceps - Bayonet		Staple Remover	
Forceps - Eye		Stethoscope	
Hemostat - Curved		Surgical Blade #10	
Hemostat - Straight		Surgical Blade #11	
Needle Holder		Surgical Blade #12	
Retractor		Surgical Blade #15	
Saw Blade		Surgical Blade #20	
Scalpel		Suture Removal Kit	
Scalpel Blades		Thermometer	
Scalpel Handle		Thermometer Probe Cover	
Scissors		Tourniquet Cuff	
Scissors - Bandage		Towel Clamp	
Scissors - Curved Tip			

Needles

Item	Quantity	Item	Quantity
18 G		23 G	
19 G		25 G	
20 G		27 G	
21 G		30 G	

Neurology & Neurosurgery

Item	Quantity	Item	Quantity
Instrument- Neuro		Raney Scalp Clip	
Nerve Stimulator		Reflex Hammer	
Neuro Hook		Skull Pin	
Neuro Patties			

Nutrition

Item	Quantity	Item	Quantity
Enteral Feeding Syringe		Gravity Feeding Set	
Feeding Tube		Nasogastric Stabilization Device	

OB/GYN

Item	Quantity	Item	Quantity
Abdominal Binder		Perineal Irrigation Bottle	
Aspirator		Pregnancy Test	
Baby Blanket		TED Antiembolism Stockings	
Baby Bottle and Nipple		Ultrasound Gel	
Enema Bag		Umbilical Catheter	

Heel Lancet		Umbilical Cord Clamp	
Heel Warmer		Umbilical Cord Tape	
KY Jelly Tube		Vacuum Delivery Device	
Miscellaneous GYN Surgical Items		Vaginal Packing	
PAP Smear Kit		Vaginal Speculum (Metal)	
Perineal Cold Pad		Vaginal Speculum (Plastic)	

Orthopedic

Item	Quantity	Item	Quantity
Bone Wax		Gait Belt	
Casting Material - Cotton Roll		Heat Therapy	
Casting Material - Plaster/Fiberglass		Shoulder/Arm Immobilizer	
Cervical Collar		Stockinette	
Cold Therapy		Wrist/Arm Splint	

Ostomy

Item	Quantity	Item	Quantity
Adhesive Remover		Ostomy Pouch	
Barrier Film/Spray/Wipe		Urostomy Pouch	
Odor Eliminator			

Oxygen

Item	Quantity	Item	Quantity
Ambu Bag - Adult		Nebulizer Set	
Ambu Bag - Infant/Neonate		Oxygen Mask - Adult	
Ambu Bag - Pediatric		Oxygen Mask - Infant/Neonate	
Incentive Spirometer		Oxygen Mask - Pediatric	
Nasal Cannula - Adult		Oxygen Tubing	
Nasal Cannula - Pediatric/Infant		Peak Flow Meter	

Plastic Containers

Item	Quantity	Item	Quantity
Emesis Basin (kidney basin)		Sharps Container	

Skin Prep

Item	Quantity	Item	Quantity
Adhesive Remover		Povidine Iodine Ointment	
Alcohol Pad		Povidine Iodine Paint Sponge Stick - Large	
Alcohol Swabstick		Povidone Iodine Prep Pads	
Benzalkonium Chloride Swabstick		Povidone Iodine Scrub Bottles	
Benzalkonium Chloride Wipes		Povidone Iodine Scrub Large Winged Sponges	
Benzoin Tincture		Povidone Iodine Scrub Sponge	
Chloraprep		Povidone Iodine Solution (Small Packet)	
Chloraprep Swabstick		Povidone Iodine Solution Paint Bottles	
Chlorhexidine Gluconate Bottle		Povidone Iodine Swabsticks - Small	
Chlorhexidine Gluconate Wipes		Protective Wipes	
Duraprep		Rubbing Alcohol	
Hydrogen Peroxide		Skin Prep Tray	

Sterilizer Supplies

Item	Quantity	Item	Quantity
Sterilizer Tape		Sterilizer Wrap	

Suction			
Item	Quantity	Item	Quantity
5-in-1 Connector		Suction Catheter	
Bulb Syringe		Suction Catheter Mini-Tray	
Cath-N-Glove Kit		Suction Swab Kit	
Frazier Suction Handle		Suction Toothbrush and Catheter Kit	
Poole Suction Handle		Suction Tubing (Non-sterile)	
Saliva Ejector		Suction Tubing (Sterile)	
Specimen Trap		Y-Connector	
Suction Canister with lid		Yankauer Suction Handle	
Sutures			
Item - specify sizes needed	Quantity	Item - specify sizes needed	Quantity
Chromic Gut		Plain Gut	
Ethibond		Prolene	
Ethilon		Silk	
Monocryl		Vicryl	
PDO and PDS II			
Syringes			
Item	Quantity	Item	Quantity
3 cc Blunt Plastic Cannula		5 cc Syringe without Needle	
5 cc Blunt Plastic Cannula		10 cc Syringe with Needle	
10 cc Blunt Plastic Cannula		10 cc Syringe without Needle	
3/10 cc Insulin Syringe		15 cc Syringe with Needle	
1/2 cc Insulin Syringe		15 cc Syringe without Needle	
1 cc Insulin Syringe		20 cc Syringe with Needle	
1 cc Syringe with Needle		20 cc Syringe without Needle	
1 cc Syringe without Needle		30 cc Syringe	
1 cc Tuberculin Syringe with Needle		60 cc Syringe	
1 cc Tuberculin Syringe without Needle		60 cc Catheter Tip Syringe	
3 cc Syringe with Needle		Allergy Syringe Tray	
3 cc Syringe without Needle		Glass Syringe	
5 cc Syringe with Needle			
Tracheostomy			
Item	Quantity	Item	Quantity
Closed Suction System		Tracheostomy Tape	
Cricothyrotomy Kit		Tracheostomy Tube - Adult	
Tracheostomy Clean & Care Kit		Tracheostomy Tube - Pediatric	
Urology			
Item	Quantity	Item	Quantity
Catheter - Coude Tip		Catheter - Straight/Self-Cath	
Catheter - External Male		Irrigation Tray	
Catheter - Foley/Urethral		Leg Bag & Strap	
Catheter Insertion Kit - Female		Toomey Syringe	
Catheter Insertion Kit - Intermittent		Urinary Drainage Bag	

Catheter Insertion Tray - Foley		Urine Meter	
Catheter - Red Rubber		Urological Surgery Items	
Other Items Requested (Items that were not on the list)			
Item	Quantity	Item	Quantity

The Medical Team Store does not carry **medical equipment**. Some equipment may be available upon request depending on inventory for an additional donation, such as: Aspirators (suction machines); BiPAPs and CPAPs; Cold therapy pumps; Crutches; Canes; Walkers; Digital thermometers; Nebulizers; Pulse Oximeters; Sphygmomanometers (BP); and Weight scales (adult & infant).

6. Recipient Agreement

Application **must be signed** showing agreement with documentation and release below.

Documentation/Accountability

SOS has received medical surplus supplies from a variety of donors. Through the donor’s generosity, SOS is able to share cost-saving and life-saving materials. For this reason, we must document to our donors how their supplies are being used. So that SOS can improve future services, applicant will also receive a Customer Satisfaction Survey that is due upon return of mission trip.

PHOTOGRAPHS: All organizations requesting SOS supplies and equipment must document the final destination of the supplies by taking photographs of the clinic or hospital using the supplies. Photos should include, but are not limited to: an outside shot of the clinic/hospital; clinic/hospital signage; inside of the clinic/hospital; unpacking the supplies; supplies being put on shelving; and the public being served by the supplies.

WRITTEN DOCUMENTATION: Recipients are required to submit to a narrative summary of the trip/ how supplies were used and the impact of SOS’s donation to improve health care delivery for the clinic/hospital.

FORWARD: Photos and written documentation should be sent to admin@suppliesoverseas.org

FUTURE SHIPMENTS: Because this documentation is so important to the future success of SOS, failure to supply photos or written documentation may result in the requesting organization’s ability to apply for supplies in the future.

Release and Indemnity

The medical supplies, equipment, materials and other items (“Materials”) available from Supplies Over Seas (“SOS”) are items that would have been discarded or otherwise disposed of by hospitals or health care providers in the United States. These Materials are being made available strictly on an “as is” basis for humanitarian use in circumstances in which sufficient alternative sources of such resources are not available. The recipient organization recognizes that SOS and the donor facilities do not make any representations or warranties, either express or implied, as to the condition of the Materials, and further recognizes that SOS and the donor facilities make no representations or warranties, express or implied, that the Materials are fit, appropriate, free from defects, sterile, pure, operable, or otherwise suitable for any intended purpose. The recipient organization accepts the Materials “as is,” with all faults, and acknowledges that the inspection for any defects and the safe operation of said Materials is solely the responsibility of the recipient organization. Each recipient organization, recipient facility, and responsible manager of such entities assumes full responsibility for making an independent determination of the appropriateness of the Materials (or any part thereof) before using them, and for discarding any Materials which are not appropriate for use. Under no circumstances shall SOS, the manufacturer or distributor of the Materials, or any United States hospital or health care provider that ever owned or used the donated equipment, be liable to recipient organization or anyone for any direct, special, indirect, incidental, or consequential loss or damage resulting from the Materials or their use. To the maximum extent permitted by law, the recipient organization fully accepts and assumes all risks and all responsibility for losses, costs, and damages that the recipient organization, its agents, representatives, members, directors, officers, employees, agents, contractors, patients, and transferees (“Users”) may incur as a result of the Materials or their use, including without limitation personal injuries, illness, damage, loss to property, and death. SOS and the recipient organization recognize that this agreement shall release SOS and the donor facilities from any and all liability for

personal injury and/or any other type of injury arising from the use of the Materials. The recipient organization acknowledges that the consideration for this release and indemnification is the donation of the Materials themselves. By making an application for the receipt of such Materials and by accepting such Materials, the recipient organization, to the maximum extent permitted by law, fully releases, acquits, and forever discharges SOS, the donor facilities, and each and every past and present subsidiary, affiliate, officer, director, agent, servant, employee, trustee, and representative of SOS and the donor facilities (“Released Persons and Entities”) from any and all loss, damages, claims, causes of action, suits, debts, liens, obligations, liabilities, demands, costs and expenses of any kind, character, or nature whatsoever, known or unknown, fixed or contingent, which might arise from or be related or associated in any way with the Materials or their use, including but not limited to any injury, illness, disease, property damage, death, or loss of any nature suffered or sustained in connection with the use or possession of the Materials. To the maximum extent permitted by law, the recipient organization also agrees to indemnify, save, and hold the Released Persons and Entities harmless for any loss, damages, claims, causes of action, suits, debts, liens, obligations, liabilities, demands, costs and expenses (including attorneys’ fees) of any kind, character, or nature whatsoever, known or unknown, fixed or contingent, which may be incurred arising out of or related to the use or possession of the Materials, regardless of the nature or the extent of the injury, illness, disease, property damage, death, or loss, and regardless of whether it results from the negligence of the Users or of the Released Persons and Entities.

Shipping Responsibility Understanding

SOS is happy to facilitate the shipping for our requesting organizations with the understanding that the shipping is the responsibility of the client and not Supplies Over Seas. Supplies Over Seas wants to ensure that the requesting organization and the recipient organization understands that they will be responsible for the following costs if applicable: In Country Fees (In-country fees will vary. In country fees are the sole responsibility of the Requesting Organization and Recipient Organization. In-country fees include, but are not limited to the services of a Consignee to negotiate all other in-country fees, handle customs issues, and arrange in-country transport of supplies and equipment and return transport of empty, rented containers. Supplies Over Seas is not responsible for in-country fees or activities.); •Supplies Over Seas is not responsible for any demurrage or storage fees while waiting for customs clearance; Supplies Over Seas has developed standard inventory lists and documentation that is sufficient for the vast majority of customs offices. Documentation, beyond the Supplies Over Seas standard, (i.e. item pictures, fibers in textiles and ingredients in products) is the responsibility of the Requesting/Recipient Organization.

I, _____ guarantee that the supplies I receive as donations from Supplies
(Contact Person for Consignee)

Over Seas, will be used or shipped to _____
(Healthcare Institution)

to benefit patients in need. I understand that these supplies are donated, have no commercial value, and therefore I will not sell or exchange these items for profit or gain. I further attest that I have read and agree to receive donated items from SOS according to the stipulations above. The recipient organization agrees to provide SOS with photos and feedback whenever possible related to how the medical supplies and equipment from this shipment are used. The recipient organization gives SOS permission to use stories, photos and video related to this shipment for marketing and fundraising purposes.

If the undersigned is an entity, the undersigned represents and warrants that the undersigned has the authority to commit the entity on whose behalf the undersigned is signing this document. I have thoroughly read the **Custom Box Program Description**.

Signature _____

Print Name _____

Date _____