



Delivering a World of Health & Hope

Hand Carry Program SOS Medical Team Store

SOS supports short-term medical mission trips for individuals and groups who provide health care to underserved patients in developing countries all over the world. Our **Medical Team Store** is stocked with donated surplus medical supplies—the most requested supplies for volunteer medical missions—that have been sorted and reprocessed by our volunteers. A list of the items in the Medical Team Store is provided in the Inventory section of this program description and on the SOS website.

Hand carry supplies are limited to groups taking about 100 pounds of supplies or less, this is because of the limited size of the Medical Team Store. **If you plan to take more than 100 pounds of supplies then you may need to consider a Custom Box or a Custom Pallet.**

User Qualifications

SOS is committed to ensuring ethical, effective, and recipient-focused services. All applicants and recipients must:

- Not use donated surplus for sale or as a means for profit;
- Have representation from both a US-based contact and a contact in the destination country;
- Have a commitment to serving all people regardless of age, race, gender, sexual orientation, or religious beliefs.

The Hand Carry Appointment

- The Medical Team Store is open by appointment only (this could take up to 2 weeks to schedule).
- Appointments are **limited to one hour** due to staffing limitations.
- Supplies must be paid for on the day of the appointment.
- Supplies cannot be left/stored at SOS, they must leave with the person/team.
- If you plan to pack suitcases for your trip while you are at SOS please let us know when you submit your application so we can plan accordingly.

Financial Responsibility

The fee is \$100 for the first 50 pounds. Each additional pound will be charged **\$2/pound**. No supplies will leave SOS headquarters without payment having been made. While our healthcare partners donate the surplus medical supplies to Supplies Over Seas, recipients or their sponsors are asked to pay an administrative fee/SOS donation to help cover some of the costs of our operations that ensure we have the supplies to meet your needs.

The administration fee is applied to each unique **mission trip** and fee/s are cumulative for multiple participants or if multiple appointments are necessary.

Medical Team Store Inventory

A list of commonly available items stocked in the SOS Medical Team Store is available in the application. *Availability and quantity of items fluctuate based on donations* from our health care partners. Availability of supplies may also fluctuate during high “mission trip season.” Therefore, we cannot guarantee that all items will be in stock at the time of your appointment.

Our inventory is sorted to remove expired, soiled, and/or broken items. Applicant will be able to **select items only from the Medical Team Store**. If you are interested in items that are not available through our Medical Team Store, please discuss those requests with SOS staff.

Accountability/Mission Trip Documentation

Through our donors’ 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. All organizations requesting SOS supplies and equipment must document how those materials are used at their final destination by taking photographs of the clinic or hospital using the supplies. SOS likes to receive photos that convey healthcare conditions in the recipient community. Photos should include but are not limited to: unpacking the supplies; supplies being put on shelving; and the public being served by the supplies.

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

Payment Options

The following payment options are available: Cash, US check, credit card (AMEX, Visa, MasterCard, Discover); or on the SOS website.

Please keep in mind that SOS does not keep change if you are paying with cash. There is an addition 3% processing fee for all credit cards.

Not Able to Visit the SOS Medical Team Store?

If you or your mission team are not able to come to the SOS warehouse in Louisville, KY, to use the Medical Team Store, or if you are located outside the SOS service area, you may still request medical supplies through our **Custom Box** program.

Questions/Submit an Application

Call: 502-736-6360

Fax: 502-568-3979

Email: Admin@SuppliesOverSeas.org

Delivering a **World of Health and Hope.**



Delivering a World of Health & Hope

Hand Carry Application

1. Primary Contact

A. List the person who is requesting an appointment with SOS to use the Medical Team Store.

Name _____

Title _____

Organization/Company _____

Occupation _____

Connection to Mission Trip _____

Permanent Address _____

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

E-mail _____

B. **Approximately what volume of supplies would you like to request from SOS?** (You can express this figure as a number of suitcase loads, number of boxes, maximum weight, etc.)

C. Please list the name of the medical professional, either traveling or at the destination facility, who will be responsible for the donated 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 _____

2. Affiliation of Medical Mission

Please provide information about the institution, facility or location where the medical supplies will be utilized.

Agency/Church Affiliation of Trip _____

Website _____

Overseas Contact Person _____

Overseas Contact Email _____

Destination Facility Name _____

Destination City _____ Destination Country _____

3. Mission Trip Details

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. SOS Feedback Information

Have you or other group members received assistance from SOS in past? _____

If yes, when? _____

How did you hear about SOS? _____

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			
Specify fitting for your equipment (1-tube vs. 2-tube, type of fitting):			
Item	Quantity	Item	Quantity
BP Cuff - Pediatric		BP Cuff - Large Adult	
BP Cuff - Small Adult		BP Cuff - Calf/Thigh	
BP Cuff - Adult			
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			
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 Needle	
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 Cautery		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	Quantity	Item	Quantity
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	
Eye Glasses (specify strength of glasses on last page of app)			
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 post-trip evaluation 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.

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

will be used for _____ to benefit patients in need.
(Healthcare Institution)

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 **Hand Carry Program Description**.

Signature _____

Print Name _____

Date _____

Application must be signed showing agreement with documentation and release.