



PPE request process

Quick Reference for PPE requests

This document is intended to provide Tribes, Counties and State Agencies assistance with sourcing PPE. It is expected that all entities making requests through this process have sourced what they can through typical supply chain resources prior to submitting their request.

Using OPSCENTER

All Tribes, Counties and State Agencies making requests need to do so using OPSCENTER:
<https://oregonem.com/sso/Login.aspx>

PPE request form

All PPE requests must be submitted using the fillable “[PPE Request Form](#)” (effective 7-1-2020).

This form is a fillable PDF that can be easily populated, electronically signed and uploaded/attached directly to OPSCENTER for submission. The PDF may also be filled out, signed, scanned and uploaded/attached to OPSCENTER request.

Submit a *separate form for each type of PPE* requested through OPSCENTER. (i.e. – one request for masks, separate request for gowns, etc.)

PPE supply resources

OHA will conduct brief supply chain surveys on a weekly basis to gauge the availability of certain PPE from typical supply chain resources. You may be provided information on where some or all your PPE request can be sourced as part of a response to your request.

Process and timeline

Complete OPSCENTER request

Typically, this should take 20-30 minutes at most.

OHA receives request

OHA intends to provide a response to your request within 48 hours. OHA will evaluate each request, consider statewide demand and priorities (i.e. outbreaks), compare to inventory available and make a decision. This response will include what is approved, denied or unavailable. The response may also include information where items can be sourced through a supply chain resource that has been identified.

Fulfillment of order

Within 2-4 business days of approval, there should be an indication in OPSCENTER as to whether order has been fulfilled, shipped or estimated shipping date. This is the usual fulfillment timeline unless the request is deemed urgent.

Guide to request form

Fill out requestor information thoroughly

It is critical that OHA have accurate and thorough information so that someone can contact you about your request should that be necessary.

Top of form:

Date of request submitted: <input type="text"/>	Requesting entity: <input type="text"/>
Requesting entity information	
<input type="text" value="Requestor's name"/>	<input type="text" value="Requestor's email"/>

And, bottom of form:

Requesting entity acknowledgment By signing this form, you acknowledge that your entity has implemented PPE optimization strategies to preserve PPE supply, and you can validate information provided in this request.			
Title of requestor	Office phone	Cell phone	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Accurate e-mail and phone numbers are important for effective communication.
A signature from requestor is required.

Justification section

Please fill out the explanation and justification section with concise and succinct answers. Requesting entities are expected to provide this information for data reporting to other agencies including but not limited to FEMA.

Requesting entity's explanation and justification of request Please provide concise explanations/responses	
What is your entity's current supply/inventory of requested item?	<input type="text"/>
How do you intend to use the requested PPE items?	<input type="text"/>
When do you intend to use the requested PPE?	<input type="text"/>
How many days will your current supply of PPE last?	<input type="text"/>
What methods have you explored to source your PPE supply, before making this request?	<input type="text" value="Select One"/>
What type of facility does your entity operate? (Eg. Agency Office, clinic, public service office)	<input type="text"/>
Is request specifically for serving COVID-19 vulnerable or disparate populations?	<input type="text"/>
If you are unable to receive all or part of this request what are your contingency plans?	<input type="text"/>

Items requested

Please use drop down item descriptions when possible otherwise type and use standard terms for PPE, not specific brands or model numbers, unless necessary.

Item requested – One PPE type per request please	Quantity of request
Select Type	
<ul style="list-style-type: none">Select TypeFace ShieldsGlovesGogglesGownsGowns (expired)Hand SanitizerMask - Cloth	request
requested PPE?	

Please submit ONE type of PPE request per form and per OPSCENTER request.

This will assist in tracking and data collection.

If requesting multiple sizes of the same PPE (ex. Gloves & gowns), please indicate quantity for each size requested in the Notes or Other Details section at the bottom of the form.

Notes or other details:

Please note that you can arrange pickup from the DAS warehouse. Please indicate this in the Notes and Other Details section so that someone can contact you regarding those details.