

Centralized Personal Protective Equipment (PPE) Procurement and Distribution

**University of Southern California
January 12, 2021**

Overview

Historically, PPE has been procured by individual departments directly from USC's approved supplier network per standard university and procurement policies. The Covid-19 pandemic has caused significant disruption in the PPE supply chain and many unvetted, non-traditional vendors have entered the marketplace. In order to maintain due diligence on vendor selection and to ensure appropriate PPE inventory to facilitate a return to campus, a centralized program has been established.

Current State

- The absence of a centralized strategy for PPE results in uncertainty and anxiety as departments plan for re-opening.
- Some departments, including lab and clinical environments, have existing infrastructure to procure PPE. The current state of the PPE market has resulted in inconsistent availability and/or the inability to procure certain items without prior established purchase history for those specific items. In many cases, these items are not reliably or regularly available.
- Other departments lack the infrastructure to procure PPE and historical purchase levels have limited their access to PPE markets and availability.
- Environmental Health & Safety (EHS) is positioned to assess the risks within individual departments and provide guidance and regulate standards on required and appropriate PPE allocations.
- EHS is required to maintain PPE inventory and distribution tracking for FEMA reimbursement.
- Procurement is positioned to identify and vet legitimate vendors who can meet the PPE demands of the campus.
- Bookstore is positioned to facilitate orders, receipts, storage and distribution to campus.

NEW Standard Operating Procedure

Policy

- Departments with the existing infrastructure and access to procure both specialized and general PPE should continue to do so through existing USC approved suppliers whenever possible.
- Departments returning to campus who are not able to procure required PPE, for either of the reasons below, shall receive further assistance through the centralized program.
 - New PPE requests as a result of COVID-19
 - Standard PPE needed to resume operations, used pre-COVID-19, that is not reliably available through existing USC approved suppliers

- EH&S approves PPE requirements and monthly allocations.
- Bookstore procures and distributes standard PPE to ensure a consistent supply chain for ALL departments approved to return to campus. Standard PPE purchases require an approved monthly allocation.
 - Standard PPE includes,
 - Isolation Masks
 - Face Coverings
 - Face Shields
 - Eye Protection
 - Nitrile Gloves
- Bookstore procures and distributes Hygiene & Cleaning Supplies to ensure a consistent supply chain for ALL departments approved to return to campus. Hygiene & Cleaning Supplies purchases do not require an approved monthly allocation.
 - Hygiene & Cleaning Supplies includes,
 - Hand Sanitizer
 - Disinfecting Wipes
 - Disinfecting Spray
 - Disinfecting Solutions
 - Tissue
- Departments are responsible for controlled distribution in their areas.
- ***PPE expenses will be charged to departments during the monthly JV deadline.***
- New supplier requests for standard PPE items will not be approved.
- Specialized PPE includes niche items that are used by a limited number of, or are unique to specific, departments.
- Departments who need assistance with specialized PPE, not currently available through existing suppliers, should contact EHS for an assessment. USC Procurement will provide direct assistance to procure specialized PPE needs approved by EHS.

Procedure

- Step 1: Approval
 - EH&S conducts PPE assessments for all departments who have been approved to return to campus.
 - Departments, schools or personnel can contact EH&S by emailing ehs@usc.edu.
 - EH&S determines your PPE requirements and monthly allocations to maintain safe operations.
 - ***Note: Hygiene & Cleaning Supplies do not require an approved allocation.***
 - During the assessment, departments must designate the following,
 - An authorized contact (e.g. Facilities Manager) to manage the department's PPE ordering and distribution.
 - ***Reminder:*** Departments are responsible for controlled distribution in their areas and PPE expenses will be charged to departments during the monthly JV deadline.

- Once your assessment is complete, your designated department contact will receive an invitation to register a profile in the PPE Order Portal at ppe.uscbookstore.com.
- Step 2: Ordering
 - Log-in to your profile at ppe.uscbookstore.com.
 - Once your profile is approved your allocations will populate to the right of the screen.
 - ***Note: Hygiene & Cleaning Supplies do not require an approved allocation and may be purchased any time through the PPE Portal.***
 - Add items to your shopping cart up to your monthly allocated quantity.
 - ***Note:*** The system will track your monthly orders and not allow you to exceed your allocated monthly quantity.
 - Submit your order.
 - You'll receive an order confirmation in your designated department contact's e-mail inbox.
- Step 3: Distribution
 - When your order is ready, you'll receive a fulfillment confirmation e-mail in your designated department contact's e-mail inbox.
 - UPC Pickups can be made between 8am and Noon at,

USC PPE Distribution Center (formerly Surplus Sales)
3427 S Grand Ave
Los Angeles, CA, 90007

- HSC Pickups can be made between 10am and 2pm at,

USC Health Sciences Bookstore
1969 Zonal Avenue
Los Angeles CA 90033

- Step 4: Exceptions
 - Any changes to your department's PPE allocation must be approved by EH&S