



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

April 14, 2020

TO: DOC All Prison Staff
All CI Staff

FROM: Julie Martin, Deputy Secretary *J. Martin*
Robert Herzog, Assistant Secretary *R. Herzog*
Sarah Sytsma, CI Director *Sarah Sytsma*

Subject: Personal Protective Equipment Ordering Process in Prisons

Due to the increase of Personal Protective Equipment (PPE) requirements in response to COVID-19, PPE items listed below are now considered restricted.

- N95 Mask
- Surgical Mask
- Isolation Gown
- Face Shield
- Hand Sanitizer (must be at least 60% Alcohol)

Restricted PPE orders require Incident Command Post approval for distribution.

Facility warehouses will carry restricted PPE items in the facility consumable inventory. Orders to replenish facility supply will be submitted on a Supply Inventory Transaction Report (SITR) form and forwarded to the Incident Command Post (ICP) for review and approval.

If the request is approved, the ICP will forward the request to the warehouse to fill the order for delivery. In the event restricted PPE items are not available in the facility consumable inventory, warehouse staff will notify the ICP they are unable to fill the order. Facility warehouses will not attempt to individually source PPE items due to the critical shortage of PPE nationwide.

To initiate sourcing of restricted PPE items, the ICP Logistics Section Chief will submit a [213 resource request](#) to [DOC Logistics Section Chief](#).

Restricted PPE items are limited in supply, please refer to the most recent version of the [DOC COVID-19 PPE Matrix](#) for PPE guidance and protection requirements to ensure optimal use of limited supply.

DOC:eocjic
Attachment

cc: DOC COVID-19

PPE Supply Request Process

04/09/2020

Initial Requestor

Requestor submits PPE order to local ICP

Requestor notified item ordered or in warehouse

Facility ICP-Logistics

ICP review and approve

If approved sends the order to facility warehouse for immediate fill

Facility ICP submit 213 to HQ EOC-Logistics via DOCLogisticsSectionChief@doc1.wa.gov

Warehouse

Receives order from Facility ICP

Able to source item within facility?

Warehouse advise Facility ICP that unable to source and need to submit 213 to HQ EOC

HQ EOC-Logistics

HQ EOC Logistics Section Chief receives request and logs for tracking

Places order with State EOC or via web

Sends tracking number or order confirmation to initial requestor

YES

NO