Guidelines for Ordering Personal Protective Equipment for Emergency Medical Services

1. Personal Protective Equipment (PPE) from the Strategic National Stockpile (SNS) are available at no cost to Emergency Medical Services in emergency need of PPE.

2. The purpose of the stockpile is to bridge gaps in the medical supply chain. Medical items that are not in short supply will not be shipped.

3. Every effort must be used to purchase PPE from the commercial supply chain. Budget shortfalls are not a reason to request stockpile assets.

4. Your Service may order PPE from the SNS under the following four conditions:
    a. Your Service supply of PPE is depleted or will be depleted within one week
    b. AND your Service has exhausted all attempts to obtain PPE from other sources
    c. AND you must follow the latest OSHA, CDC and DPH or other applicable guidelines for the use of PPE in an outbreak (information is available at www.pandemic.wisconsin.gov
    d. AND you only order what is needed but not more than one week's supply (you will be able to reorder).

5. All orders must be in case quantities.

6. Orders are processed on Tuesdays and Thursdays and will be delivered by Cardinal Health in two to six business days.

7. All such requests must be submitted to the Division of Public Health, Stockpile Order Processing Center by faxing the order form to:

    608-261-6745

8. The Stockpile Order Processing Center will approve all requests, based on availability of products.

9. Acknowledgement of the order and, if necessary, notification that a quantity less than ordered will be shipped, will be provided via email from the Stockpile Order Processing Center.