

PROCUREMENT INFORMATION FOR PPE AND RELATED SUPPLIES

Business administration teams from each School and Center have worked closely with central resources, and have prepared the University for the first-phase return of research operations. Through this collaborative effort, critical supplies will be available to those returning to campus.

This document provides guidance to the Penn community on the ongoing procurement of Personal Protective Equipment (PPE) and additional supplies related to COVID-19 safety. These items and product categories include the following:

<u>PPE</u>	<u>Cleaning/Disinfectants</u>	<u>Workplace and Other</u>
Face Coverings	Hand Sanitizer	Workplace Signage
N95 Masks	Disinfectant Wipes	Plexiglass Shielding
Surgical Masks	Disinfectant Spray	Thermometers
Re-usable Cloth Masks	Soap	Paper Bags (for mask storage)
Nitrile Gloves	Paper Towels	
Medical Gowns		

Supporting School/Center readiness, Penn's central teams have prepared information, guidance, and complementing programs to help ensure a safe and smooth return. Penn Environmental Health & Radiation Safety (EHRS) has prepared helpful information and resources on its [website](#) to assist users in determining needs for operations. In addition, Purchasing Services has prepared detailed sourcing guidance for critical supplies, which can be found on its [website](#). This guidance will be continuously evaluated and updated as market conditions and demands change.

As first-phase operations return to campus, all should be aware of the process and general escalation steps that should be followed to acquire supplies.

- Localized Buying through Preferred Suppliers:** Leveraging Penn's distributed/decentralized purchasing structure, individual programs, departments, divisions, Schools, and Centers should continue to purchase directly for their organizations in accordance with the standards that have been developed by EHRS and Purchasing Services. Purchases should be made directly through the [Penn Marketplace](#) with the preferred suppliers that have been identified on the sourcing guidance grid.
- Special Spot-Sourcing:** For items that are difficult to source, additional suppliers within the Penn Marketplace may also be considered as long as the items are purchased in accordance with EHRS guidance and specifications outlined in the sourcing guidance grid.
- Central Sourcing Support:** If further sourcing support is needed, Purchasing Services' central strategic sourcing team is available to help. The strategic sourcing team can be contacted through its team-managed mailbox, Sourcing@upenn.edu, and a sourcing manager will be able to promptly support efforts to acquire supplies.
- Emergency Inventory:** Recognizing that certain items remain in high demand and low supply, a central emergency inventory of the following items will be maintained to support University operations.
 - **Surgical Masks** – Maintained by EHRS
 - **Cloth Masks** – Maintained by EHRS
 - **Hand Sanitizer** – Maintained by EHRS

- **Disinfectant Wipes and Disinfectant Spray** – Maintained by FRES and EHRS
- **Soap and Paper Towels for Labs** – Maintained by FRES

For assistance in obtaining items from emergency inventory, contact information is as follows:

- **For face coverings and hand sanitizer, contact ehrs@ehrs.upenn.edu or 215-898-4453.**
- **For disinfectant products, soap, and paper towels, contact your School's Building Administrator, who will coordinate with FRES/EHRS.**

For any general supplies questions or concerns related to critical PPE, please contact Sourcing@upenn.edu.

- Penn Environmental Health & Radiation Safety
- Penn Facilities & Real Estate Services
- Penn Purchasing Services

