

INSTRUCTIONS: MEDICAL STOCKPILE ACCESS REQUEST

1. Review the **DHS Medical Stockpile Access Policy and Catalog (LINK)**.
2. To place an initial notification/consultation:

Call the Department of Health Services (DHS) at the appropriate number below.

During Business Hours (7:30-4:00)

Strategic National Stockpile Coordinator
Office: 608-266-3888
Mobile: 920-296-0786

After Hours

WI Department of Health Services Division of Public Health
24 Hour Emergency Hotline: 608-258-0099

Or Email: dhsstockpile@wisconsin.gov

3. Complete the information regarding facility and the "Ship to" but do not use a post office box address, use only a street address for delivery.
4. **Complete the order form, fill in the total number of 'Units' for each item requested.**

Note: The "quantity per unit" is equal to the number of items contained in one unit this is considered the minimum order. You will order by the unit, so for example if your order is for masks and you enter "1" in the "No. of Units Requested" you will receive 1200 masks; or if you enter 10 you will receive 12,000 masks. If you have questions or need assistance please contact Strategic National Stockpile Coordinator, see information above.

5. Determine how you want to receive the items requested. The facility/agency may arrange to pick-up the materials at the warehouse by coordinating with DHS.

Items may be shipped (when feasible, within 24 hours) at the requesting facilities' expense (bill to be sent from the warehouse post-event)

- a. For pick-up: check the appropriate box on the form and fax (608-261-6745) or email form (dhsstockpile@wisconsin.gov) to the DHS Stockpile Program.
 - b. For shipping: complete the "ship to" information on the form and fax (608-261-6745) or email (dhsstockpile@wisconsin.gov) to the DHS Stockpile Program.
6. Once DHS approves release of the requested items, the requesting facility/agency will be contacted to confirm pick-up or shipping arrangements.
 7. The facility/agency should contact DHS via phone or email (see above) to confirm receipt of the items requested at their site.

MEDICAL STOCKPILE ACCESS REQUEST

Facility Name	Contact Name
Telephone Number (include area code)	E-Mail Address

Indicate whether materials will be for picked-up or shipped.

Pick-up (at the DHS warehouse, Madison, Wisconsin)

Ship (complete ship to information below, street address only, cannot deliver to post office box. Items should arrive within 24 hours of request submission.)

Ship to

Street Address, City, and Zip Code

Item Type	Item No.	Item Name/Description	Quantity per Unit	No. of Units Requested
Masks	1	HY98F1 Ear Loop Masks	1200	
	2	3M 1826 Standard Ear Loop Masks	300	
	3	Pediatric Surgical Masks (500)	500	
	4	Pediatric Surgical Masks (5000)	5000	
	5	K-C Children's Face Mask (Model 47127)	750	
Hoods	6	3M Powered Air Purifying Respirator (PAPR) Head Covers White, Regular (Model BE-12-50)	50	
	7	3M Powered Air Purifying Respirator (PAPR) Head Covers White, Large (Model BE-12L-50)	50	
	8	Bullard Powered Air Purifying Respirator (PAPR) Head Covers, Regular	50	
	9	Bullard Powered Air Purifying Respirator (PAPR) Head Covers, Large	50	
	10	3M Breathing Tube Assembly for PAPR	50	
Eye Shields	11	Reposable Eye Shield, Frame and Face Shield	5	
	12	Reposable Clear Lens Replacement Shield	50	
Gloves	13	Powder-Free Blue Nitrile Gloves, Small	1000	
	14	Powder-Free Blue Nitrile Gloves, Medium	1000	
	15	Powder-Free Blue Nitrile Gloves, Large	1000	
Gowns	16	Med-Line Polyethylene Gowns (Model CRI4000/Yellow) One Size	50	
	17	PolyWear Disposable Polyethylene Gown with thumb-loop (Model 11510/Blue)	100	
Equipment	18	Byer of Maine Cot with intravenous (IV) solution pole	2	
	19	Byer of Maine Backrest (for Cot)	4	
	20	Byer of Maine Self-Inflating Sleep Pad (for Cot)	10	
	21	Tri-fold Rolling Privacy Screens (for use with cot)	1	
	22	Triage Wrist Bands	250	
	23	Disaster Body Bags	5	