

Ordering Critical Personal Protective Equipment (PPE), COVID-19 Research Resumption (May 2020)

UBC has established a Critical Supply team that has been reaching out to members of the university community who may require personal protective equipment (PPE) to let them know how to place and manage orders while there is a global shortage of these critical supplies.

The university's supplier partners are currently experiencing supply chain constraints due to the coronavirus (COVID-19). As a result, UBC is experiencing delays in receiving orders, and challenges in being able to secure critical goods and services, such as PPE (nitrile gloves, face shields, N95 and surgical masks, hand sanitizer, disinfectant wipes, etc.). The Critical Supply team is actively working to improve the situation by:

- Work with UBC's regular suppliers to plan and coordinate orders, and manage backorders,
- Identify new sources of supply for PPE,
- Explore alternative products, where appropriate.

How to Place Orders

We have received some questions from the research community on how to place orders for PPE. Please note that the Critical Supply team is working to support our research community in securing any PPE they need for ongoing scholarly activities during COVID-19.

We recommend:

- If you need to order PPE, **please submit an [eProcurement Form](#) to place your order** through the Critical Supply team.
- The team will review your request, and a Hygenist (from Safety and Risk Services) will contact you to discuss your order to confirm that the best type and amounts of PPE are ordered to allow safe work practices.
- If you **require assistance, or have questions, please contact critical.supply@ubc.ca**.

Please note: if you are ordering PPE for COVID-19 research, please indicate this in your requisition so that this can be clearly communicated to vendors.

If your area had been placing orders using a UBC Purchasing Card, you may continue to do so. However, the Critical Supply team does not have visibility to these orders, and is not able to easily assist with them.

What Items are Considered Critical PPE

As a reminder, PPE includes:

- Nitrile gloves
- Face shields
- N95 masks
- Isolation gowns
- Level 3 or level 4 gowns
- Hand sanitizer
- Disinfectant wipes
- Other supplies and supportive treatment equipment, including Mask Face (Aseptic w/Ear Loop)
- Other sample collection and diagnostic materials, including viral swabs

Thank you.