COVID-19 PPE Survey

How-To-Guide

Health Sector

Updated: April 2, 2020



Introduction and Survey Background

As the outbreak of COVID-19 continues to evolve locally and globally, a key challenge identified across the health care sector has been the availability of and access to personal protective equipment (PPE).

To support the provincial response to the outbreak, Ontario Health has developed a common survey for identifying the current status and anticipated demand of PPE across multiple sectors within the province. As a key partner, we are asking your organization to complete the survey to help inform provincial planning. (Please review the reporting cadence on Page 3).

The in-scope inventory items covered in this survey include: Masks, Eye Protection, Gloves, Gowns, Booties, Hand Sanitizer, Disinfectant Wipes and Swabs

content included in this document is highlighted below:	Page
What is the Reporting Cadence for the PPE Survey?	<u>3</u>
How do I Log onto the PPE Survey?	<u>4</u>
Which Excel File should I download from the PPE Survey?	<u>5</u>
How do I Download the Excel File?	<u>6</u>
How do I Carry Over Content from Yesterday's Submission to Today's Submission?	<u>Z</u>
Overview of all the Tabs in the Excel File	<u>8</u>
Overview of Inventory Items in Tabs 2- 4	<u>9</u>
How do I fill out Tab 2 - Regular Inventory of the Excel File?	<u>10</u> - <u>11</u>
How do I fill out Tab 3 - Pandemic Inventory of the Excel File?	<u>12</u> - <u>13</u>
How do I fill out Tab 4 - Expired Inventory of the Excel File?	<u>14</u>
How do I Save and Upload the Excel File and Submit the Survey?	<u>15</u>
Contact Information for Additional Survey Support	<u>16</u>



What is the Reporting Cadence for the PPE Survey?

As we move to a daily reporting schedule, the information below outlines the main changes that will occur:

Every morning, at 8am the survey for the day will open. The survey will then close 9 hours later at 5pm EST. This process will occur every day, from Monday - Sunday.

Please complete the survey every day and by the deadline each day, to ensure your inventory needs can be aggregated into the daily analysis.

Important Notice:

• If you are an organization with multiple facilities, please submit one survey per facility. The more granular the information, the better. We are looking to understand availability by region, and ensure that PPE supplies are provisioned to where they are most needed.

However, if your organization holds inventory centrally, or is not feasible to report at a facility level - you are welcome to report at an organizational level.

The most important factor is that you don't double-count inventory supply.



How do I Log onto the PPE Survey?

- Please enter the survey, using the link you receive via email.
- 2 Type in the password for the survey. The password was provided to you via email. If you do not have the password, please contact the person who sent you the survey link, or call the technical support number (416-687-8445).
- 3

5

- Please fill out all the information related to the Respondent (yourself), and/or your organization.
- For Question 7, please select your applicable LHIN(s). For example, if you are filling out this survey for multiple facilities within your organization, please select all the LHIN(s) that apply to the facilities you are providing data on. **If you are unsure about which LHIN(s) is applicable**, please visit: <u>http://www.lhins.on.ca/</u>
 - For Question 8,9 and 10, where it asks for your **Organization's Address**, **City and Postal Code**, please state the address, city and postal code that is applicable to the **Facility/Organization you are providing inventory data on.** For example, if your organization has 10 facilities, and you are submitting the survey for '*Facility 1*,' include the specific address, city and postal code for '*Facility 1*' in Questions 8,9 and 10. Alternatively, if your organization holds inventory centrally for all 10 facilities, and you are submitting one survey for your organization as a whole, please include the address, city and postal code of your organization's head office.
 - Continue scrolling down and fill in all the grey response fields for Questions 1-10. All questions are mandatory.

	VSV_3TMCQ3785x4WvI9HD +k 🧧 Google Klerp 📕 Pu-C 🚦 Clients 📕 Ctiller 📕 Food 🌰 FAB Documents - C 🔞 Hariconal Opic - Goo	* • • • • •	=r 🏟			
	Ontario 😵					
	Welcome to the COVID-19 Personal Protective Equipment (PPE)					
	Survey. Please enter the password below. If you require a password, please contact the person who sent you the survey					
	link.					
	-					
Protected by reCAPICHA: Privacy & E Terris &	If you require support with the completion of this survey, please contact the PPE Survey Help Desk at 416-687-8445.	Dissolution	by Qualities			
Q COND19 FPE Survey * +			- o			
← → C △ ● pwc.qualtrics.com/jfe/form # Apps ■ Managed tookmarks ■ PwC insta_Sp	USV_85h67h39ba0Dpul nt 19 Google Kierp 📕 Pac 📲 Clients 📕 Other 📲 Food 📥 FAB Documents - C 🔞 National Ope - Goo 🛄 Sunvy M	🗙 🕨 💽 🍓 🖬 🖬 🤤 🖻	= ()			
	1. Respondent First Name					
	1. Kespondent Hirst Name					
	2. Respondent Last Name					
	3. Respondent Title					
	4. Respondent Email					
Q 000097150mm × +			- 0			
Q contraints.eng * + + + C A e programs.com/pts		* L I 4 I I I I	- 0 • 1 = 9			
← → C △ ● pwc.qualtrics.com//ie/lo	ank 😰 Google Kleep 📕 PuiC 📕 Cleets 📕 Other 📄 Food 🌨 FAll Documents - C. 🔕 National Ops - Goo 🗖 Survey b		 • =			
← → C △ ● pwc.qualtrics.com//ie/lo			- व ा म ()			
← → C △ ● pwc.qualtrics.com//ie/lo	ant B Googe Range Pac Control Control Float Mill Decuments Control Servey Is 7. If you have selected a health organization type in Question M6, please indicate which Control Servey Is Control Servey Is		- 0 # (1			
← → C △ ● pwc.qualtrics.com//ie/lo	Booghteep Brock Control Contro Control Control Control Control Control Control Control Control Co		- 0 = (]			
← → C △ ● pwc.qualtrics.com//ie/lo	B Surgertery & Mc B Care Control (1998) A second of the		- a			
← → C △ ● pecqualtrics.com//ie/lo	at • Comparing • Add • Other		- 0 = (
← → C △ ● pwc.qualtrics.com//ie/lo	at Supprise Indf Other Indf The supprise Indf Other Indf Indf Other Indf Indf<	Indf Indf Indf Indf< <td>Indf Indf Indf<<td>Indf Indf Indf</td><td></td><td>- 0 </td></td>	Indf Indf< <td>Indf Indf Indf</td> <td></td> <td>- 0 </td>	Indf Indf		- 0
← → C △ ● pwc.qualtrics.com//ie/lo	at 9 • Note of the sector is a set of the					
← → C △ ● pwc.qualtrics.com//ie/lo	Centrol Centrol Centrol Centrol Centrol Centrol		- व) = = ()			
← → C △ ● pwc.qualtrics.com//ie/lo	Programme to programme the programme to		- a . # ()			



Which Excel File should I download from the PPE Survey?

Once you have completed Questions 1-10, you will notice that within **Question 11, there are two Survey Spreadsheets**, in blue font. It is **VERY** important that you download the correct Survey Spreadsheet for your organization.

Please follow the guidelines below to determine which Survey Spreadsheet you should download (page 6 includes downloading instructions):

If you are a **Health related organization** (e.g., Retirement Home, Home Care Provider, Long-Term Care Provider), please download the "**COVID19 PPE Survey Spreadsheet Health Sector**" Excel file. If you are a Non-Health related organization (e.g., SolGen, Metrolinx, Service Ontario), please download the "COVID19 PPE Survey Spreadsheet Non Health Sector" Excel file.

11. For Health Sector organizations (e.g., Retirement Homes, Home Care Providers), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Health Sector

Please download a new version of the Excel file every day, in case changes have been made. Changes will be outlined in the "PPE Survey Update" tab of the new Excel file you download.

For Non-Health Sector organizations (e.g., SolGen, Metrolinx, Service Ontario), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.

COVID19 PPE Survey Spreadsheet Non Health Sector



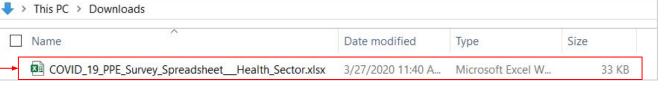
How do I Download the Excel File?

Once you have determined the correct Excel file for your organization (please see Page 5 for instruction on this), please download the Excel file, using the instructions below:

To download the Excel file, please click on the blue text saying either (1) "COVID19 PPE Survey Spreadsheet Health Sector" or (2) "COVID19 PPE Survey Spreadsheet Non Health Sector". This blue text can be found below Question 10 in the survey. As discussed on Page 5, you only need to download the Excel file that applies to your organization.

- 2 The file should then begin to download to your computer, and appear on the bottom left of your screen.
- 3 If the document does not appear at the bottom left of your screen, you can always search for the document in your "Downloads" folder under "This PC."
- Please ensure you save the file to a safe place within your computer before you begin to fill out the tabs.

	11. For Health Sector organizations (e.g., Retirement Homes, Home Care Providers), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.	
	COVIDI9 PPE Survey Spreadsheet Health Sector	
	For Non-Health Sector organizations (e.g., SolGen, Metrolinx, Service Ontario), please complete the following spreadsheet. All instructions are included within. Please upload it once completed.	
	COVID19 PPE Survey Spreadsheet Non Health Sector	
	Drop files or click here to upload	
↓ ↓		
COVID_19_PPE_Suxlsx		Show all



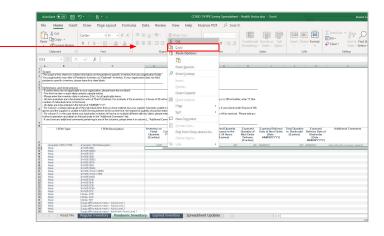


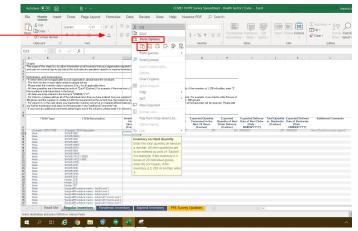
How do I Carry Over Content from Yesterday's Submission to Today's Submission?

Certain data points might not change on a day-to-day basis for your facility/organization. Where that is the case, you can copy and paste data from the Excel File you submitted yesterday, into the new Excel File you are submitting today.

Please see instructions below for how to copy and paste between Excel files:

- 1 Highlight the data that you would like to copy and paste, from yesterday's Excel File. For example, highlight cells D13 to L13, from yesterday's Excel File that you submitted.
- 2
- Right click on the highlighted area and select "Copy."
- 3 Go to the new Excel spreadsheet that you are submitting for today and select where you would like the copied data to go. For example, if you copied cells D13 to L13 in yesterday's submission, click on cell D13 in today's submission.
- Right click on the cell you would like to paste the data in and select "Paste". In some cases, the "Paste" button may be an icon that looks like this:
- 5 All the data should now be transferred over. Please double check that all the data populated into the correct columns and rows.
- 6 If you have any questions about coping and pasting between Excel files, please call the Technical Support number (416-687-8445).





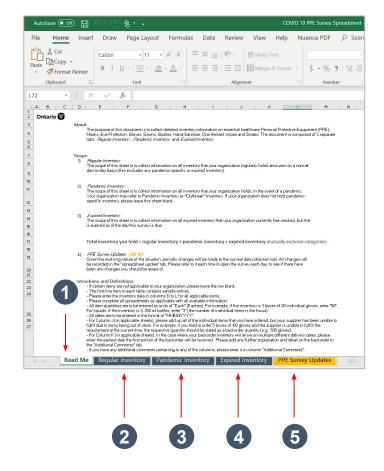


Overview of all the Tabs in the Excel File

There are four tabs included in this document. Below is a description of each of the tabs and overall guidance on this Excel document. If you need specific help with a tab, please refer to the following pages, for step-by-step guidelines on each tab.

- 1
 - **Tab 1: "Read Me"** includes a summary of the Excel document, Scope and Instructions. Please read this tab to orient yourself on the content of this file.
 - **Tab 2: "Regular Inventory"** is to collect information on all inventory that your organization regularly holds and uses on a normal day-to-day basis (this excludes any pandemic-specific or expired inventory).
- **3 Tab 3: "Pandemic Inventory"** is to collect information on the pandemic-specific inventory that your organization holds. Your organization may refer to Pandemic Inventory as "Outbreak" Inventory.
- **4 Tab 4: "Expired Inventory"** is to collect information on all expired inventory that your organization currently has stocked, but that is expired as of the day this survey is due.
- **5 Tab 5: "PPE Survey Updates"** includes a summary of all the updates/changes that have been made to this survey since the survey was published last. *This tab does not require any data to be inputted.*

Total inventory you hold = regular inventory + pandemic inventory + expired inventory (mutually exclusive categories)



In most columns of tabs 2-4, if you do not input the data in the correct format, a popup will appear that states "Incorrect Format". If this appears, please review the instructions for each of the tabs to ensure you are inputting your data correctly.



Overview of Inventory Items in Tabs 2-4

To assist with collecting inventory information, we have included a **pre-populated list of all potential inventory** items that we need data on. This list is included in **Column B and C of all the inventory tabs (Regular Inventory, Pandemic Inventory and Expired Inventory)**.

Please see tips below that apply to all the inventory tabs (Regular Inventory, Pandemic Inventory and Expired Inventory):



Please do not add in any additional inventory items.

If certain inventory items are not applicable to your organization, please leave the column D-L for that item row blank.



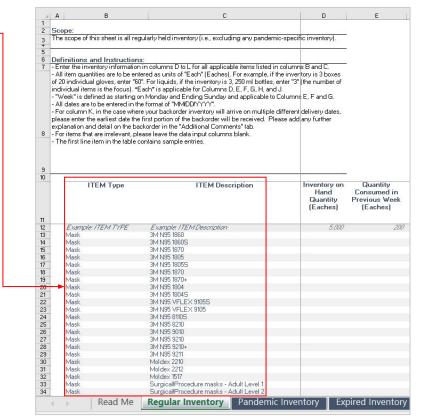
If an inventory item is open or partially used, please do not include it in your inventory data.

To get additional information on the content needed in a column, click on the cells under the column headings (e.g., Cell D12 "Inventory on Hand Quality") and a yellow popup box will appear with a definition of the required content. Utilize this definition to assist you in filling in the data required for that column.



Now that you understand the Excel document, you are ready to start filling out your information. *In some cases, the Excel File will have a yellow bar at the top, as seen below outlined in red.* To begin editing the Excel File, click "Enable Editing". You will now have the ability to make changes to this file.

AutoS	ave 💽 Off	8). G.	® • ÷				со	VID 19 PP	E Survey Spreads	heet_He	ealth Sector	(1).xlsx -	Protecte	d View -	Excel
File	Home	Insert	Draw	Page Layout	Formulas	Data	Review	View	Help	Nuance PDF	Q	Search				
D PR	OTECTED VI	EW Be car	reful—file	s from the Internet	can contain vir	uses. Unl	ess you need	l to edit, it	's safer to	stay in Protected	View.	Enable	Editing			
D3	*	\cdot ×	< .	fx About:												
A	B	D		E F	G	i	н	-	1	J	k		L		м	N



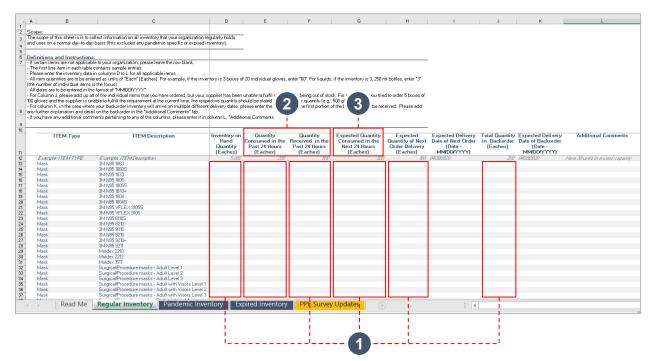
Pre-Populated List of Inventory Items



How to fill out Tab 2 - "Regular Inventory" of the Excel File (1 of 2)

The purpose of this tab is to collect data on your organization's regularly held inventory. As stated on Page 9, we have included a list of all potential inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.

- 1 All item quantities are to be entered as units of "Each" (Eaches). For example, if the inventory is 3 boxes of 20 individual gloves, enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3" (the number of individual items is the focus). "Each" is applicable for Columns D, E, F, G, H and J.
- Past 24 hours" is defined as the 24 hours prior to your last inventory count. How much inventory did you use (Column E) or receive (Column F) between your count yesterday, and your count today?
- ³ "Next 24 hours" is defined as the 24 hours after you complete your inventory count. How much inventory do you expect to use between your count today, and when you count again tomorrow? "Next 24 hours" is applicable to Column G.





How to fill out Tab 2 - "Regular Inventory" of the Excel File (2 of 2)

The purpose of this tab is to collect data on your organization's regularly held inventory. As stated on Page 9, we have included a list of all potential inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.

- In Column H "Expected Quantity of Next Order Delivery (Eaches)", please enter the quantity of items you expect to receive in your next order. If you are unsure about the quantity of inventory you will receive, please use your best understanding from your vendors to provide an estimate.
- 5 All dates are to be entered in the format of "MM/DD/YYYY". This date format is applicable for Column I and K.
- 6 For Column J "Total Quantity in Backorder (Eaches)," please add up all of the individual items that you have ordered, but your supplier has been unable to fulfil due to items being out of stock. For example, if you tried to order 5 boxes of 100 gloves and the supplier is unable to fulfill the requirement at the current time, the respective quantity should be stated as a backorder quantity (e.g., 500 gloves).

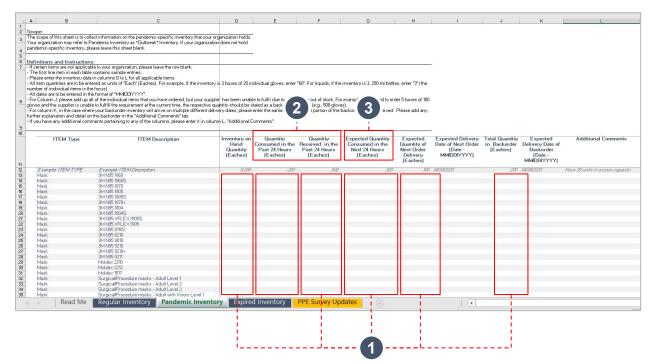
mail day-to-day basis Instructions: Instructions: in one applicable to you in one act table contain a set to be enforced a inventory data in col inventory data in col entered in the form case add up all of the case where you above a supplier is unable to the case where you above a supplier is unable to ddditional commerks M Type EM 73PE 21 31 32 33 34 35 35 35 35 35 35 35 35 35 35	mae of "Index MCDIMMM". International Content of the requirement of the current time, the rest to fulfill the requirement of the current time, the rest to fulfill the requirement of the current time, the rest to be current to any of the columns, please enter it in ITEM Description Exercised (FZMC/Conception M ESS 1980) M	i inventory). vertory is 3 boxes r supplier has bee spective quantity s and delivery dates,	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	5 Date of Next Criter MdDDryvyy Gradaad	in Backorder (Eaches)	Expected Delivery Date of Backeder MMDDPY Vervice	Additional Comme Hone 20 units in excess cos
mail day-to-day basis Instructions: Instructions: in one applicable to you in one act table contain a set to be enforced a inventory data in col inventory data in col entered in the form case add up all of the case where you above a supplier is unable to the case where you above a supplier is unable to ddditional commerks M Type EM 73PE 21 31 32 33 34 35 35 35 35 35 35 35 35 35 35	is [this excludes any pandemic-specific or expired your organization, please leave the row blank. Journal DU These aurous DL These aurous DL These aurous DL These aurous DL These aurous DL These DL These DL These the sector of the sources of the time the backgrowing of the current time, the res- ted TMR DDT will arrive on multiple offerer the backgrowing of the current time, the res- ted the the sources of the current time. I TEEM Description Competer //ZAV/Celorgitation M 555 1930 M 555 1	inventory). ventory is 3 boxes r supplier has bee spective quantity of ant delivery dates, n column L, "Addi Unventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order [Date - MM/DDYYYY]	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
mail day-to-day basis Instructions: Instructions: in one applicable to you in one act table contain a set to be enforced a inventory data in col inventory data in col entered in the form case add up all of the case where you above a supplier is unable to the case where you above a supplier is unable to ddditional commerks M Type EM 73PE 21 31 32 33 34 35 35 35 35 35 35 35 35 35 35	is [this excludes any pandemic-specific or expired your organization, please leave the row blank. Journal DU These aurous DL These aurous DL These aurous DL These aurous DL These aurous DL These DL These DL These the sector of the sources of the time the backgrowing of the current time, the res- ted TMR DDT will arrive on multiple offerer the backgrowing of the current time, the res- ted the the sources of the current time. I TEEM Description Competer //ZAV/Celorgitation M 555 1930 M 555 1	inventory). ventory is 3 boxes r supplier has bee spective quantity of ant delivery dates, n column L, "Addi Unventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
Instructions: re not applicable to y in each table contain inventory data in col dividual items is the ser to be entered a dividual items is the second up all of the supplier is unable to and detail on M Type EM TYPE EI 31 32 33 34 35 34 35 35 35 35 35 35 35 35 35 35	your organization, please leave the incoro blank, inter sample entries and interest alumns Dio Lo for all applicable litems: as units of "Last" (Eaches). For example, if the inve- me of "MANDECYYYY". The Individual litera to any units of example of first to fulfill the requirement at the current lime, the reg- table of the requirement of the current lime, the reg- table of the requirement of the current lime, the reg- table of the requirement of the current lime, the reg- table of the requirement of the current lime, the reg- table of the requirement of the current lime, the reg- table of the requirement of the current lime, the reg- s pertaining to any of the columns, please enter it in ITEM Description Example (<i>TEM/Cleaserphice</i>) M HS5 18005 M HS5 18005 M HS5 18005 M HS5 18005	vertary is 3 boxes r supplier has been spective quantity a nt delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
re not applicable to 2 in each table conta inventory data in col sare to be entered a dividual item is the extracted in the form supplier is unable or the case where you tablon and detail on it diditional comments diditional comments additional comments a diditional comments a diditional comments a difference difference and detail on it difference and detail on it	Interesting the entries Journe Da Lo, Lora di applicabile istems: as unite d'Each (Eaches). En example, if the inve forcus provide the second of the second of the second her individual items that you have ordered but your. The individual items that you have ordered but your, to backrote in the "Additional Comments" tab. Is pertaining to any of the columns, please enter it in the backrote in the "Additional Comments" tab. ITEM Description Exampler //EM/Clearations MASS 1800 MASS 180	r supplier has bee spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
re not applicable to 2 in each table conta inventory data in col sare to be entered a dividual item is the extracted in the form supplier is unable or the case where you tablon and detail on it diditional comments diditional comments additional comments a diditional comments a diditional comments a difference difference and detail on it difference and detail on it	Interesting the entries Journe Da Lo, Lora di applicabile istems: as unite d'Each (Eaches). En example, if the inve forcus provide the second of the second of the second her individual items that you have ordered but your. The individual items that you have ordered but your, to backrote in the "Additional Comments" tab. Is pertaining to any of the columns, please enter it in the backrote in the "Additional Comments" tab. ITEM Description Exampler //EM/Clearations MASS 1800 MASS 180	r supplier has bee spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
n in each table contraint inventory data in col is are to be entered a cost of the second of the second ease add up all of th supplier is unable to assort and detail on the difficult comments difficult comments the cost of the second of the assort of the second of the assort of the second of the difficult cost of the difficult c	Interesting the entries Journe Da Lo, Lora di applicabile istems: as unite d'Each (Eaches). En example, if the inve forcus provide the second of the second of the second her individual items that you have ordered but your. The individual items that you have ordered but your, to backrote in the "Additional Comments" tab. Is pertaining to any of the columns, please enter it in the backrote in the "Additional Comments" tab. ITEM Description Exampler //EM/Clearations MASS 1800 MASS 180	r supplier has bee spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
inventory data in col serve to be entered a dividual item is the entered in the form case add up all of th the case where your basion and defail on th didditional comments M Type EAATYPE E N N N N N N N N N N N N N N N N N N	Jump Dio L for all applicable items. as unit of "Each" (Eaches). For example, if the inve- focus). Magnetic Mark (Eaches). For example, if the inve- ion of the magnetic method of the current time, the resp to fulfill the requirement of the current time, the resp to backredin inversion will environ on multiple affreter the backredin inversion will environ on multiple affreter in the backredin inversion will environ on multiple affreter in the backredin inversion will environ on multiple affreter in the backredin inversion will be columns, backredin environ in the backredin environ will be columns, and the backredin in the backredin environ will be affreter will be backredin environ will be affreter will be backredin environ will	r supplier has bee spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
is are to be entered a virdual items is the entered in the form ease add up all of th supplier is unable to the case where you allow and detail on th additional comments M Type EM73PE EM73PE EM73PE EM73PE EM73PE All all all all all all all all	as units of "Each" (Eaches). For example, if the inve- me of "MARCEPYYY". In enablished the strate of the content of the strate is individual interns that you have ordered but yours in backcode inventory will arrive on multiple officer in backcode in interval to a to content of the strate in backcode in the "Additional Comments" tab. ITEM Description ITEM Description Exampler //ZARCentrativer MASS 1800 MASS 1800	r supplier has bee spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
dividual items is the entered in the form case add up all of the supplier is unable to the case where your abion and defail on the didditional comments where the didditional comments where the didditional comments where the didditional comments where the didditional comments where didditional comments where didditional comments didditional comments didd	Focus). The individual items that you have ordered, but your. The individual items that you have ordered, but your. To backnote in investory will arrive or multiple different to backnote in the Soldiand Comment? tab. Example //EM/24eosphiles ITEM Description Example //EM/24eosphiles M 455 1980 M	r supplier has bee spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	n unable to fulfil due to should be stated as a b please enter the earlie- tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	o items being out of sto seckorder quantity (e.g. st date the first portion Quantity Received in the Past 24 Hours (Eaches)	ck. For example, if you trie, , 500 gloves) of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
e entered in the form ease add up all of th supplier is unable to the case where you when and detail on it additional comments M Type <i>EMTYPE EI</i> 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h	mae of "Index MCDIMMM". International Content of the requirement of the current time, the rest to fulfill the requirement of the current time, the rest to fulfill the requirement of the current time, the rest to be current to any of the columns, please enter it in ITEM Description Exercised (FZMC/Conception M ESS 1980) M	spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	should be stated as a b please enter the earlies tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	Quantity (e.g. et date the first portion Quantity Received in the Past 24 Hours (Eaches)	, 500 gloves), of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours [Eaches]	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
ease add up all of the supplier is unable the case where you alion and detail on the dditional commerks M Type EM TyPE E: 30 30 31 31 31 31 31 31 31 31 31 31 31 31 31	the individual items that you have ordered. but your: to ball the regiment at the current time, the regi- tr backroter inventory will arrive on multiple affreet the backroter in the 'Addiand Comment's tab. a pertaining to any of the columns, please enter it in ITEM Description ITEM Description Exampler //EM/Description M 455 1980 M	spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	should be stated as a b please enter the earlies tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	Quantity (e.g. et date the first portion Quantity Received in the Past 24 Hours (Eaches)	, 500 gloves), of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours [Eaches]	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
supplier is unable to the case where your abion and defail on th didditional commerks M Type EM 77/PE EI 31 31 31 31 31 31 31 31 31 31 31 31 31	Io fulfill the requirement of the current time, the register the backroter investory will envisor on multiple affreter the backroter investory of the cultures, alease enter it in perturbative and the cultures, alease enter it in ITEM Description Exemption: Control Control Control Control Exemption: Control Control Control Exemption: Control Control Control Exemption: Control Control Control Control Control Control Control Exemption: Control	spective quantity s ent delivery dates, n column L, "Addi Inventory or Hand Quantity (Eaches)	should be stated as a b please enter the earlies tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	Quantity (e.g. et date the first portion Quantity Received in the Past 24 Hours (Eaches)	, 500 gloves), of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours [Eaches]	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
the case where you asion and detail on the additional comments M Type EM 75792 E: 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h	ur backroter inventory, will arrive on multiple offree is backroter in the "Additional Comment" abb. ITEM Description ITEM Description Exampler //EM/Description M 155 1980 M 155 19	n column L, "Addi Inventory or Hand Quantity (Eaches)	please enter the earlie tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	st date the first partion Quantity Received in the Past 24 Hours (Eaches)	of the backorder will be rec Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
Nation and detail (on t additional comments M Type EM TYPE E: 3M 3M 3M 3M 3M 3M 3M 3M 3M 3M 3M 3M 3M	the backade in the ⁵ Additional Comments' tab. s pertaining to any of the columns, please enter it is ITEM Description Stangler <i>ITEM/Cleanization</i> M 455 1980 M 455 1970 M 455 1970 M 455 1970 M 455 1970 M 455 1970 M 455 1970 M 455 1970	n column L, "Addi Inventory or Hand Quantity (Eaches)	tional Comments Quantity Consumed in the Past 24 Hours (Eaches)	Quantity Received in the Past 24 Hours (Eaches)	Expected Quantity Consumed in the Next 24 Hours (Eaches)	Expected Quantity of Next Order Delivery (Eaches)	Expected Delivery Date of Next Order (Date - MM/DDYYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
M Type EM Type EM TYPE E1 3h 3h 3h 3h 3h 3h 3h 3h 3h 3h	s pertaining to any of the columns, please enter it in ITEM Description Exampler //2///2lessapility ht 555 1880/ ht 555 1880/ ht 555 1890/ ht 555 1890	Inventory or Hand Quantity (Eaches)	n Quantity Consumed in the Past 24 Hours (Eaches)	Received in the Past 24 Hours (Eaches)	Consumed in the Next 24 Hours (Eaches)	Quantity of Next Order Delivery (Eaches)	Date of Next Order (Date - MM/DD/YYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
М Туре <i>ЕМ ТУРЕ Е:</i> 3М 3М 3М 3М 3М 3М 3М	ITEM Description Example //EM/Description K455 1980 K455 1980 K455 1980 K455 1975 K455	Inventory or Hand Quantity (Eaches)	n Quantity Consumed in the Past 24 Hours (Eaches)	Received in the Past 24 Hours (Eaches)	Consumed in the Next 24 Hours (Eaches)	Quantity of Next Order Delivery (Eaches)	Date of Next Order (Date - MM/DD/YYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
<i>EM TYPE E:</i> 3N 3N 3N 3N 3N 3N 3N	Example: //E/A/Decoriphics M HS5 1960 M HS5 1970 M HS5 1970 M HS5 1975 M HS5 1975 M HS5 1975+	Hand Quantity (Eaches)	Consumed in the Past 24 Hours (Eaches)	Received in the Past 24 Hours (Eaches)	Consumed in the Next 24 Hours (Eaches)	Quantity of Next Order Delivery (Eaches)	Date of Next Order (Date - MM/DD/YYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
<i>EM TYPE E:</i> 3N 3N 3N 3N 3N 3N 3N	Example: //E/A/Decoriphics M HS5 1960 M HS5 1970 M HS5 1970 M HS5 1975 M HS5 1975 M HS5 1975+	Hand Quantity (Eaches)	Consumed in the Past 24 Hours (Eaches)	Received in the Past 24 Hours (Eaches)	Consumed in the Next 24 Hours (Eaches)	Quantity of Next Order Delivery (Eaches)	Date of Next Order (Date - MM/DD/YYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
<i>EM TYPE E:</i> 3N 3N 3N 3N 3N 3N 3N	Example: //E/A/Decoriphics M HS5 1960 M HS5 1970 M HS5 1970 M HS5 1975 M HS5 1975 M HS5 1975+	Hand Quantity (Eaches)	Consumed in the Past 24 Hours (Eaches)	Received in the Past 24 Hours (Eaches)	Consumed in the Next 24 Hours (Eaches)	Quantity of Next Order Delivery (Eaches)	Date of Next Order (Date - MM/DD/YYYY)	in Backorder (Eaches)	Date of Backorder (Date - MM/DD/YYYY)	
3N 3N 3N 3N 3N 3N 3N	M N95 1860 M N95 1860S M N95 1870 M N95 1875 M N95 1875	Quantity (Eaches)	Past 24 Hours (Eaches)	Past 24 Hours (Eaches)	Next 24 Hours (Eaches)	Order Delivery (Eaches)	(Date - MM/DD/YYYY)	(Eaches)	(Date - MM/DD/YYYY)	
3N 3N 3N 3N 3N 3N 3N	M N95 1860 M N95 1860S M N95 1870 M N95 1875 M N95 1875	(Eaches)	(Eaches)	(Eaches)	(Eaches)	(Eaches)	MM/DD/YYYY)		MM/DD/YYYY)	Have 30 units in excess ca
3N 3N 3N 3N 3N 3N 3N	M N95 1860 M N95 1860S M N95 1870 M N95 1875 M N95 1875							200		Have 30 units in excess cap
3N 3N 3N 3N 3N 3N 3N	M N95 1860 M N95 1860S M N95 1870 M N95 1875 M N95 1875	5.00	7 200	7 507		7 700	04/30/2020	200	04302020	Have 30 units in excess ca
3N 3N 3N 3N 3N 3N 3N	M N95 1860 M N95 1860S M N95 1870 M N95 1875 M N95 1875									
3N 3N 3N 3N	M N95 1870 M N95 1805 M N95 1805S M N95 170+									
3N 3N 3N	M N95 1805 M N95 18055 M N95 1870+									
3M 3M	M N95 1805S M N95 1870+									
3N	M N95 1870+									
3N	M N95 1804									
3M	M N95 1804S									
3N	M N95 VFLEX 9105S									
3N	M N95 VFLEX 9105									
3N	M N95 81105									
	M N95 8210									
	M N95 9010									
	M N95 9210									
	M N95 9210+									
	- <u> </u>	Surgical/Procedure masks - Adult with Visors Level	Molder: 2210 Molder: 2212 Molder: 7517 Surgradiffroedure masks - Adult Level 1 Surgradiffroedure masks - Adult Level 2	Malais: 221) Malais: 222 Malais: 507 SurgicalPRocedure masks - Adult Level 1 SurgicalPRocedure masks - Adult Level 2 SurgicalPRocedure masks - Adult Level 7 Store 1 SurgicalPRocedure masks - Adult with Visors Level 1 SurgicalPRocedure masks - Adult with Visors Level 1	Nolder, 220 Nolder, 222 Nolder, 757 SurgicalProcedure masks - Adult Level 1 SurgicalProcedure masks - Adult Level 2 SurgicalProcedure masks - Adult Avel 3 SurgicalProcedure masks - Adult Why Surs Level 1 SurgicalProcedure masks - Adult Why Surs Level 1	Mideix 221 Mideix 757 Surgia OffProceture masks - Adult Level 1 Surgia OffProcedure masks - Adult Level 2 Surgia OffProcedure masks - Adult Level 3 Surgia OffProcedure masks - Adult Wir Sirs Level 1 Surgia OffProcedure masks - Adult Wir Sirs Level 1	Nolder: 220 Nolder: 757 SurgioalProcedure masks - Adult Level 1 SurgioalProcedure masks - Adult Level 2 SurgioalProcedure masks - Adult Level 1 SurgioalProcedure masks - Adult Whi Surs Level 1 SurgioalProcedure masks - Adult Whi Surs Level 1	Mideix 221 Midex 222 Midex 507 SurgicalProcedure masks - Adult Level 1 SurgicalProcedure masks - Adult Level 2 SurgicalProcedure masks - Adult Level 3 SurgicalProcedure masks - Adult vit Visors Level 1 SurgicalProcedure masks - Adult vit Visors Level 2	Molde: 220 Molde: 220 Molde: 507 SurgicalProcedure masks - Adult Level 1 SurgicalProcedure masks - Adult Level 2 SurgicalProcedure masks - Adult Level 2 SurgicalProcedure masks - Adult With Visors Level 1 SurgicalProcedure masks - Adult With Visors Level 1	Molacii 220 Molacii 220 Molacii 757 SurgioalProcedure mastis - Adult Level 1 SurgioalProcedure mastis - Adult Level 2 SurgioalProcedure mastis - Adult Level 3 SurgioalProcedure mastis - Adult Whi Sirs Level 1 SurgioalProcedure mastis - Adult Whi Sirs Level 1



How to fill out Tab 3 - "Pandemic Inventory" of the Excel File (1 of 2)

The purpose of this tab is to collect data on your organization's pandemic inventory. Pandemic inventory is defined as all excess inventory that your organization stores in the event of an adverse event, such as a Pandemic or Outbreak. Some organizations refer to this excess inventory as "Outbreak Inventory". As stated on Page 9, we have included a list of all potential **inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.**

- 1 All item quantities are to be entered as units of "Each" (Eaches). For example, if the inventory is 3 boxes of 20 individual gloves, enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3" (the number of individual items is the focus). "Each" is applicable for Columns D, E, F, G, H and J.
- Past 24 hours" is defined as the 24 hours prior to your last inventory count. How much inventory did you use (Column E) or receive (Column F) between your count yesterday, and your count today?
- 3 "Next 24 hours" is defined as the 24 hours after you complete your inventory count. How much inventory do you expect to use between your count today, and when you count again tomorrow? "Next 24 hours" is applicable to Column G.





How to fill out Tab 3 - "Pandemic Inventory" of the Excel File (2 of 2)

The purpose of this tab is to collect data on your organization's pandemic inventory. Pandemic inventory is defined as all excess inventory that your organization stores in the event of an adverse event, such as a Pandemic or Outbreak. Some organizations refer to this excess inventory as "Outbreak Inventory". As stated on Page 9, we have included a list of all potential **inventory items we need data on in Columns B and C. Please do not add in any additional items. If certain items are not applicable to your organization, please leave the row blank.**

- In Column H "Expected Quantity of Next Order Delivery (Eaches)", please enter the quantity of items you expect to receive in your next order. If you are unsure about the quantity of inventory you will receive, please use your best understanding from your vendors to provide an estimate.
- 5 All dates are to be entered in the format of "MM/DD/YYYY". This date format is applicable for Column I and K.
- 6 For Column J "Total Quantity in Backorder (Eaches)," please add up all of the individual items that you have ordered, but your supplier has been unable to fulfil due to items being out of stock. For example, if you tried to order 5 boxes of 100 gloves and the supplier is unable to fulfill the requirement at the current time, the respective quantity should be stated as a backorder quantity (e.g., 500 gloves).

A	в	C		D	E	F	G	н	1	J	к	L
Scope:												
	of this sheet is to colle	ct information on the pandemic-spec	ific inventory that your org	anization holds.								
four organ	nization may refer to Pa	ndemic Inventory as "Outbreak" Inve										
andemic-	specific inventory, ple-	ase leave this sheet blank.										
Definition	ns and Instructions											
If certain i	items are not applicable	e to your organization, please leave t	he row blank.									
		contains sample entries.										
		n columns D to L for all applicable it										
		red as units of "Each" (Eaches). For	example, if the inventory is	3 boxes of 20 in	dividual gloves, enter	r "60". For liquids, if the	inventory is 3, 250 ml bott	les, enter "3" (the				
	individual items is the	focus). format of "MMIDD/YYYY".										
All dates a	are to be entered in the	of the individual items that you have	and south to do so a south a	land have been seen and	and the second second	design of a state of the state of the	and the second se			6		
For Colum	nn J, please aod up all Uba a melior io upable	to fulfill the requirement at the curre	ordered, but your supplie	nas been unabi	e to ruini due to itema	s being out or stock, no	example, if you fried to or	oer 2	U D /		0	
		your backorder inventory will arrive						Pless III				
		the backorder in the "Additional Com		ry dates, preduce	criter are comeat adio			11000	- I	1	1 I I I I I I I I I I I I I I I I I I I	
		ents pertaining to any of the column		L "Additional E	omments"					- I -	- I	
	Contra - Inconstruction and consecution										1	
								<u> </u>	· · · · · · · · · · · · · · · · · · ·	· · ·	<u> </u>	
	ITEM Type	ITEM Descri	ption	Inventory on	Quantity	Quantity	Expected Quantity	Expected	Expected Delivery	Total Quantity	Expected	Additional Comme
			- 100 MA	Hand		Received in the	Consumed in the	Quantity of	Date of Next Order			
				Quantity	Past 24 Hours	Past 24 Hours	Next 24 Hours	Next Order	(Date -	(Eaches)	Backorder	
				(Eaches)	(Eaches)	(Eaches)	(Eaches)	Delivery	MM/DD/YYYY]		(Date -	
								(Eaches)			MM/DD/YYYY)	
E.2301	nole: ITEM TYPE	Example: ITEM Description		5,000	200	500	300	100	04/30/2020	200	04/30/2020	Have 30 units in excess cap
Mask		3M N95 1860										
Mask		3M N95 1860S										
Mask		3M N95 1870										
Mask												
		3M N95 1805										
Mask		3M N95 18055										
Mask Mask		3M N95 1805S 3M N95 1870+										
Mask Mask Mask		3M N95 1805S 3M N95 1870+ 3M N95 1804										
Mask Mask Mask Mask		3M N95 1805S 3M N95 1870+ 3M N95 1804 3M N95 1804S										
Mask Mask Mask Mask Mask		3M N95 18055 3M N95 1870+ 3M N95 1804 3M N95 18045 3M N95 VFLEX 91055										
Mask Mask Mask Mask		3M N95 1805S 3M N95 1870+ 3M N95 1804 3M N95 1804S										
Mask Mask Mask Mask Mask		3M N95 1805S 3M N95 1870+ 3M N95 1804 3M N95 1804S 3M N95 VFLEX 9105S 3M N95 VFLEX 9105										
Mask Mask Mask Mask Mask Mask Mask Mask		34 N 195 1905 34 N 195 1970- 35 N 195 1904 36 N 195 19045 36 N 195 VFLEX 91055 36 N 195 VFLEX 9105 36 N 195 87105 36 N 195 8210 36 N 195 8210										
Mask Mask Mask Mask Mask Mask Mask Mask		34 N 95 18055 34 N 95 1870+ 34 N 95 1870 34 N 95 1804 34 N 95 18045 34 N 95 VFLEX 9105 34 N 95 VFLEX 9105 34 N 95 8105 34 N 95 8210 34 N 95 9310										
Mask Mask Mask Mask Mask Mask Mask Mask		34 N 195 19055 34 N 195 1904 34 N 195 1910 34 N 195 5010 34 N 195 5010 34 N 195 5210 34 N 195 5210										
Mask Mask Mask Mask Mask Mask Mask Mask		34 N 195 19755 34 N 195 1970+ 34 N 195 1970+ 34 N 195 19145 34 N 195 19145 34 N 195 VFLEX 91055 34 N 195 VFLEX 9105 34 N 195 61005 34 N 195 6210 34 N 195 5210 34 N 195 5210										
Mask Mask Mask Mask Mask Mask Mask Mask		324 N35 18055 344 N35 18045 344 N35 1804 344 N35 1804 344 N35 18045 344 N35 VFLEX 9105 344 N35 VFLEX 9105 344 N35 210 344 N35 210 344 N35 2210 344 N35 2210 344 N35 2210										
Mask Mask Mask Mask Mask Mask Mask Mask		MAY MSR 19075 MAY MSR 19074 MAY MSR 19045 MAY MSR 19045 MAY MSR VFLEX 91055 MAY MSR VFLEX 9105 MAY MSR 5010 MAY MSR 5010 MAY MSR 5210 MAY MSR 5210 MAY MSR 5210 MAY MSR 5211 Maldex 2212										
Mask Mask Mask Mask Mask Mask Mask Mask		AV HIST 519255 AV HIST 51926 AV HIST 51924 AV HIST 51924 AV HIST 51924 AV HIST 51924 AV HIST 51924 AV HIST 51925 AV HIST 5192 AV HIST	Loud 1									
Mask Mask Mask Mask Mask Mask Mask Mask		MAY NSS 59055 MAY NSS 15076 MAY NSS 15076 MAY NSS 1504 MAY NSS 1504 MAY NSS 15075 MAY NSS 5010 MAY NSS 5010 M										
Mask Mask Mask Mask Mask Mask Mask Mask		M H K5 1905 M H K5 1970 + M H K5 1970 + M H K5 194 M K5 194 M K5 194 M K5 194 M K5 194 M K5 195 M H K5 195 M H K5 210 M H K5 21	Level 2									
Mask Mask Mask Mask Mask Mask Mask Mask		MAY NSS 59055 MAY NSS 15076 MAY NSS 15076 MAY NSS 1504 MAY NSS 1504 MAY NSS 15075 MAY NSS 5010 MAY NSS 5010 M	Level 2 Level 3									



How to fill out Tab 4 - "Expired Inventory" of the Excel File

The purpose of this tab is to collect data on your organization's expired inventory. Expired inventory is defined as inventory that is expired as of the day this survey is due (for example, if this survey is due on Tuesday, please list all the inventory that is expired as of Tuesday). Similar to the Tab 2 and 3, we have included a list of all potential **inventory items we need data on**. This list is included in Column B and C. Please do not add in any additional inventory items. If certain inventory items are not applicable to your organization, please leave the row blank.

Please enter the inventory data in columns D to G. Below are instructions to assist with filling out all the content in these Columns:

- All item quantities are to be entered as units of "Each" (Eaches). For example, if the inventory is 3 boxes of 20 individual gloves, enter "60". For liquids, if the inventory is 3, 250 ml bottles, enter "3" (the number of individual items is the focus). "Each" is applicable to Columns D, E and F.
- Past 24 hours" is defined as the 24 hours prior to your last inventory count. How much inventory did you use (Column E) or receive (Column F) between your count yesterday, and your count today?
- 3 "Next 24 hours" is defined as the 24 hours after you complete your inventory count. How much inventory do you expect to use between your count today, and when you count again tomorrow? "Next 24 hours" is applicable to Column G.

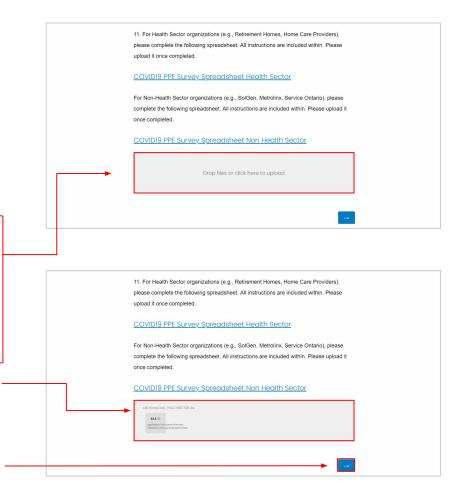
	A	в		с	D	E	F	G
1 2	Scope:							
		this sheet is to col	lect information on all expired inv	entory that your organization	currently has			
	stocked, but th	hat is expired as o	f the day this survey is due.		Carlo Constantino Constantino Constantino Constantino Constantino Constantino Constantino Constantino Constanti			
5		100 A.						
6 [Definitions	and Instruction	8:					
			ble to your organization, please le	ave the row blank.	22 22			
			e contains sample entries. a in columns D to G for all applica	ble iteres				
			tered as units of "Each" (Eaches)		uie 3 boxes of 20			
			r liquids, if the inventory is 3, 250					
	terns is the fo				Der er marnadar	-	_	
8 -	If you have a	any additional com	ments pertaining to any of the co	umns, please enter it in colu	mr G, "Additional			
	Comments					(2)	3	
9								
10	10				1			_
		ITEM Type	ITEM D	escription	Inventory on	Quantity	Expected Quantity	Additional Comments
					Hand	Consumed in the		
					Quantity	Past 24 Hours	Hours	
					(Eaches)	(Eaches)	(Eaches)	
11						L	J [
12	Example	e: ITEM TYPE	Example: ITEM Description		5.000	200	7	Have 30 units in excess capacity
13	Mask		3M N95 1860			1		7
14	Mask		3M N95 1860S					
15	Mask		3M N95 1870					
16	Mask		3M N95 1805					
17	Mask		3M N95 1805S					
18	Mask		3M N95 1870+					
19	Mask		3M N95 1804					
20	Mask		3M N95 1804S					
21	Mask		3M N95 VFLEX 9105S					
22 23	Mask Mask		3M N95 VFLEX 9105 3M N95 8110S					
23 24	Mask		3M N95 8210					
24	Mask		3M N95 9010					
26	Mask		3M N95 9210					
27	Mask		3M N95 9210+					
28	Mask		3M N95 9211					
29	Mask		Moldex 2210					
30	Mask		Moldex 2212					
31	Mask		Moldex 1517				11	
32	Mask		Surgical/Procedure masks - /					
33	Mask		Surgical/Procedure masks - /				11	
34 35	Mask Mask		Surgical/Procedure masks - / Surgical/Procedure masks - /					
35 36	Mask Mask		Surgical/Procedure masks - / Surgical/Procedure masks - /				11	
30 37	Mask		Surgical/Procedure masks - /					
38	Mask		Surgical/Procedure masks - F					
	11.1	I Develat		N 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1.1	DDE C.	
	()÷	Read Me	Regular Inventory	Pandemic Invento	Expired	d Inventory	PPE Survey Updates	(+)
					1		I. I.	
						🗹 🖪		
						V		-
						-	_	
							\frown	ntario 🕷
							U	iilaiiU 🗏

How to Save and Upload the Excel File and Submit the Survey

Thank you for taking the time to fill out the PPE Survey and Excel File. Now that you have completed inputting all the data, please follow the steps below to save your document and re-upload it to the PPE Survey.

Once you have completed each of the information input tabs (Regular Stock, Pandemic Stock, and Expired Stock), please save the document - The name of the document is not important for our purposes, however, we recommend you use the following naming convention: "<FACILITYNAME>_HEALTH_<MMDDYYYY>"
Please ensure you save the file in a safe place before uploading the document so you can easily track your daily entries.
Example of file title: "ABCHomeCare HEALTH 03312020".

- 2 To upload the Excel File, please choose one of the following two methods:
 - Select the file from its location on your computer, and drag the file into the grey section below Question 11 of the survey.
 - Click on the grey "Upload" section below Question 11 of the survey, and select the completed Survey file.
- 3 You can confirm your Excel file has been uploaded by the document name and size being displayed in the grey section.
- 4 After uploading the completed survey spreadsheet, please click on the blue **submit** button located at the bottom right of the survey.





Contact Information for Additional Survey Support

After reviewing this guide, if you have any additional questions - we are operating webinars and a technical support hotline to support you in completing this survey.

There are two options for help:

- 1. Online Training via WebEx If you are looking for an overview of the Survey, please attend one of these WebEx sessions below:
 - a. Friday, April 3 11:30-12:30 Click here to join
 - b. Friday, April 3 1:30-2:30 <u>Click here to join</u>
 - c. Monday, April 6 11:30-12:30 Click here to join
 - d. Tuesday, April 7 11:30-12:30 Click here to join
- 2. If you do have specific questions related to the PPE Survey or Excel document, please call the following number to talk to one of our technical support staff members:

416-687-8445 for PPE Survey Technical Support (currently available from 8am - 5pm, Monday to Friday)

OR

Email "ca_ppesurveysupport@pwc.com" - please indicate whether you are health or non-health, a brief description of the issue, and a contact number (with extension if applicable); please allow for a 1-2 hour delay for responses depending on volume (Email address is for questions only - not to submit Excel spreadsheets)

Please ensure you are fully confident in the responses provided before submitting your survey. Multiple submissions per organization may compromise our analysis. We sincerely thank you for your cooperation and support.

