



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Requesting Safety Supplies for Campus Repopulation

DATE: May 5, 2021

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Gina Curry, AVP for Financial Services

As we plan for the phased repopulation of the campus, we wanted to send a reminder about the process to request personal protective equipment (PPE), including, but not limited to, Plexiglas barriers, masks, hand sanitizers, cleaners, shields, gloves, air purifiers. Safety protocols and requirements are rapidly changing, and it is possible that many items may no longer be required. Auxiliaries and self-supporting entities may also use this process to request supplies.

In consultation with Procurement & Contract Services, Risk Management Services (RMS), and Facilities Management (FM), we have outlined the following process to request supplies or an assessment for safety equipment to support repopulation efforts:

1. Until the Cal/OSHA Standards Board rescinds or announces any changes to the Emergency Temporary Standard, all Departments must have submitted (and preferably received approval for) a return to work plan and all personnel coming back onsite must have completed the online return to work training through CSU Learn.
2. Departments are to request PPE supplies by using the [COVID-19 Safety Supply Order Form](#) located on the [Environmental Health & Safety \(EHS\) website](#). If the supplies are available from inventory, RMS will fill the request; if not, they will work with Procurement to determine the best source and place the order on behalf of the requestor.
3. If the Department is unsure what supplies they will need for repopulation, **a safety equipment assessment** must be requested from RMS/EHS by calling **x8-2020**. Once a determination is made regarding what is required, RMS/EHS will order the necessary materials and work with FM to coordinate any installations according to Cal/OSHA requirements and building codes.

4. If a requisition is entered into CFS for PPE or safety equipment, or if a work order is submitted to FM for the installation of safety equipment or barriers directly by a Department, they will be canceled, and the requestor will be redirected to RMS/EHS.

NOTE: ProCard transactions for PPE-related supplies and equipment by any Department other than RMS/EHS will result in an audit finding, possible ProCard suspension or cancellation, and you may be personally responsible for the charges.

If you have any questions about this process, please contact Risk Management Services at x8-2020 or rms@csus.edu.