



PERSONAL PROTECTIVE EQUIPMENT ORGANIZATION/ AGENCY REGISTRATION PROCESS

Effective January 1, 2021

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PPE REGISTRATION OVERVIEW

- Effective January 1, 2021 all agencies/ facilities requesting Personal Protective Equipment (PPE) from TEMA must be pre-registered and approved prior to receiving PPE
- Pre-registration process will open December 8, 2020
- The purpose of the PPE support by TEMA is to provide necessary equipment that cannot otherwise be procured by the receiving facility due to lack of availability in the supply chain
 - At times, PPE will be limited due to lack of availability by TEMA and/ or the nature of use by the receiving agency
- Qualifying agencies/ facilities must provide direct medical care, critical governmental services, or critical infrastructure support in order to receive PPE
- It is critical to complete the process accurately for the registration to be processed in a timely manner. Incomplete or inaccurate information will require follow up prior to approval that will cause delays in the approval process
- Each agency/ organization will receive a **unique** pass code in order to log-in to the system
- Approved agencies will receive login instructions for requesting PPE

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REGISTRATION LINK

The following link will direct users to the PPE Agency Registration website

<https://arcg.is/9PqPX>

The end user of the equipment will need to be registered. ***If local Emergency Management officials are placing orders for multiple agencies or types of agencies, each agency will need to be entered in the registration survey separately.***

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SELECT REGISTRATION TYPE

- **Registration Type**
 - Submit Initial Registration – This is a new PPE registration effective January 1, 2021
 - Must be completed by all agencies requesting PPE even if they received PPE in 2020
 - Provide Correction to Previous Registration- Applies to update(s) to agency already registered
- **County where this Agency is Located**
 - Select from list provided
- **Organization or Agency Name:**
 - Spell out the name of the agency receiving PPE. Do Not use acronyms or abbreviations
- **Jurisdiction Type of Organization or Agency**
 - Select from the list provided (more information in the following slides)

The screenshot shows a web form titled "PPE Registration Form" with a blue header. Below the header, it says "TEMA PPE Requests Registration Form" and "Approved registrants will be notified with additional instructions for requesting PPE". The "Registration Type" section has two radio buttons: "Submit Initial Registration" (which is selected) and "Provide Correction to Previous Registration". Below this is a section for "County where this Organization or Agency is Located" with a text input field and a note to "Start typing county name and select from list provided". The "Organization or Agency Name" section has a text input field with a note to "Spell out, no abbreviations". The "Jurisdiction Type of Organization or Agency" section has a dropdown menu with "Please Select" and a "Next" button at the bottom left. A progress bar and "Page 1 of 2" are visible at the bottom right.

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JURISDICTIONAL TYPE

All agencies/ organizations will be categorized Jurisdiction type and sub-types (please review all categories before selecting the typing)

Jurisdictional typing:

- State Government
- County Government
- Municipal Government
- Health
- Regional - Other Government
- Non-Profit
- Private
- The agency/ organization sub-type will then be selected

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STATE GOVERNMENT

State Government is only to be selected for state agencies:

- College University
- DCS (Department of Children's Services)
- Human Services
- Judicial Courts
- Law Enforcement
- Library (Secretary of State's Office Regional Library System)
- National Guard
- Other State
- State Agency
- State Corrections
- TEMA
- THP

Jurisdiction Type of Organization or Agency*

State Government

Type of Organization or Agency*

College University	DCS (Department of Children's Services)	Elections
Human Services	Judicial Courts	Law Enforcement
Library (Secretary of State's Office Regional Library System)	National Guard	State Agency
State Corrections	TEMA	THP
Other State		

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COUNTY GOVERNMENT

County Government operated agencies:

- 911 Dispatch
- Emergency Management
- Fire Rescue (*County operated only. Independent fire/ rescue departments will be classified as non-profit or private*)
- Human Services
- Judicial Courts
- Law Enforcement
- Local Jail
- Other Local

Jurisdiction Type of Organization or Agency*

County Government

Type of Organization or Agency*

911 Dispatch	Emergency Management	Fire Rescue
Human Services	Judicial Courts	Law Enforcement
Local Jail	Other Local	

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MUNICIPAL GOVERNMENT

Municipal Government operated agencies:

- Fire Rescue (*Municipal operated only. Independent fire/ rescue departments will be classified as non-profit or private*)
- Judicial Courts
- Law Enforcement
- Local Jail
- Other Local

Jurisdiction Type of Organization or Agency*

Municipal Government

Type of Organization or Agency*

Fire Rescue	Judicial Courts	Law Enforcement
Local Jail	Other Local	

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HEALTH

Health category is for agencies that provide direct medical care:

- Assisted Living
- College University (Health clinics)
- Doctor's Office/ Clinic (Doctor offices, medical clinics, etc.)
- Emergency Medical
- Home Health
- Hospice
- Hospital
- Nursing Home
- Other Healthcare
- Public Health
- Specialty Care (DIDD)
- TDMH

Jurisdiction Type of Organization or Agency*

Health

Type of Organization or Agency*

Assisted Living	College University (Health clinics)	Doctor's Office_Clinic
Emergency Medical	Home Health	Hospice
Hospital	Nursing Home	Public Health
Specialty Care (DIDD)	TDMH	Other Healthcare

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NON-PROFIT

Non-Profit agencies/ organizations are private not for profit organizations:

- Fire Rescue (*Volunteer fire departments and rescue squads that are not government owned/ operated*)
- Human Services
- Other Non-Profit

Jurisdiction Type of Organization or Agency*

Non-Profit

Type of Organization or Agency*

Fire Rescue	Human Services	Other Non-Profit
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PRIVATE

Private agencies or organizations options:

- College University
- Fire Rescue (*Corporate based departments*)
- Other Private

Jurisdiction Type of Organization or Agency*

Private

Type of Organization or Agency*

College University Fire Rescue Other Private

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REGIONAL- OTHER GOVERNMENT

Regional-Other Government are government-based agencies that do not directly fit into the state, county or municipal categories:

- Fire Rescue (*Includes airport authorities*)
- Law Enforcement (*Includes joint task force*)
- Other Local

Jurisdiction Type of Organization or Agency*

Regional - Other Government

Type of Organization or Agency*

Fire Rescue Law Enforcement Other Local

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ORGANIZATION INFORMATION

- **POC Name-** Name of the point of contact (person that can be reached for delivery or follow-up on request) for the agency receiving the PPE
- **Primary Phone Number-** Number to contact the POC
- **Secondary Phone Number-** Additional number to contact the POC
- **Email-** Email address for the POC
- **Delivery Site Address:** Physical address where the PPE will be delivered.
 - Do not enter a PO Box
 - Use proper addressing and check spelling. *Do not enter suite, floor, room, building, etc. in this block*
 - Addresses must be a verified business or governmental agency. *No residential addresses allowed*

PPE Registration Form

Point of Contact Information for Receiving Organization

POC Name*

Primary Phone Number*
*Valid inputs have the following format including the (). This can include an extension: (###)###-####

Secondary Phone Number
*Valid inputs have the following format including the (). This can include an extension: (###)###-####

Email*
*Valid inputs have the following format: username@domain.extension

Delivery Site Address*
Physical location where the supplies are shipped. No PO boxes. Not an email address.

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ORGANIZATION INFORMATION

- **Address Line 2:** Additional addressing information- Suite, floor, room, building, etc.
- **City:** Delivery address city
- **Zip:** Zip code for delivery address
- **Additional information:** Any additional information that would be helpful for completion/ validation of the registration process

Address Line 2
Suite, Floor, or Building Information.

City*

State
TN

ZIP*

Any additional information you would like to provide with this registration?

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