

# Medical equipment inventory FAQ

Updated: 3/29/20



## **(1) Does my organization need to conduct an inventory and submit the results by March 25, 2020?**

You need to submit an inventory if you possess **any PPE (personal protective equipment) that are not required for the provision of critical health care services or essential services and were not produced by your organization for the purpose of sale** and/or if you possess a ventilator.

More specifically, you need to submit an inventory **unless** you:

- a) are a hospital,
- b) already provide an inventory of equipment through MnTrac,
- c) are not in possession of any PPE or ventilators,
- d) do not possess a ventilator and **only** possess PPE that is required for the provision of critical health care services or other essential services requiring such equipment, or
- e) do not possess a ventilator and **only** have PPE that you have produced for the purpose of sale.

## **(2) Does completing the inventory mean I will be asked to donate or sell my PPE to the state?**

Not necessarily. The purpose of the inventory is to obtain a comprehensive understanding of the supply of PPE across the state. Submitting your inventory does not necessarily mean you will be asked to provide your PPE for use elsewhere. If you are not providing an essential service, you may be asked to donate or sell your PPE to help Minnesota health care workers if need arises.

## **(3) What types of activities qualify as essential services?**

Examples of essential services include medical manufacturing, wastewater treatment plants, agriculture, food processing, public works, public safety, and researchers doing essential analysis or R&D to protect human health and the environment. All critical health care services also qualify as essential.

## **(4) My organization uses PPE for both essential services and non-essential services. Do we need to submit the results of our inventory?**

Yes, you need to complete the inventory unless all the PPE in your possession is required for essential services or critical health care services. If you have more PPE than you anticipate needing in the near future, please complete the inventory and consider donating it for use in the delivery of critical health care services.

## **(5) My organization produces some but not all of the PPE we have in stock. Do we need to fill in an inventory??**

If an organization produces all categories of PPE (plus ventilators) that they possess, then they do not have to submit an inventory. If an organization, for example, produces two types of PPE and possess two others, then they would submit an inventory for the two types of PPE they do not produce.

## **(6) Where can I donate large quantities of PPE (more than 500 pieces)?**

Donations of more than 500 pieces can be delivered to one of four Salvation Army sites. The Salvation Army is **only collecting** Personal Protective Equipment (PPE) Items. Other types of items will not be accepted.

### **Roseville: The Salvation Army, Northern Division Headquarters**

2445 Prior Avenue, Roseville

Upon arrival, go to the Receptionist. They will direct you to the appropriate entrance, based on the size of your donation (door, loading dock, etc.)

Hours of operation: 8:30 AM – 4:00 PM, Monday through Friday

Points of contact: Dave Johnson (651) 746-3528 or Major Rae Doliber (651) 238-7783

### **Duluth: The Salvation Army**

215 S. 27th Ave. W., Duluth

Hours of operation: Tuesday and Friday, 10:00 AM - 3:00 PM

Items being collected: Personal Protective Equipment (PPE) Items only. Other types of items will not be accepted.

Points of contact: Scott Redenbaugh (218) 348-5536

### **Moorhead: The Salvation Army Warehouse**

1503 1st Ave N., Moorhead

Hours of operation: Please contact Major O'Neal before visiting warehouse

Items being collected: Personal Protective Equipment (PPE) Items only. Other types of items will not be accepted.

Points of contact: Major Jerry O'Neal (701) 219-1098

### **Rochester**

115 1<sup>st</sup> Ave N., Rochester MN 55906

Hours of operation: Monday through Friday, 8:00 AM – 4:00 PM

Points of contact: Major Lisa Mueller (507) 251-8916

Additional donation sites are being sited. Please check <https://mn.gov/ppe> for further updates.

## **(7) Where can I donate small quantities of PPE (fewer than 500 pieces)?**

Please consider donating to a local drop site or donation center or contact your [county's emergency manager](#) to learn where to donate. Please do not go to the Salvation Army drop site unless you have more than 500 pieces so as not to overwhelm staff.

## **(8) What if I have other products or services I want to donate?**

Businesses and individuals with [offers of other products in large quantities and services can submit information using this form](#). Thank you. Someone will reach out to you if those products or services become needed. For small quantities of PPE or other materials, homemade PPE, or other small donations please instead look to your local donation sites or contact your [county's emergency manager](#) so as not to overwhelm staff.