

ACUP+ Impression Awards Submission by Yale Printing & Publishing Services (YPPS)

- **Collaborative Service**

At Yale Printing & Publishing Services (YPPS), FY20 was shaping up to be a fine year. Revenues were up 5.2% for the fiscal year through February 2020. This increase had YPPS trending toward a profit of \$400,000 for the year. Then COVID struck and revenues decreased by 42% as the University shut down with only essential workers allowed on campus from March to May 31st.

While YPPS provided some essential services, such as check printing, multi-function printers and mail (both regular outgoing and fundraising), it certainly didn't translate into normal revenue streams.

Then the full reality of COVID hit. The COVID needs included signage, virtual commencement website development, the ongoing essential work. Then, as with everywhere else, PPE became a priority.

At Yale University, the Environmental Health & Safety department (EHS) is responsible for the general safety and healthy working conditions at the University. They were the ones who initially obtained PPE supplies and distributed them on a very limited basis. Procurement was then called in by EHS to purchase large quantities of PPE supplies ranging from hand sanitizer to N95 medical masks and pretty much everything in between.

While the University was closed except for the essential workers, the EHS efforts were sufficient to provide the necessary PPE to those workers. Then on June 1, 2020, the University "reopened". Researchers were approved to return based on an application process and approved additional staff were allowed to return. The plan was to have students return for the Fall semester, which ultimately occurred, safely.

As this transpired, the distribution and management of \$5.5 million in PPE supplies became much more complex. YPPS was initially asked to assist with the distribution of some of these supplies. However, it soon became apparent that someone had to take control of this effort. While there was a steering committee involved with overseeing these efforts, it was not looking at the operational complexities that go along with purchasing, fulfilling, distributing, inventorying and managing this amount of PPE supplies.

This is where YPPS stepped in. All these tasks are things YPPS normally does daily to ensure our \$11+ million business functions smoothly. Now with regular business reduced, YPPS quickly and opportunely volunteered to fulfill and distribute the PPE requests. Initially starting out as simply delivering bulk PPE supplies to University departments designated by EHS, the need quickly morphed into a much larger and complex undertaking.

When the University reopened, the PPE steering committee determined a need to provide Return to Yale supplies to the researchers approved to be back on campus. While the PPE supplies had been procured, there was no formal process to assemble and distribute them in mass quantities. YPPS became the fulfillment center for the researcher kits.

There was a formal process managed by EHS to approved researchers to return to campus. YPPS created an online ordering site (YPPS does web design) to allow researchers to order their supplies. Once these orders were received by YPPS, they were verified against the approved list. YPPS was acting as the checkpoint as supplies were not provided to anyone not approved to return. These orders captured all data, including ID Numbers was captured online and stored in a database to crosscheck against future orders to avoid duplicate requests. 5,000 orders were assembled and distributed by YPPS to researchers from June 1, 2020 to July 14, 2020.

At the same time, regular staff was also being approved to return. The same process was followed to provide them with PPE kits to allow for their safe return. An additional ordering webpage was created to manage these non-researcher PPE supply orders as they were slightly different from the researchers. 2,500 orders were assembled and distributed by YPPS to these non-researchers from June 1, 2020 to July 14, 2020.

The University then decided it would be a nice gesture to give out Return to Yale Cloth Mask PPE Kits to all returning to campus, including students. These kits included a small branded gift bag, tissue paper, 3 branded cloth masks, 1 branded lanyard to hold ID's, 1 – 8 oz. bottle of hand sanitizer, and 1 – 50 count packet of disinfecting wipes. All these supplies were received individually and the kits had to be assembled. YPPS assembled 25,245 kits.

Then the distribution process started again. An additional online ordering site for kits was developed by YPPS. This allowed anyone (including students) or departments approved to return to place kit orders. 20,500 kits were delivered to satisfy these orders.

In addition, the option was given to individuals to pick up their kits. YPPS identified and staffed 5 depot locations around campus. An individual could walk up to the depot, scan their ID Card and get their kit. As a means of managing this, YPPS created yet another online system to capture and record the individual's ID Card data to prevent handing out duplicates. This approach compared the data obtained from the scanned ID Card to all the online ordering systems and rejected duplicates. 4,700 kits were distributed by YPPS staff via the depot pickup approach.

Of course, there was another curve thrown YPPS' way. The University set up COVID testing centers in 12 locations across campus. In a testing location, the need for PPE is significant and different (e.g., gowns and gloves) from the PPE distributed to the rest of the staff, faculty and students. Thus, a special web ordering site was created for the test sites to simplify PPE ordering of PPE not available to the others. This was extremely important as Yale was performing 9,600 tests per week. YPPS fulfills and delivers these orders immediately.

Once the Return to Yale Cloth Mask Kit distribution slowed, attention turned to replenishing PPE supplies to departments, residence halls and schools. The Return to Yale Cloth Mask Kits were only supposed to have supplies to last for 45 days (cloth masks were obviously longer). So, the YPPS web team developed one more online ordering system to allow for the reordering of the basic supplies like wipes, sanitizer, disposable masks, etc. While setting up this system, the previous online ordering sites were modified and combined into one for simplicity. It's called changing on the fly, something YPPS can do well but Yale tends to struggle with. Over 500 replenishment orders were submitted, filled and delivered.

Of course, this led to another concern ... who is monitoring and managing the PPE. Remember, there was \$5.5 million in PPE supplies purchased and the initial concern as to distribute quickly and as broadly as needed. No one was worrying about how much and where. Spreadsheets were being used by numerous people and departments trying to track what was going on. Inaccurate and semi-effective best describes this.

YPPS, once again, stepped in and proposed using our Avanti system which we used to manage the print operations. One of the modules is the Inventory system. Why spend money on a new system when there is one already in-house. The steering committee was skeptical and thought it would take too much time to implement.

So, YPPS entered all the PPE items into the Avanti Inventory system and then performed manual counts of the items in the Yale warehouse, stockrooms, YPPS warehouse and other various EHS locations around campus. These counts were then entered into the Avanti Inventory system. All in one week.

YPPS provided access to the Avanti Inventory system to the Yale Warehouse, Stock Rooms and EHS. The Avanti Inventory system has the capability to set multiple warehouses to monitor stock by where it is stored. 10 different virtual warehouses were set up in the system to allow for tracking the PPE inventory and movements.

For example, as purchased items are delivered to the Yale Warehouse, a Receiving transaction is made to place them in the WR (Yale Warehouse Reserves) warehouse. This is the main location of Yale PPE stock. Then as YPPS needs PPE to fulfill orders, the Warehouse Manager performs a Move transaction from the WR warehouse to the Y (YPPS) warehouse. This transaction only moves stock but does not deduct from inventory since the stock was only moved and has not been issued. Finally, when YPPS fulfills an order, YPPS creates an Issue transaction in the system that deducts the order quantity from the inventory. This approach allows for a complete tracking trail from item receipt through order fulfillment.

This way Yale can keep track of all the PPE inventory and usage. YPPS took this a step further by creating a series of reports that show "burn rate" (aka, usage), inventory quantities on hand, reorder status based on lead times and usage trends, among other information. This report is distributed to upper management each week although the data is real time allowing us to know the status immediately.

To summarize,

Initially, YPPS volunteered to assist with a relatively small number of PPE distributions. We were smart enough to understand the importance of all this and that we were the only ones capable of taking on this this much larger task. YPPS promised and delivered on these promises and proved to be a primary reason Yale University was able to reopen for the fall semester and conduct operations and classes safely.

ACUP+ Award Submission
Collaborative Service – YPPS and PPE Support

Jeff Gworek
Yale Printing & Publishing Services (YPPS)

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Return to Yale 2020



Following CDC recommendations, Connecticut Governor Ned Lamont has ordered face coverings to be worn by anyone in public. Members of the Yale community are expected to comply with the Governor's order and wear face coverings when outside or in any space that can reasonably be expected to be shared (e.g., common work areas, hallways, and restrooms). A face covering is not required when working alone in segregated spaces (i.e., cubicles with walls, private offices, etc.).

As part of Research Reactivation each group working in an approved laboratory, core facility, or other research support function will be provided with **3 reusable cloth masks, 50 disposable masks, 1 container of hand sanitizer, 1 packet of sanitizing wipes, 1 lanyard per approved researcher and 1 spray bottle of disinfecting solution per research group** in order to comply with the state directive for face coverings, and to aid in the prevention of infection. **Prior to placing an order for this initial supply an authorization e mail must be received by the PI/Manager from EHS Integrator.**

I attest that I have received an authorization e mail to return to campus from EHS integrator, and that all of my approved employees have completed Reactivation Training for Researchers found on the Yale TMS website.

By checking this box, I affirm that the above statement is true.

Please Note -- you must be on the Yale network or connected via VPN in order to use this ordering system.

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

If you have any questions about your order, please contact ppe.support@yale.edu for assistance.

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Return to Yale Test Site Orders

For each item you wish to order, indicate the quantity required in the corresponding box.



If you have any questions about your order, please contact ppe.support@yale.edu for assistance.

Place Order

NOTE: all fields marked * are required.

Your Information

Contact NetID *
jg944

Contact Name *
Jeffrey Gworek

Email *
jefrey.gworek@yale.edu

Cell Phone *
+1 (203) 436-2594

Site Information

Site Location *
-SELECT-

Order Information

Enter below the quantity of each item you wish to order. Please note: quantities must be entered as whole numbers only, no letters or punctuation.

Item	Quantity
Nitrile gloves - X-SMALL	<input type="text"/>
Nitrile gloves - SMALL	<input type="text"/>
Nitrile gloves - MEDIUM	<input type="text"/>
Nitrile gloves - LARGE	<input type="text"/>
Nitrile gloves - XL	<input type="text"/>
Nitrile gloves - XXL	<input type="text"/>
Nitrile gloves - XXXL	<input type="text"/>
Disposable gowns - SMALL	<input type="text"/>
Disposable gowns - MEDIUM	<input type="text"/>
Disposable gowns - LARGE	<input type="text"/>

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Yale Printing & Publishing Services

All Covid-19 PPE Inventory Transactions by Date
02/01/2021 - 02/05/2021

Date	Type	Category	Inventory Item	Description	Qty	Loc 1	Loc 2	Emp	Vendor	Job Num	Receipt
2/2/2021	I	FACE SHIELD	PEFACESHIELD	FACE SHIELDS	2	Y		JMK	CO0291	PPEIN01	
2/2/2021	I	GLOVES	PEGLOVENTRLL	NITRILE GLOVES LARGE	1000	Y		JMK	CO0291	PPEIN01	
2/2/2021	I	GLOVES	PEGLOVENTRLXL	NITRILE GLOVES X-LARGE	1000	Y		JMK	CO0291	PPEIN01	
2/2/2021	I	SANITIZER	PEHANDSAN8OZ	HAND SANITIZER 8 oz	200	Y		JMK	CO0291	PPEIN01	
2/2/2021	I	KITS	PEPKITS	WELCOME BACK KITS	8	Y		JMK	CO0291	PPEIN01	
2/2/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	4500	Y		JMK	CO0291	PPEIN01	
2/2/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	3	Y		JMK	CO0291	PPEIN01	
2/2/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	3	Y		JMK	CO0291	PPEIN01	
2/2/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	5	WR	Y	JMK	CO0291	PPEIN01	
2/2/2021	R	WIPES	PEWIPES160	WIPES 160 COUNT	72	Y		JMK	V-PPE		024438
2/2/2021	I	WIPES	PEWIPES900	WIPES 90 COUNT	45	Y		JMK	CO0291	PPEIN01	
2/2/2021	M	WIPES	PEWIPES50	WIPES 50 COUNT	120	WR	Y	JC			
2/2/2021	I	WIPES	PEWIPES900	Evergreen Large Format Wipes 900 CT	3	Y		JMK	CO0291	PPEIN01	
2/2/2021	M	WIPES	PEWIPES900	Evergreen Large Format Wipes 900 CT	12	WR	Y	JC			
2/3/2021	I	SANITIZER	PEHANDSAN8OZ	HAND SANITIZER 8 oz	70	Y		JMK	CO0291	PPEIN01	
2/3/2021	I	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	8	Y		JMK	CO0291	PPEIN01	
2/3/2021	I	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	8	Y		JMK	CO0291	PPEIN01	
2/3/2021	I	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	10	Y		JMK	CO0291	PPEIN01	
2/3/2021	I	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	15	Y		JMK	CO0291	PPEIN01	
2/3/2021	I	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	46	Y		JMK	CO0291	PPEIN01	
2/3/2021	I	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	15	Y		JMK	CO0291	PPEIN01	
2/4/2021	M	SANITIZER	PEHANDSAN8OZ	HAND SANITIZER 8 oz	98	WR	Y	JC			
2/4/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	6000	WR	Y	JC			
2/4/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	5	WR	Y	JC			
2/4/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	48	WR	Y	JC			
2/4/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	16	WR	Y	JC			
2/5/2021	I	GLOVES	PEGLOVENTRLL	NITRILE GLOVES MEDIUM	400	Y		JMK	CO0291	PPEIN01	
2/5/2021	I	GLOVES	PEGLOVENTRLM	NITRILE GLOVES MEDIUM	1200	Y		JMK	CO0291	PPEIN01	
2/5/2021	I	GLOVES	PEGLOVENTRLS	NITRILE GLOVES SMALL	1500	Y		JMK	CO0291	PPEIN01	
2/5/2021	I	SANITIZER	PEHANDSAN8OZ	HAND SANITIZER 8 oz	65	Y		JMK	CO0291	PPEIN01	
2/5/2021	R	KITS	PEPKITS	WELCOME BACK KITS	4555	Y		JMK	V-PPE		024452
2/5/2021	I	KITS	PEPKITS	WELCOME BACK KITS	1296	Y		JMK	CO0291	PPEIN01	
2/5/2021	M	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	15	Y		JMK	CO0291	PPEIN01	
2/5/2021	I	DISINFECTANT	PEPEWIPES900	DISINFECTANT 32 OZ	5	Y		JMK	CO0291	PPEIN01	
2/5/2021	R	WIPES	PEWIPES160	WIPES 160 COUNT	24	WM		JMK	V-PPE		024460
2/5/2021	I	WIPES	PEWIPES900	WIPES 90 COUNT	61	Y		JMK	CO0291	PPEIN01	
2/5/2021	I	WIPES	PEWIPES900	Evergreen Large Format Wipes 900 CT	3	Y		JMK	CO0291	PPEIN01	

Yale Printing & Publishing Services

All Yale Reserve Covid-19 PPE Inventory Issues 1,4 8 Week Burn Rate Summary
As Of: 2/8/2021 Weeks on Hand: **<12** 12-24 >24

Description/Category	Current QOH	Tot Burn Since 8/1	1 Week Tot Burn	Burn%	Weeks On Hand	4 Week Tot Burn	Burn%	4 Week Avg	Weeks On Hand	8 Week Tot Burn	Burn%	8 Week Avg	Weeks On Hand
COVERALL WITH HOOD PROSHIELD X-LARGE	925	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
COVERALL WITH HOOD PROSHIELD XL-LARGE	600	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
COVERALL WHITE	1,529	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
SPRAY DISINFECTANT 32 OZ	577	1,652	21	3.61%	27.41	107	16.64%	28.75	21.97	156	21.28%	19.50	29.98
DISINFECTANT	577	1,652	21	3.61%	27.41	107	16.64%	28.75	21.97	156	21.28%	19.50	29.98
FACE SHIELDS	39,759	19,024	2	0.00%	0.0000	378	0.84%	94.75	419.62	450	1.02%	67.30	692.97
FACE SHIELD	39,759	19,024	2	0.00%	0.0000	378	0.84%	94.75	419.62	450	1.02%	67.30	692.97
NITRILE GLOVES LARGE	605,671	291,929	1,400	0.23%	432.62	25,200	3.99%	6,300.00	58.14	36,720	5.72%	4,591.13	131.92
NITRILE GLOVES MEDIUM	643,617	371,753	1,300	0.20%	495.69	25,500	3.94%	11,812.50	46.39	74,550	10.38%	9,322.88	69.94
NITRILE GLOVES SMALL	385,182	182,165	1,550	0.40%	248.50	60,150	15.51%	15,037.50	25.81	68,565	15.11%	8,571.00	44.94
NITRILE GLOVES X-LARGE	209,600	77,924	1,000	0.37%	2.2	2,500	0.84%	2,500.00	0.2	10,000	3.12%	1,250.00	10.00
NITRILE GLOVES X-SMALL	25,700	6,150	0	0.00%	0.00	2,550	0.03%	637.50	46.31	2,550	0.03%	318.75	10.63
GLOVES	1,928,776	913,834	5,250	0.27%	151.860	70,300	17,965.00	27.30	190.884	9,000	23,861.75	27.30	190.884
GOWNS LARGE	63,021	648	0	0.00%	0.00	198	0.16%	49.50	1,171.15	378	0.31%	47.25	1,333.74
GOWNS MEDIUM	62,462	1,936	0	0.00%	0.00	250	3.72%	62.50	105.39	396	5.80%	49.75	150.88
GOWNS SMALL	6,196	4,474	0	0.00%	0.00	12	0.00%	0.00	0.00	0	0.00%	0.00	0.00
GOWNS X-LARGE	64,196	4,474	0	0.00%	0.00	840	4.44%	235.00	264.56	1,040	4.49%	130.00	879.28
GOWNS XL-LARGE	69,389	1	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
GOWNS XXX-LARGE	4,520	150	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
GOWN	201,568	7,162	0	0.00%	0.00	1,388	0.27%	347.00	1,816	0.30%	227.00	0.00	0.00
GOWNS WHOOH LARGE	0	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
GOWNS WHOOH	0	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
WELCOME BACK KITS	3,668	2,586	1,299	26.15%	2.82	1,307	26.27%	326.75	11.23	1,515	29.23%	189.38	16.37
KITS	3,668	2,586	1,299	26.15%	2.82	1,307	26.27%	326.75	11.23	1,515	29.23%	189.38	16.37
KN95 D01CB1E1292FPPAINHAZE MASK	10,915	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
KN95 MASK MISCELLANEOUS	10,915	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
CLEAR MASK	1,508	381	15	0.99%	106.45	20	1.31%	5.00	301.20	20	1.31%	2.50	602.60
CLOTH MASK	2,550	79,942	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
DISINFECTANT MASK NON-MEDICAL (3-PLY)	1,438,000	709,200	18,500	1.27%	77.88	53,800	3.61%	13,450.00	106.98	68,200	4.41%	8,275.00	106.98
KN95 MASK	20,000	100	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
BURGICAL MASK (ASTM RATED) LEVEL 1	172,154	53,130	0	0.00%	0.00	3,800	2.19%	950.00	101.21	4,100	2.33%	912.50	335.91
BURGICAL MASK (ASTM RATED) LEVEL 2	129,450	1,001	0	0.00%	0.00	1,000	0.44%	250.00	966.00	1,000	0.44%	125.00	1,019.98
BURGICAL MASK (ASTM RATED) LEVEL 3	100	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00
N95 MASK-3M 1860	41,589	522	0	0.00%	0.00	500	0.09%	125.00	2,888.00	500	0.09%	62.50	939.98
N95 MASK-3M 1860S	31,890	521	0	0.00%	0.00	500	1.19%	125.00	333.44	500	1.19%	62.50	666.88
N95 MASK-3M AURA 1870	27,255	522	0	0.00%	0.00	20	0.12%	5.00	3,453.00	20	0.12%	2.50	639.98
N95 MASK 81168	39,462	62	0	0.00%	0.00	60	15.00%	2,630.00	60	15.00%	7.50	5,261.00	
N95 MASK-3M 9210	35,053	102	0	0.00%	0.00	100	0.28%	25.00	1,670.38	100	0.28%	12.50	3,069.98
N95 MASK-3M 9210	1,780	0	0	0.00%	0.00	0	0.00%	0.00	0.00	0	0.00%	0.00	0.00

This way Yale can keep track of all the PPE inventory and usage. YPPS took this a step further by creating a series of reports that show "burn rate" (aka, usage), inventory quantities on hand, reorder status based on lead times and usage trends, among other information. This report is distributed to upper management each week although the data is real time allowing us to know the status immediately.

Initially, YPPS volunteered to assist with a relatively small number of PPE distributions. We were smart enough to understand the importance of all this and that we were the only ones capable of taking on this much larger task. YPPS promised and delivered on these promises and proved to be a primary reason Yale University was able to reopen for the fall semester and conduct operations and classes safely.