



## Bureau of EMS, Trauma & Preparedness

### SNS SharePoint Site

[MIRequest.Org/SNS](http://MIRequest.Org/SNS)

Instructions For Submitting Requests – Public Health

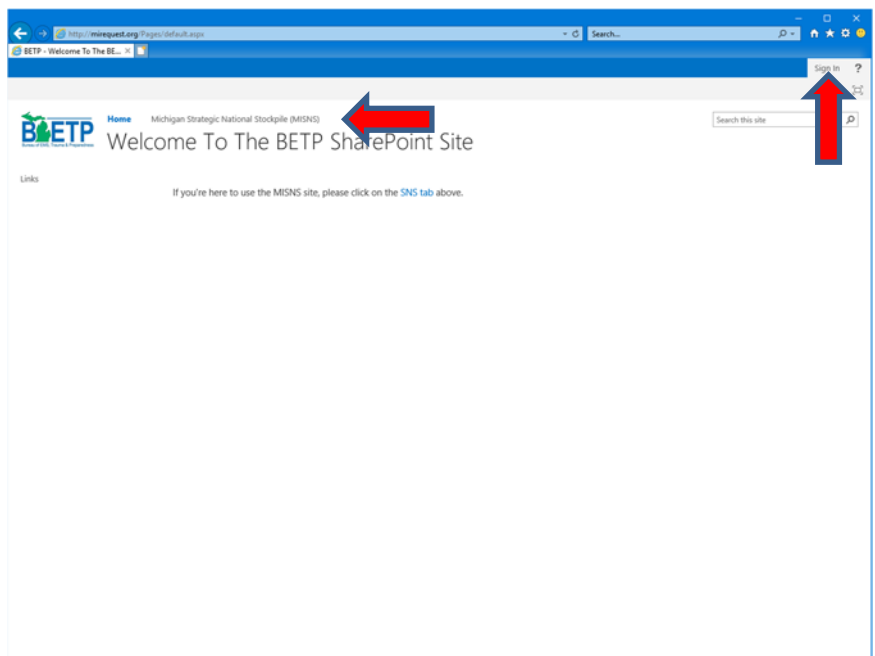
Last Reviewed On 1 Jun 2018

Welcome to the Michigan Strategic National Stockpile (MISNS) SharePoint Site. BETP is looking to simplify the process for submitting requests for resources from the Strategic National Stockpile (SNS) during times of catastrophe. The goal is to eliminate the need to fill out paperwork that in turn has to be faxed/mailed to other agencies as part of the approval process. Additionally, this expedited process will be easier to submit requests for items and includes real-time notifications to governmental agencies. This document outlines how to submit your request and how to check back on the status of your request as it moves through the approval process.

First, open up a web browser. You can either go to <http://MIRequest.Org> and then click on the SNS button in the middle of the screen or go directly to the MISNS Site by going to <http://MIRequest.Org/SNS>.

Once the site comes up, you'll need to login to the site. You do this by clicking on **Sign In** in the upper right corner of the screen.

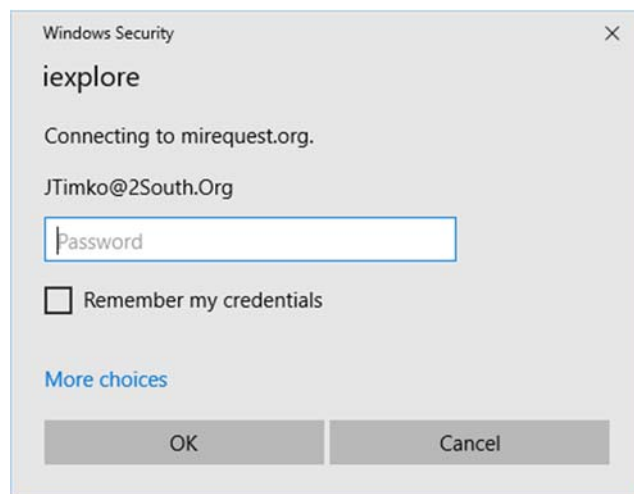
**NOTE>>>** If you are using Internet Explorer, you will need version 7.0 or above. It is also recommended that you have Microsoft Silverlight installed since the MISNS Site utilizes it. Internet Explorer 7 (or 8) and Silverlight are both free downloads from Microsoft's site. Either check with your IT Department or feel free to contact Jay Timko for assistance. The MISNS Site also works with FireFox and Safari web browsers.



After clicking **Sign In**, you'll see a login box open up asking you for your account name and password. Depending on your version of Internet Explorer, you'll either see a dialog box with two fields (User name and password) or three fields (User name, password and domain name).

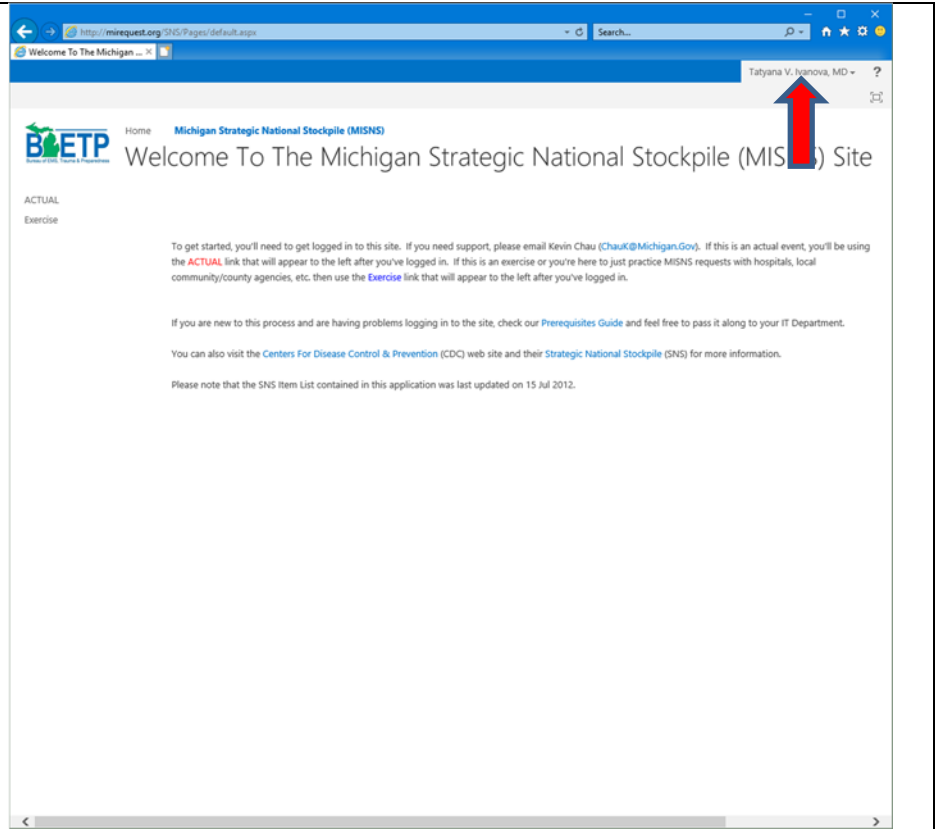
For a two field box, User name will be in the form of an email address such as [JTimko@2South.Org](mailto:JTimko@2South.Org) and then your password. For a three field box, the user name is the first half of the email address (JTimko) and the domain name is the second half of the email address (2South.Org).

If you need your login information, please contact Jay Timko.



For the purposes of demonstration, we're going to login as the Monroe County Public Health Department located in the city of Monroe within Monroe County which is in Region 2 South in order to illustrate how to submit an SNS request, how to view/modify your submitted request and how to view approvals that get added.

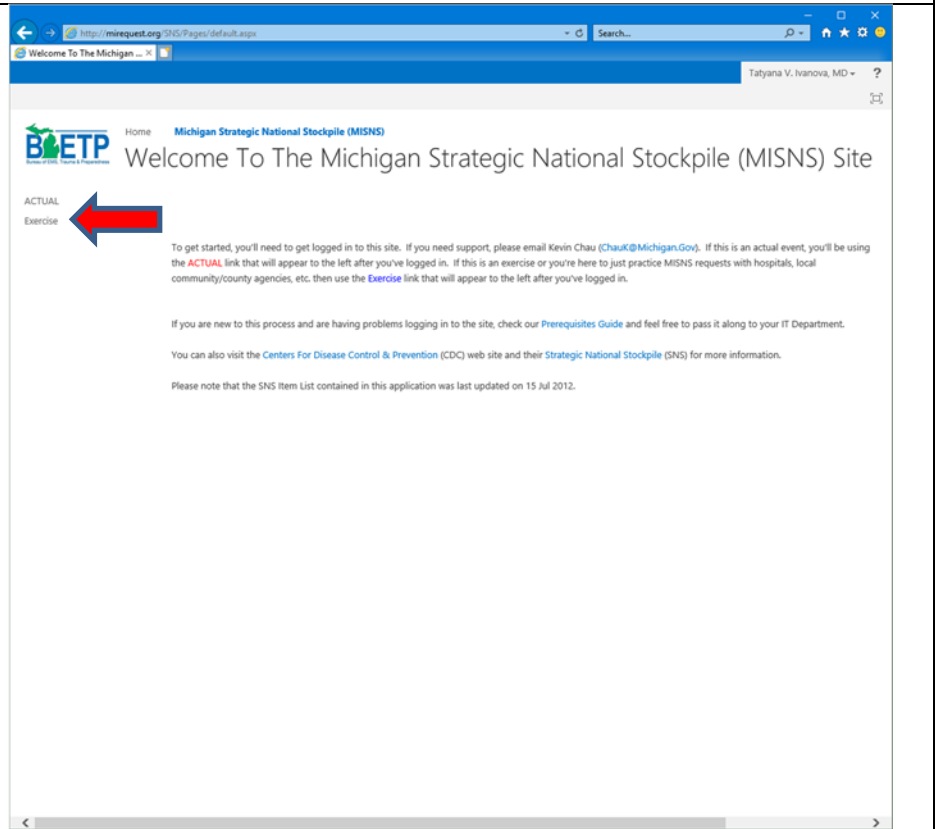
After having logged in using the designated login, the **Sign In** now shows the designated user name to acknowledge that you've successfully logged in to the site.



Notice along the left column of the screen, now that you're logged in, you can see **ACTUAL** and **Exercise**.

Both of these links will take you to where you can submit SNS request forms, however the **ACTUAL** link is intended for use during real world actual events. The **Exercise** link is an area where agencies can practice with SNS requests any time they'd like.

Please be advised that the use of either the **ACTUAL** or **Exercise** link will trigger notification processes to the necessary agencies. The email notification will state whether it is an actual or exercise request. The procedure for using **ACTUAL** versus **Exercise** is the same.



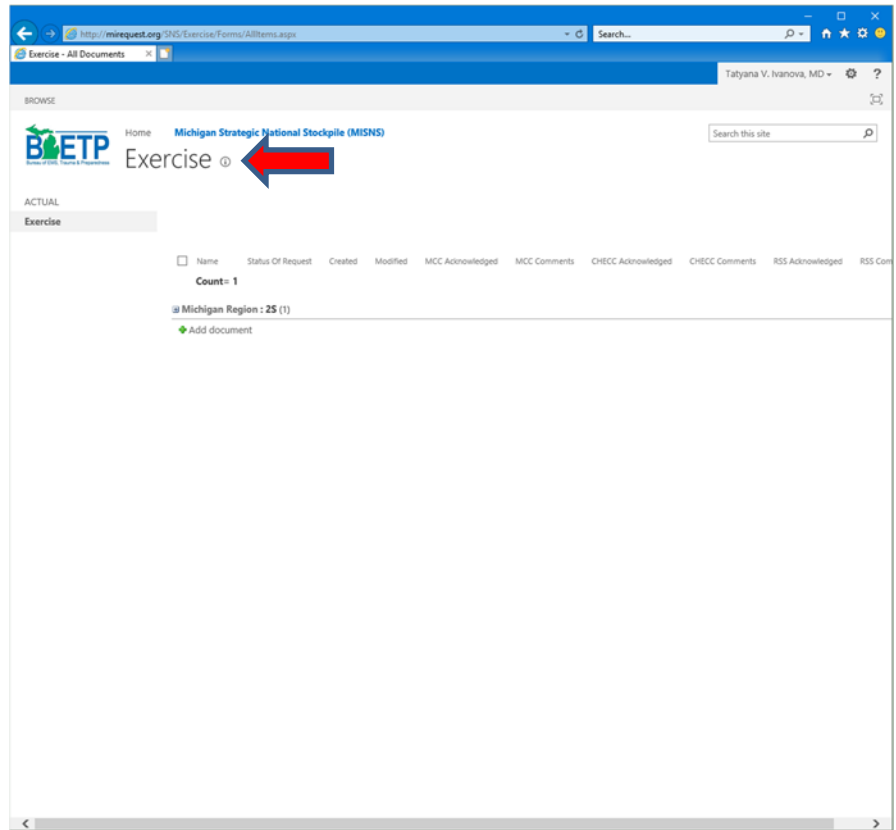
For the purposes of demonstration in this document, we'll be using the [Exercise](#) link.

After clicking on [Exercise](#) in the left column, we're taken to a screen where we can submit a new request. Note, toward the top of the screen the navigation references where you are on the site.

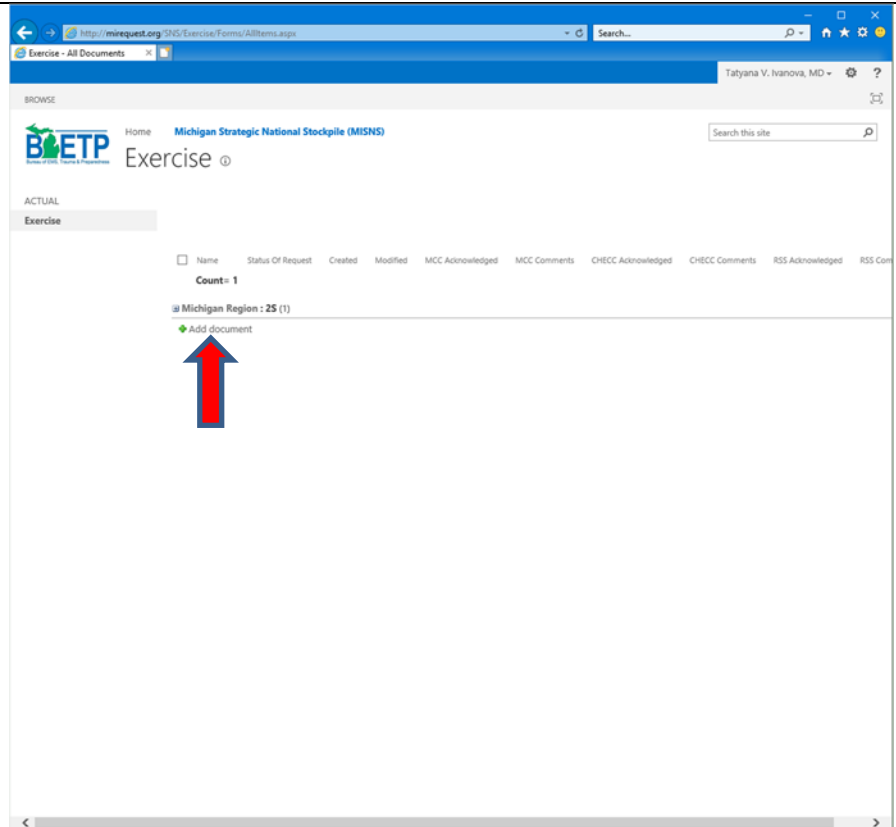
If there was already an existing SNS request for your facility, you'd see it listed here. If any existing records for your facility have been submitted, you'd see them listed here.

Notice along the top of the columns there are headings for *Name (of Public Health Department)*, *Requester Name*, *MCC*, *Comments*, *Status Of Request*, *Created* and *Modified*.

If you see multiple records, you can sort by any of the columns to easily find the record you wish to view.



Start by clicking on [Add document](#).



In order to submit an SNS request, you'll need to fill out the **Justification** page as well as the **Item Request** page. You'll notice at the top of the form that opens up, you'll see buttons for **Justification**, **Item Request** and **Acknowledgements & Comments**. The process is to fill out the information on the **Justification** page, then click on the **Item Request** button to fill out the information on its page.

If you have any comments to submit along with this request, you can also click on the **Acknowledgements & Comments** button to bring up that page. This is also the page where the regional medical coordination center (MCC) involved in processing this request and the State CHECC place their acknowledgements and comments.

As you click on the buttons to switch pages, whichever page you are on will have its corresponding button highlighted and the title at the top of the page will reflect which page you are currently on.

Notice the watermark on the form reflects if you are submitting an **ACTUAL** or **Exercise** request.

**Bureau of EMS, Trauma and Preparedness**  
**Michigan Strategic National Stockpile (MISNS)**  
**SNS Request Summary**

For initial hospital Strategic National Stockpile (SNS) request, complete and submit a justification synopsis along with an item request listing. Below are buttons which take you to the corresponding pages. There is also a page to make hospital comments and review acknowledgements and comments of other agencies involved with this SNS request.

Buttons: **Justification** (highlighted), Item Request, Acknowledgements & Comments

\* = Required Entry

Requesting Public Health Department			Authorized Person To Justify This Request	
Public Health Department Name	Monroe County Public Health		Name	Tatyana V. Ivanova, MD
Address	2353 S Custer Rd		Title / Position	Director
City	State	Zip Code	Direct Phone Number	(734) 240-7874
Monroe	MI	48161	Email	Tatyana_Ivanova@MonroeMI.Org
Facility Primary Phone Number	(734) 240-7874			

**Synopsis**

Date And Time Of Request: February 09, 2018 4:44 PM

A Clear And Concise Description Of The Situation

Estimated Number Of Exposed  
 Estimated Number Of Population Impacted  
 Estimated Number Of Sick  
 Estimated Number Of Injured  
 Estimated Number Of Dead  
 Estimated Population For Prophylaxis

Results Of Specimen Testing

Availability Of Local Response

Notice that fields that require entry in them on the various pages are marked with a red asterisk (\*) and their boxes are highlighted in red.

Based on your login to the MISNS Site, the information in the **Requesting Agency** section fills in automatically for you to save the hassle of filling it out.

Also, the information in the **Authorized Person To Justify This Request** for SNS assets fills. If you need to specify an alternate person from your Public Health department that is making the justification for this request, you can type over the information that is already filled in as necessary.

**Bureau of EMS, Trauma and Preparedness**  
**Michigan Strategic National Stockpile (MISNS)**  
**SNS Request Summary**

For initial hospital Strategic National Stockpile (SNS) request, complete and submit a justification synopsis along with an item request listing. Below are buttons which take you to the corresponding pages. There is also a page to make hospital comments and review acknowledgements and comments of other agencies involved with this SNS request.

Buttons: Justification, **Item Request** (highlighted), Acknowledgements & Comments

\* = Required Entry

Requesting Public Health Department			Authorized Person To Justify This Request	
Public Health Department Name	Monroe County Public Health		Name	Tatyana V. Ivanova, MD
Address	2353 S Custer Rd		Title / Position	Director
City	State	Zip Code	Direct Phone Number	(734) 240-7874
Monroe	MI	48161	Email	Tatyana_Ivanova@MonroeMI.Org
Facility Primary Phone Number	(734) 240-7874			

**Synopsis**

Date And Time Of Request: February 09, 2018 4:44 PM

A Clear And Concise Description Of The Situation

Estimated Number Of Exposed  
 Estimated Number Of Population Impacted  
 Estimated Number Of Sick  
 Estimated Number Of Injured  
 Estimated Number Of Dead  
 Estimated Population For Prophylaxis

Results Of Specimen Testing

Availability Of Local Response

After filling in the **Authorized Person To Justify This Request** boxes, you'll notice they're no longer red since they required information to be entered.

Scroll down as needed to see the remainder of the justification form. You'll see the **Synopsis** section where you outline the scenario that warrants the request for SNS resources... hence the **Justification**.

The **Date & Time Of Request** boxes automatically fill in with the current date and time when you created this form. You can change the values in those boxes if you need to.

The remaining boxes in the **Synopsis** section are where you outline what's going on.

On each of the screens throughout the SNS Request process, you are able to print out the page if desired by clicking on **Print Preview** at the top of the page. If you need to back out of the request process for any reason, click on the **Close** button at the top of the screen to be returned to the SNS starting point. You may be asked if you are sure you want to close the form because data on it may have changed. Click on **Yes** to close the form.

Now let's click on the **Item Request** button at the bottom of the page to continue with this SNS request.

**Bureau of EMS, Trauma and Preparedness**  
**Michigan Strategic National Stockpile (MISNS)**  
**SNS Request Summary**

For initial hospital Strategic National Stockpile (SNS) request, complete and submit a justification synopsis along with an item request listing. Below are buttons which take you to the corresponding pages. There is also a page to make hospital comments and review acknowledgements and comments of other agencies involved with this SNS request.

**Justification**    **Item Request**    **Acknowledgements & Comments**

\* = Required Entry

Requesting Public Health Department			Authorized Person To Justify This Request	
Public Health Department Name Monroe County Public Health			Name Tatyana V. Ivanova, MD	
Address 2353 S Custer Rd			Title / Position Director	
City Monroe	State MI	Zip Code 48161	Direct Phone Number (734) 240-7874	
Facility Primary Phone Number (734) 240-7874			Email Tatyana.Ivanova@MonroeMI.Org	

**Synopsis**

Date And Time Of Request: January 11, 2018 4:44 PM

Train derailment - hazmat situation

A Clear And Concise Description Of The Situation

Estimated Number Of Exposed: 1000  
Estimated Number Of Population Impacted: 500  
Estimated Number Of Sick: 250  
Estimated Number Of Injured: 200  
Estimated Number Of Dead: 5  
Estimated Population For Prophylaxis: 10

Results of Specimen Testing: Inconclusive at this time

Availability of Local Response Assets To Include Name Of Resources, Quantity Of Each, Estimated Sustainability Period: Unknown at this time

Brief Description Of The SNS Assets Needed To Support A Response To The Situation

Check All Of The Following That Apply To This Situation

- Overt release of a chemical or biological, radiological, nuclear, or explosive (CBRNE) incident
- Medical emergency caused by a natural disaster
- Claim of release by confirmed intelligence or law enforcement source
- Indication from intelligence or law enforcement source that an attack is anticipated
- Clinical, laboratory or epidemiological indications including:
  - Large number of ill persons with similar disease or syndrome, or deaths
  - Unusual illness in a population - single case or disease from uncommon agent, and/or a disease with unusual geographic seasonal distribution and/or an endemic disease or unexplained increase in incidence
  - Higher than normal morbidity and mortality from a common disease or syndrome
  - Failure of a common disease to respond to usual therapy
  - Multiple unusual or unexplained disease entities in the same patient
  - Multiple atypical presentations of disease agents
  - Similar genetic type in agents isolated from temporally or spatially distinct sources
  - Unusual, genetically engineered, or antiquated strain of an agent
  - Simultaneous clusters of similar illness in non-contiguous areas
  - Atypical aerosol, food or water transmission
  - 3 people presenting the same symptoms near the same time
  - Death or illness among animals that precedes or accompanies human death
- Unexplainable increase in emergency medical service (EMS) requests
- Unexplained increase in antibiotic prescriptions or over-the-counter medication use

Before submitting this form, continue to the **Item Request** page.

On the **Item Request** page, you'll notice the **Item Request** button is now highlighted to show that you're on that page.

On this page, you'll need to enter the name and contact information of the person making the actual request for SNS items. This person may or may not be the same as the person justifying the request on the previous page. If the person is the same as the justifier then simply put a check in the box for the **Person Submitting The Request For SNS Items** section. This will automatically fill in the boxes using the information provided on the previous page.

If the person is different, then enter the information accordingly.

The screenshot shows a web browser window displaying the 'SNS Request Summary' form. The form is titled 'Bureau of EMS, Trauma and Preparedness Michigan Strategic National Stockpile (MISNS) SNS Request Summary'. It includes a navigation bar with 'Justification', 'Item Request', and 'Acknowledgements & Comments' buttons. The 'Item Request' button is highlighted. Below the navigation bar, there is a section for 'Person Submitting This Request For SNS Items' with a checkbox 'Use same name and information as Justification contact'. The fields for 'Full Name', 'Title / Position', 'Direct Phone Number', and 'Email' are redacted with red bars. A red arrow points to the 'Item Request' button.

After entering the person making the request's information, you next need to outline the delivery location for this request. You have the choice of selecting the Public Health facility, a designated distribution node or a separate address altogether.

If the delivery address is for the Public Health facility, simply check the Deliver to the Public Health Department choice in the **Delivery Information** section. If delivering to a distribution node, choose that option and the appropriate node from the drop down menu. The boxes will automatically fill in based on the corresponding information based on your choice. Otherwise you can specify a different address with the third option.

Under the address fields, there are places to enter the **Receiving Point Of Contact** person's name, the **Hours Of Operation** of the receiving area and a place for specifying the precise location for the delivery truck to go to drop off the request.

Please be as specific as possible in defining the delivery location such as "Loading Dock 2 on South side of facility

The screenshot shows the same 'SNS Request Summary' form as above, but with the 'Person Submitting This Request For SNS Items' section filled in. The checkbox 'Use same name and information as Justification contact' is checked. The fields are populated with: 'Full Name: Tatvana V. Ivanova, MD', 'Title / Position: Director', 'Direct Phone Number: (734) 240-7874', and 'Email: Tatvana\_Ivanova@MonroeMI.Org'. A red arrow points to the 'Item Request' button.

across from Visitor Parking Lot B” for example.

Scroll down as needed to see the rest of the **Item Request** page. Underneath the **Delivery Information** section is where you define the SNS items that you are requesting.

You’ll notice a section which has the full SNS item list available for download in either an Adobe PDF format or an Excel 2007/2010 format. Depending on your hospital’s procedures, you may prefer to download a copy of the full SNS list, print/distribute copies of it to various departments within the agency for them to fill out the items they need. Those departments would then return the forms to your Emergency Operations Center to be consolidated and then one SNS request be submitted on the website containing all of the consolidated items.

To download the full SNS list (which gets updated periodically), click on either the PDF or Excel icon. Please note that the last revision date of the SNS list is shown on the page in case you are keeping copies of this list. You can open a blank SNS request any time and check for updated revisions of the list and then close the SNS request form without submitting a request.

If you are referencing items from the Adobe or Excel SNS list, you can enter the **Catalog Number** for the SNS item that you want into the **Catalog Number** box on the **Item Request** page.

The screenshot shows the 'Exercise - New Form' page in a web browser. The 'Delivery Information' section is filled out with the following details:

- City: Monroe
- State: MI
- Zip Code: 48161
- Receiving Point Of Contact Name: Fred Jones
- Receiving Point Of Contact Phone Number: (321) 654-0987
- Hours Of Operation: 8:00 am - 5:00 pm
- Specific Delivery Location (Dock, etc.) And Any Other Comments: (empty)

Below this section, there is a text box explaining the SNS list and two download options: 'Full SNS List - Adobe PDF Format' and 'Full SNS List - Excel 2007/2010 Format'. A red arrow points to the 'More Info Link' text. Below the download options, there is an 'ATTENTION' section with the following text:

**ATTENTION:**  
Specify the number of units that are needed. A medication unit is defined as follows:  
medication = one course/per person. Do not request in number of boxes/cases or doses.

The bottom of the form features a table with columns for 'Catalog Number', 'Category', 'SNS Item', and 'Total Units You Are Requesting From SNS'. Below the table is an 'Additional Items Request Section' with a 'Description' field and a 'Quantity Requested' field. At the bottom, there are three buttons: 'Print Preview', 'Acknowledgements & Comments', and 'Review & Submit'.

This screenshot is similar to the previous one but includes an overlaid table titled 'Airway Equipment List Updated On 15 Jul 2012'. A red box highlights the 'Catalog Number' column, and a red arrow points to the 'Catalog Number' input field in the form below. The table contains the following data:

Catalog Number	SNS Category	SNS Item	CDC Number
1110	Airway Equipment	Nasal cannula-Adult, w/Lumen tubing	1110
19CS4482	Airway Equipment	Nebulizer, T-mouthpiece, 7 tube	19CS4482
61400	Airway Equipment	Nebulizer, T-mouthpiece, 7 tube	61400
4650D421	Airway Equipment	Nebulizer, T-mouthpiece, 7 tube	4650D421

The form below the table shows the 'Catalog Number' field with '1110' entered. The 'Additional Items Request Section' and 'Review & Submit' button are also visible.

After entering the **Catalog Number**, press the Tab key or click in the Red box which is where you enter the quantity that you'd be requesting of this SNS catalog item.

You'll notice that after entering the **Catalog Number** that the **Category** and **SNS Item** boxes fill in automatically based on the **Catalog number** entered.

Before we demonstrate how to enter the quantity that you wish to request of this item, let's show another way of choosing items by not entering Catalog Numbers.

The screenshot shows a web browser window with the URL <http://mrequest.org/SNS/Layout/15/FormServer.aspx?urlLocation=http://MRequest.Org/SNS/1>. The page title is "Exercise - New Form". The form contains the following information:

City	Monroe	County	Monroe	State	MI	Zip Code	48161
Receiving Point Of Contact Name	Fred Jones						
Receiving Point Of Contact Phone Number	(321) 654-0987						
Hours Of Operation	8:00 am - 5:00 pm						
Specific Delivery Location (Dock, etc.) And Any Other Comments							

Below the form, there is a section for "SNS Item Lists Last Updated On: 15 Jul 2012". There are two download links: "Full SNS List - Adobe PDF Format" and "Full SNS List - Excel 2007/2010 Format".

**ATTENTION:**  
Specify the number of units that are needed. A medication unit is defined as follows:  
medication = one course/per person. Do not request in number of boxes/cases or doses.

The main table has the following columns: Catalog Number, Category, SNS Item, and Total Units You Are Requesting From SNS. The first row shows Catalog Number 1110, Category Airway Equipment, SNS Item nasal cannula-adult, w/Lumen tubing, and a red arrow pointing to the empty "Total Units" column.

Below the table is an "Additional Items Request Section" with a "Description" field and a "Quantity Requested" field. There is a checkbox "Insert another additional item to your list".

At the bottom, there are two buttons: "Review & Submit" and "Acknowledgements & Comments".

Another way of choosing an SNS item if you don't know the **Catalog Number** or if you're not using the Adobe or Excel SNS list is to first choose the category for the item and then the item itself.

Click the **Category** drop down list to see a listing of categories that the SNS item that you're looking for will most likely be listed in.

The screenshot shows the same web browser window as the previous one. The "Category" dropdown menu is open, showing a list of categories: Pharmaceuticals, Airway Equipment, Pediatric Equipment, General Supplies, IV Equipment, and Personal Protective Equipment. A red arrow points to the "Category" dropdown menu.

The rest of the form is the same as in the previous screenshot, but the "Total Units" column is still empty.



Next click on the **SNS Item** drop down list and the list is populated automatically with the items related to the **Category** that you chose.

City: Monroe, County: Monroe, State: MI, Zip Code: 48161  
 Receiving Point Of Contact Name: Fred Jones  
 Receiving Point Of Contact Phone Number: (321) 654-0987  
 Hours Of Operation: 8:00 am - 5:00 pm

**ATTENTION:**  
 Specify the number of units that are needed. A medication unit is defined as follows: medication = one course/per person. Do not request in number of boxes/cases or doses.

SNS Item Lists Last Updated On: 15 Jul 2012

Full SNS List - Adobe PDF Format | Full SNS List - Excel 2007/2010 Format

Endotracheal tube, 7mm ID, cuffed adult  
 Endotracheal tube, 8mm ID, cuffed, adult  
 Laryngoscope handle/blade, disposable, small Mac 1 1/2  
 Laryngoscope light, 8 2 AA batteries fits in handle  
 Laryngoscope, blade, Mac Size 4, large adult  
 Laryngoscope, blade, Mac Size 4, large adult  
 Laryngoscope, blade, Miller Size 1, disposable, infant  
 Laryngoscope, blade, Miller Size 1, disposable, infant  
 Laryngoscope, blade, Miller size 2, disposable, child  
 Laryngoscope, handle, med/standard, non-disposable/reusable  
 Laryngoscope, handle/blade, disposable, large Mac 3 1/2  
 Manual pulmonary resuscitator MPK, adult, with bag, mask, valve  
 Manual, Aescock, adult  
 Nasal cannula-adult, w/7' no crush tube  
 Nasal cannula-adult, w/7' no crush tube  
 Nebulizer, 1-mouthpiece, 7' tube  
 Nebulizer, 1-mouthpiece, 7' tube  
 Nebulizer, 1-mouthpiece, 7' tube  
 Oropharyngeal airway, 110MM Adult  
 Oropharyngeal airway, Berman, 110mm adult  
 Oropharyngeal airway, Berman, 80mm, adult  
 Oropharyngeal airway, Berman, 60mm, adult  
 Oxygen mask, non-rebreather, adult  
 Oxygen mask, non-rebreather, pediatric  
 Oxygen mask, non-rebreather, w/ safety Van, 7ft tubing, latex free  
 Oxygen tubing, 7 ft (3-7 min)  
 Oxygen tubing, 7 ft (3-7 min)

Total Units You are Requesting From SNS: 1,000  
 Quantity Requested: 1,000

Review & Submit

After choosing the **SNS Item**, the **Catalog Number** box fills in automatically.

Next, enter the quantity of this item that you are requesting. Also note as it states on the page:

**ATTENTION:**  
 Specify the number of units that are needed. A medication unit is defined as follows: medication = one course/per person. Do not request in number of boxes/cases or doses.

After entering your first selection, if you have other items to add to your SNS request, click on the **Insert another SNS item to your list** link.

You can also add items that aren't on the SNS Items List (such as wheelchairs, blood pressure cuffs, etc.) by adding them to the **Additional Items Request Section**. While it isn't guaranteed these items can be fulfilled, it will communicate the facility's needs to others in the approval process so that they can do their best to locate those items for you.

City: Monroe, County: Monroe, State: MI, Zip Code: 48161  
 Receiving Point Of Contact Name: Fred Jones  
 Receiving Point Of Contact Phone Number: (321) 654-0987  
 Hours Of Operation: 8:00 am - 5:00 pm

**ATTENTION:**  
 Specify the number of units that are needed. A medication unit is defined as follows: medication = one course/per person. Do not request in number of boxes/cases or doses.

SNS Item Lists Last Updated On: 15 Jul 2012

Full SNS List - Adobe PDF Format | Full SNS List - Excel 2007/2010 Format

Endotracheal tube, 7mm ID, cuffed adult  
 Endotracheal tube, 8mm ID, cuffed, adult  
 Laryngoscope handle/blade, disposable, small Mac 1 1/2  
 Laryngoscope light, 8 2 AA batteries fits in handle  
 Laryngoscope, blade, Mac Size 4, large adult  
 Laryngoscope, blade, Mac Size 4, large adult  
 Laryngoscope, blade, Miller Size 1, disposable, infant  
 Laryngoscope, blade, Miller Size 1, disposable, infant  
 Laryngoscope, blade, Miller size 2, disposable, child  
 Laryngoscope, handle, med/standard, non-disposable/reusable  
 Laryngoscope, handle/blade, disposable, large Mac 3 1/2  
 Manual pulmonary resuscitator MPK, adult, with bag, mask, valve  
 Manual, Aescock, adult  
 Nasal cannula-adult, w/7' no crush tube  
 Nasal cannula-adult, w/7' no crush tube  
 Nebulizer, 1-mouthpiece, 7' tube  
 Nebulizer, 1-mouthpiece, 7' tube  
 Nebulizer, 1-mouthpiece, 7' tube  
 Oropharyngeal airway, 110MM Adult  
 Oropharyngeal airway, Berman, 110mm adult  
 Oropharyngeal airway, Berman, 80mm, adult  
 Oropharyngeal airway, Berman, 60mm, adult  
 Oxygen mask, non-rebreather, adult  
 Oxygen mask, non-rebreather, pediatric  
 Oxygen mask, non-rebreather, w/ safety Van, 7ft tubing, latex free  
 Oxygen tubing, 7 ft (3-7 min)  
 Oxygen tubing, 7 ft (3-7 min)

Total Units You are Requesting From SNS: 1,000  
 Quantity Requested: 1,000

Additional Items Request Section

Description: Wheelchairs  
 Quantity Requested: 25

Review & Submit

After you've listed all of the items that you are requesting, you can either click on the **Acknowledgements & Comments** button to go to that page or you can click on the **Finished** button.

For this demonstration, we'll click on the **Acknowledgements & Comments** button to see how that page works.

The screenshot shows the 'Exercise - New Form' page in a web browser. At the top, there's a header with 'EDIT' and 'Commit' options. Below that, a table lists item details for 'Monroe' (MI, 48161). The 'Receiving Point Of Contact' is 'Fred Jones' with phone number '(321) 654-0987'. Hours of operation are '8:00 am - 5:00 pm'. Below the table, there's a section for 'SNS Item Lists' with a download link for 'Full SNS List - Adobe PDF Format' and 'Full SNS List - Excel 2007/2010 Format'. An 'ATTENTION' box states: 'Specify the number of units that are needed. A medication unit is defined as follows: medication = one course/per person. Do not request in number of boxes/cases or doses.' Below this is a table with columns for 'Catalog Number', 'Category', 'SNS Item', and 'Total Units You Are Requesting from SNS'. The table contains one row: '1110', 'Airway Equipment', 'nasal cannula-adult, w/lumen tubing', and '1,000'. There's an 'Additional Items Request Section' with a row for 'Wheelchairs' and a quantity of '25'. At the bottom, there are three buttons: 'Print Preview', 'Acknowledgements & Comments', and 'Review & Submit'. Red arrows point to the 'Acknowledgements & Comments' and 'Review & Submit' buttons.

On the **Acknowledgements & Comments** page, this is where you can enter any additional comments regarding this request. This is also the page where you'd be able to see if the State CHECC has acknowledged your request, if they've entered any comments and see the status of the request.

If you are the Public Health department making the request, you'd click in the **Requesting Public Health Department** section and type in your comments.

Underneath the section for the CHECC, you'll see the current **Status Of This Request** which shows where your request is in the process. As your request is processed, they will update the status of your request accordingly. You can check back on the site to see the status of your request as well as email notifications will be sent to you as the request is further processed.

The screenshot shows the 'Bureau of EMS, Trauma and Preparedness Michigan Strategic National Stockpile (MISNS) SNS Request Summary' page. It has a navigation bar with 'Justification', 'Item Request', and 'Acknowledgements & Comments' buttons. A large 'EXERCISE' watermark is visible on the right. The main content area has a section for 'Requesting Public Health Department' with a text input field containing 'Public Health EOC has been activated and can be reached at (123) 456-7890'. Below this is a 'Status Of This Request' section with radio buttons for 'New', 'Requires Attention (Listed in CHECC Comments Section)', 'Processing', 'Order Not Approved By CHECC', and 'Approved For BSS'. The 'New' option is selected. A red arrow points to the text input field, and another red arrow points to the 'Status Of This Request' section.

If your request requires attention from for any reason, the CHECC will mark the status as **Requires Attention** which will redirect the request back to you and you will receive an email notification stating this. If this occurs, please login back into the MISNS Site, open your request up that will be listed and go to the **Acknowledgements & Comments** page. Check the comment box for the CHECC where they will list what issue(s) exist for your request.

After correcting the issue(s), go back to the **Acknowledgements & Comments** page and change the **Status Of This Request** to **Modified By Hospital** and submit the form back to the site which will send an email notification to the CHECC letting them know to review your request again.

Exercise - New Form

Bureau of EMS, Trauma and Preparedness  
Michigan Strategic National Stockpile (MISNS)  
SNS Request Summary

For initial hospital Strategic National Stockpile (SNS) request, complete and submit a justification synopsis along with an item request listing. Below are buttons which take you to the corresponding pages. There is also a page to make hospital comments and review acknowledgements and comments of other agencies involved with this SNS request.

Justification    Item Request    **Acknowledgements & Comments**

\* = Required Entry

**Requesting Public Health Department**

Please enter Requesting Public Health Department Representative's comments here. Please be concise.  
Public Health EOC has been activated and can be reached at (123) 456-7890

Status Of This Request  
 Modified By Public Health Department

**Community Health Emergency Coordination Center (CHECC)**

Acknowledged By: \_\_\_\_\_ Acknowledged At: \_\_\_\_\_  
Please enter CHECC comments here. Please be concise.

Status Of This Request  
 New  
 Requires Attention (Listed in CHECC Comments Section)  
 Processing  
 Order Not Approved By CHECC  
 Approved For RSS

When you are finished entering comments, click on the **Finished** button toward the bottom of the page.

Exercise - New Form

Requires Attention (Listed in MCC Comments Section)  
 Modified By MCC  
 Processing  
 MCC Completed  
 Order Not Approved By MCC  
 Approved For CHECC

**Community Health Emergency Coordination Center (CHECC)**

Acknowledged By: \_\_\_\_\_ Acknowledged At: \_\_\_\_\_  
Please enter CHECC comments here. Please be concise.

Status Of This Request  
 Requires Attention (Listed in CHECC Comments Section)  
 Processing  
 Order Not Approved By CHECC  
 Approved For RSS

**Receipt, Stage And Store (RSS)**

Acknowledged By: \_\_\_\_\_ Acknowledged At: \_\_\_\_\_  
Please enter RSS comments here. Please be concise.

Status Of This Request  
 Processing  
 Order Completed

If you're finished and would like to print out this page, click on [Print Preview](#) at the top of the page.

**Review & Submit**

You will be taken to a summary screen outlining your request and the items you chose.

Please review the information and ensure accuracy. If you need to make any changes, click on the corresponding button at the top of the screen: **Justification**, **Item Request** or **Acknowledgements & Comments**.

If you wish to print this screen for your records, click on the **Print Preview** button at the top of the screen.

After reviewing the page, if all looks correct, click on the **Submit** button. Please remember that upon submitting the form to the site, email notifications will be sent to the corresponding agencies.

Exercise - New Form

Bureau of EMS, Trauma and Preparedness  
Michigan Strategic National Stockpile (MISNS)  
SNS Request Summary

For initial hospital Strategic National Stockpile (SNS) request, complete and submit a justification synopsis along with an item request listing. Below are buttons which take you to the corresponding pages. There is also a page to make hospital comments and review acknowledgements and comments of other agencies involved with this SNS request.

Justification Item Request Acknowledgements & Comments

An SNS request was initiated on 1/11/2018 at 16:44 on behalf of Monroe County Public Health.

Below are the items being requested as a result of the event.

Catalog Number	Category	SNS Item	Units Requested
1103	Saline Equipment	nasal cannula-adult, w/lumen tubing	3000

Insert another SNS item to your list

Description	Quantity Requested
Inhalers	25

Insert another additional item to your list

**Items To Be Delivered To**

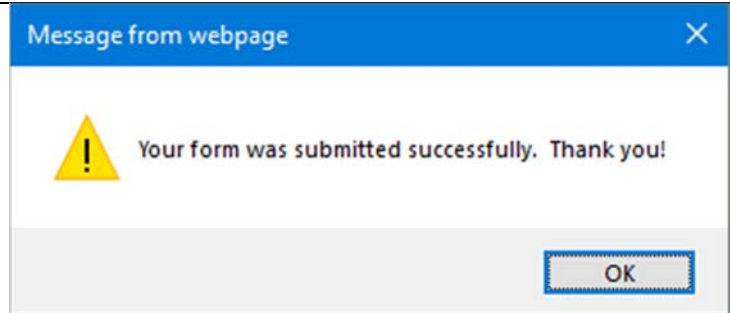
Public Health Distribution Node  
Monroe County Public Health  
Address  
2353 S Custer Rd  
City Monroe County Monroe State MI Zip Code 48161  
Receiving Point Of Contact Fred Jones  
Hours Of Operation 8:00 am - 5:00 pm  
Specific Delivery Location (Dock, etc.) And Any Other Comments

If you've finished and would like to print out this page, click on **Print Preview** at the top of the page.

If you are finished reviewing the information that you are requesting, click on **Submit** below. If you need to make any changes, click on one of the navigation buttons at the top of this screen.

Submit

If you've filled out the form correctly then you'll see a successfully confirmation message. If not, you'll need to go back and check to make sure all required fields are filled out correctly.



After clicking Ok, you'll be taken back to the **Exercise** listing which now shows your record that you've entered. At any time, you can login back in to the MISNS Site to review or modify your record by clicking on it.

If the CHECC has updated the status of your request, you'll see it the next time you login or refresh your page.

There's a column showing Status Of Request which will show **New**, meaning the CHECC hasn't acknowledged it yet.

The CHECC, as a multi-agency coordination system, will communicate and collaborate with jurisdictional agencies and local emergency operation centers to share information and strategies regarding hospital MISNS requests.

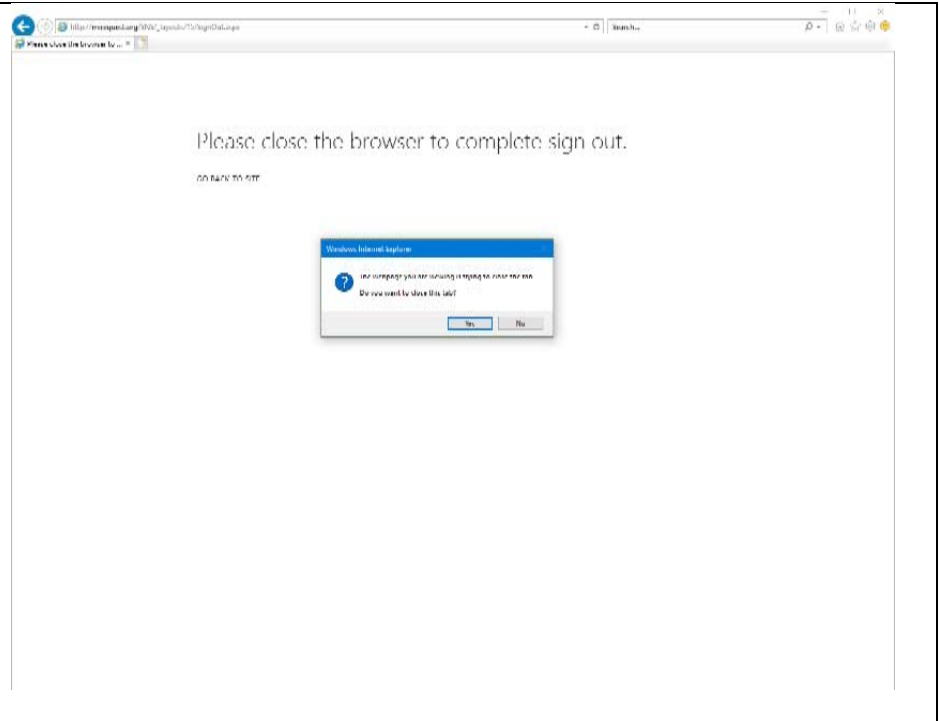
The screenshot shows the MISNS Exercise listing page. The table has columns for Name, Status Of Request, Created, Modified, MCC Acknowledged, MCC Comments, CHECC Acknowledged, CHECC Comments, RSS Acknowledged, and RSS Comments. A red arrow points to the 'New' status in the 'Status Of Request' column for the first row.

Name	Status Of Request	Created	Modified	MCC Acknowledged	MCC Comments	CHECC Acknowledged	CHECC Comments	RSS Acknowledged	RSS Comments
Monroe County Public Health - 01-11-2018-10:44 New	New	2/9/2018 5:55 PM	2/9/2018 5:55 PM	No		No		No	
Monroe County Public Health - 03-22-2017-10:49	Completed By RSS	3/22/2017 11:40 AM	3/22/2017 12:19 PM	No		Yes	This is an exercise. Your Strategic National Stockpile request has been received in the Community Health Emergency Operations Center and is currently being processed. Further information regarding your order status and the estimated time of arrival for	Yes	This is an exercise. The Strategic National Stockpile (SNS) request submitted on March 22, 2017 has been filed at the Receipt, Stage, and Store (RSS) warehouse. The estimated time of arrival for your shipment is 9:00 PM on March 22, 2017. Please have

When you are finished, click on the drop down arrow next to your name in the upper-right corner of the screen and then choose **Sign Out**.

The screenshot shows the MISNS Exercise listing page. A red arrow points to the user profile menu in the upper right corner, which contains 'My Settings' and 'Sign Out'. Another red arrow points to the 'Sign Out' option.

When you sign out, the web browser will prompt to close so that the logout can complete. Please click on **Yes**.



This concludes the procedure for submitting an SNS request using the Michigan Strategic National Stockpile Site. We hope that you found this document and the MISNS site helpful in getting your request submitted in an efficient and paperless fashion. The site will become further enhanced as this project matures and the suggestions for its improvement are implemented.

Your comments and suggestions are always welcome. Please feel free to email them to:

Jay Timko

[JTimko@2South.Org](mailto:JTimko@2South.Org)