

How to Complete a 213RR Form

REQUEST COVID-19-RELATED RESOURCES

Effective Date: 02/15/2023

Intended Audience: For organizations (county and non-county) requesting COVID-19 related goods and supplies

Purpose: To provide step-by-step instructions on how to complete a 213 Resource Request (213RR) form to request PPE (personal protective equipment), at-home antigen tests and other resources.

Instructions

Requestor

Step 1. Download Form

Download the applicable 213 Resource Request (213RR) form below:

- [Requests for PPE/Medical Supplies \(Goods & Supplies\)](#) (**County-Affiliated Requestors**)
 - Any entities affiliated with the County of Santa Clara should fill out the **blue** County 213RR linked above
- [Requests for PPE/Medical Supplies \(Goods & Supplies\)](#) (**Non-County Requestors**)
 - Entities **not** affiliated with the County of Santa Clara, should fill out the **green** Non-County 213RR linked above

Step 2. Fill Out Page 1 on the 213 Resource Request (213RR):

- Page 1 contains required information for all requests. Make sure to complete the following boxes:
 - 2. Date Initiated
 - 3. Time Initiated
 - 5. Requested
 - 6. Prepared By
 - 8. Qty/Unit
 - 9. Resource Description
 - 10. Arrival
 - If picking up, write **“pick up at Junction”**
 - **Junction Warehouse: 2730 Junction Avenue, San Jose CA 95134**
 - **Hours of operation: 1:30pm – 3:30pm.**
- Reference this [sample 213 RR](#) form for additional guidance.

Step 3. Answer the following questions in Box 17 if requesting rapid antigen tests:

- Is your organization a Non-Profit or For-Profit organization?
- Number of tests expected to be used by STAFF?
- Number of tests expected to be used by NON-STAFF (students, clients, patients, visitors, etc.)?

Step 4. Send to Public Health Staff

- After completing the required Boxes (**2, 3, 5, 6, 8, 9, 10 and 17**), please send the form to Public Health staff for signature.

Public Health Staff

Step 4 . Obtain required signatures

- Public Health Staff will review the form for completion and fill out and sign Box 7 (*Approved By*)
- The form will be signed by one of the following Public Health staff:
 - Vanessa Bolton, Health Program Specialist: Vanessa.Bolton@phd.sccgov.org
 - Lupe (Guadalupe) Yepiz, Health Education Specialist: Guadalupe.Yepiz@phd.sccgov.org

Step 6. Submit Completed 213RR Form

Public Health will submit the form to the EOC Warehouse and include the requestor in the email.

Step 7. Receive EOC Warehouse Communications

The warehouse will contact the person listed in box 5 and 6 of the form via the phone number and email address provided.