

Whatcom County Resource Requesting Process

Whatcom County's WUC Logistics team is currently completing 213 Resource Request (213 RR) forms on behalf of agencies submitting resource requests. If you have any questions, please reach out directly to WUC_LSC@co.whatcom.wa.us.

The following guidance was provided by Whatcom County's Logistics Team:

If you have personnel, equipment, or other resource requests, please follow the guidance below for requesting items. The information needed is extremely specific and MUST be complete in order to process your request. Any questions can be sent to WUC_LSC@co.whatcom.wa.us along with your request. The request should encompass your needs for a 7-10 day period.

Please review this [PPE distribution policy letter](#), paying specific attention to the "Procedures" section, before submitting a PPE request to WUC.

ORDER PROCESS

Please compose an email providing the needed details below:

1. Facility/Organization Name
2. Contact person name
3. Contact person email address
4. Contact person direct phone number
5. Secondary contact person and information as back-up
6. Equipment requested (be specific as possible)
7. Equipment size (if applicable)
8. Equipment quantity and unit of measure (individual, case, etc.) (remember for 7-10 days of need)
 - a. Please note: ask for individual items, if you need 100 gloves, ask for 100 gloves (not one box you know is 100 in the box)
9. Pick-up or delivery location (address)
10. Any possible sources for fulfilling equipment needs (if available)
11. Date needed (ASAP is NOT acceptable. Be realistic for true needs and consider "burn rate" of equipment)
12. Identify the classification of your facility along with any additional information need (i.e. SNF, Assisted Living, Adult Family Home, Fire District, or active COVID-19 patients in facility, etc.)

Send your completed email to WUC_LSC@co.whatcom.wa.us to submit your request.