

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

<h1>FSIS NOTICE</h1>	26-20	5/11/20
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AVAILABILITY OF HAND SANITIZER

I. PURPOSE

This notice reiterates the availability of hand sanitizer at the Materiel Management Service Center (MMSC) (see section III for ordering details), as announced via all-user notice on May 5, 2020. The Agency anticipates receiving shipments of 2,000, one-gallon containers of hand sanitizer each week through the end of May. Inspection program personnel (IPP) are to begin placing orders immediately.

II. PROVISIONS

A. FSIS-80-GAL--Hand Sanitizer by the Gallon: This product is a liquid hand sanitizer, and spray bottles will be necessary to dispense the hand sanitizer for employee use. The sanitizer will arrive in one-gallon containers and is to be transferred to spray bottles using a funnel. FSIS has placed an order for 32 oz. spray bottles and funnels, but these products are on backorder due to high demand. FSIS anticipates that these items will be delivered to the MMSC in 2–3 weeks.

B. In the interim, purchase card holders are authorized to buy a sufficient number of spray bottles and funnels locally to enable IPP within their respective establishments to begin using the product as soon as possible. While FSIS recognizes that this is an inconvenience, the Agency does not want to delay distribution of the hand sanitizer by several weeks until spray bottles are made available.

C. Alternatively, FSIS personnel can request authorization from their Frontline Supervisor or District Office to purchase funnels and spray bottles. After approval is received, FSIS personnel may submit an [OF-1164, Claim for Reimbursement of Expenditures on Official Business](#) for reimbursement. FSIS personnel are to file OF-1164 claims by July 31, 2020. Please limit your number of claims by combining expenses and only submitting one claim by the deadline. If the FSIS employee qualifies for reimbursement, the supervisor or designee signs the OF-1164 (Block 8). The signed OF-1164, including receipts are submitted to the Financial Services Center (FSC), Office of the Chief Financial Officer via scanned e-mail at FSCGeneral@usda.gov.

D. FSIS Personnel and purchase card holders are to use the appropriate COVID-19 shorthand codes for the State where the hand sanitizer is being shipped. (See the attachment for COVID-19 shorthand codes). Office of Public Health Science personnel and purchase card holders are to use the lab COVID-19 codes assigned.

E. FSIS personnel who are still in need of spray bottles and a funnel are to place orders through the MMSC. The order codes are:

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 6/1/21

OPI: OPPD

1. FSIS-80-Funnel (Funnel for Gallon Size Hand Sanitizer); and
2. FSIS-80-Spray Bottle (32 oz bottle for Gallon Size Hand Sanitizer).

F. As a reminder, hand washing is the most effective form of hand hygiene. All employees are encouraged to wash their hands often with soap and water for at least 20 seconds. Hand sanitizer is to be used only when a sink is unavailable.

III. ORDERING SUPPLIES FROM THE MMSC

IPP are to order hand sanitizer supplies from the MMSC:

1. Online at www.bsc.usda.gov; or
2. Phone at: 1-877-576-6329.

Refer questions through supervisory channels.



Acting Assistant Administrator
Office of Policy and Program Development

Covid-19 Shorthand Codes

SHORTHAND CODE	State/Territory	DESCRIPTION
300CVD0	N/A	COVID-19 AGENCY SERVICES
PC3CVD0	N/A	Training
5BMCVD0	Alaska	COVID-19 AK SAL & EXP MISSION SUPPORT
5VCCVD0	Alabama	COVID-19 AL SAL & EXP MISSION SUPPORT
5FBCVD0	Arkansas	COVID-19 AR SAL & EXP MISSION SUPPORT
5BNCVD0	American Samoa	COVID-19 AS SAL & EXP MISSION SUPPORT
5ACCVD0	Arizona	COVID-19 AZ SAL & EXP MISSION SUPPORT
5ABCVD0	California	COVID-19 CA SAL & EXP MISSION SUPPORT
5BBCVD0	Colorado	COVID-19 CO SAL & EXP MISSION SUPPORT
5NDCVD0	Connecticut	COVID-19 CT SAL & EXP MISSION SUPPORT
5TLCVD0	District of Columbia	COVID-19 DC SAL & EXP MISSION SUPPORT
5THCVD0	Delaware	COVID-19 DE SAL & EXP MISSION SUPPORT
5BACVD0	Denver	COVID-19 DENV SAL & EXP MISSION SUPPORT
5UCCVD0	Florida	COVID-19 FL SAL & EXP MISSION SUPPORT
5UBCVD0	Georgia	COVID-19 GA SAL & EXP MISSION SUPPORT
5BTCVD0	Guam	COVID-19 GU SAL & EXP MISSION SUPPORT
5BECVD0	Hawaii	COVID-19 HI SAL & EXP MISSION SUPPORT
5DBCVD0	Iowa	COVID-19 IA SAL & EXP MISSION SUPPORT
5BFCVD0	Idaho	COVID-19 ID SAL & EXP MISSION SUPPORT
5MBCVD0	Illinois	COVID-19 IL SAL & EXP MISSION SUPPORT
5MCCVD0	Indiana	COVID-19 IN SAL & EXP MISSION SUPPORT
5FCCVD0	Kansas	COVID-19 KS SAL & EXP MISSION SUPPORT
5VECVD0	Kentucky	COVID-19 KY SAL & EXP MISSION SUPPORT
5HDCVD0	Louisiana	COVID-19 LA SAL & EXP MISSION SUPPORT
5NECVD0	Massachusetts	COVID-19 MA SAL & EXP MISSION SUPPORT
5TDCVD0	Maryland	COVID-19 MD SAL & EXP MISSION SUPPORT
5NFCVD0	Maine	COVID-19 ME SAL & EXP MISSION SUPPORT
5MECVD0	Michigan	COVID-19 MI SAL & EXP MISSION SUPPORT
5DCCVD0	Minnesota	COVID-19 MN SAL & EXP MISSION SUPPORT
5FDCVD0	Missouri	COVID-19 MO SAL & EXP MISSION SUPPORT
5BUCVD0	Norther Mariana Islands	COVID-19 MP SAL & EXP MISSION SUPPORT
5VBCVD0	Mississippi	COVID-19 MS SAL & EXP MISSION SUPPORT
5BCCVD0	Montana	COVID-19 MT SAL & EXP MISSION SUPPORT
5TBCVD0	North Carolina	COVID-19 NC SAL & EXP MISSION SUPPORT
5DDCVD0	North Dakota	COVID-19 ND SAL & EXP MISSION SUPPORT
5BRCVD0	Nebraska	COVID-19 NE SAL & EXP MISSION SUPPORT
5NLCVD0	New Hampshire	COVID-19 NH SAL & EXP MISSION SUPPORT

5TCCVD0	New Jersey	COVID-19 NJ SAL & EXP MISSION SUPPORT
5HCCVD0	New Mexico	COVID-19 NM SAL & EXP MISSION SUPPORT
5ADCVD0	Nevada	COVID-19 NV SAL & EXP MISSION SUPPORT
5NCCVD0	New York	COVID-19 NY SAL & EXP MISSION SUPPORT
5MDCVD0	Ohio	COVID-19 OH SAL & EXP MISSION SUPPORT
5HECVD0	Oklahoma	COVID-19 OK SAL & EXP MISSION SUPPORT
5BDCVD0	Oregon	COVID-19 OR SAL & EXP MISSION SUPPORT
5NBCVD0	Pennsylvania	COVID-19 PA SAL & EXP MISSION SUPPORT
5UDCVD0	Puerto Rico	COVID-19 PR SAL & EXP MISSION SUPPORT
5NHCVD0	Rhode Island	COVID-19 RI SAL & EXP MISSION SUPPORT
5UFCVD0	South Carolina	COVID-19 SC SAL & EXP MISSION SUPPORT
5DECVD0	South Dakota	COVID-19 SD SAL & EXP MISSION SUPPORT
5VDCVD0	Tennessee	COVID-19 TN SAL & EXP MISSION SUPPORT
5HBCVD0	Texas	COVID-19 TX SAL & EXP MISSION SUPPORT
5BHCVD0	Utah	COVID-19 UT SAL & EXP MISSION SUPPORT
5TECVD0	Virginia	COVID-19 VA SAL & EXP MISSION SUPPORT
5UECVD0	Virgin Islands	COVID-19 VI SAL & EXP MISSION SUPPORT
5NMCVD0	Vermont	COVID-19 VT SAL & EXP MISSION SUPPORT
5BLCVD0	Washington	COVID-19 WA SAL & EXP MISSION SUPPORT
5DFCVD0	Wisconsin	COVID-19 WI SAL & EXP MISSION SUPPORT
5TFCVD0	West Virginia	COVID-19 WV SAL & EXP MISSION SUPPORT
5BPCVD0	Wyoming	COVID-19 WY SAL & EXP MISSION SUPPORT
FG0CVD0	N/A	COVID-19 EASTERN LAB SAL & EXP MISSION SUPPORT
FH0CVD0	N/A	COVID-19 MIDWESTERN LAB SAL & EXP MISSION SUPPORT
FJ0CVD0	N/A	COVID-19 WESTERN LAB SAL & EXP MISSION SUPPORT