

NAMC-WA INFRARED THERMOMETERS DISTRIBUTION PLAN

Below are the requirements that NAMC-WA will follow when implementing our distribution plan.

1. Maintain a copy of the Washington Infrared Thermometer Allocation Guideline based on [FEMA guidelines](#).

A copy of the Guideline will be posted on the NAMC-WA website at www.namcwa.com, copies kept by NAMC-WA Board Officers and Directors, and sent to each NAMC-WA member and recipient by email in case we receive questions from a business and we need to have a reference to refer back to in order to make a reasonable decision. Vicky Schiantarelli, NAMC-WA Board Secretary, will serve as Project Manager for this effort and will make the final determination and issue all email communications of Guidelines compliance for NAMC-WA.

2. How will the availability of thermometers be communicated.

Phase I: The notice of the availability of thermometers will be emailed to all NAMC-WA members, including allied partner business organizations, as well as corporate and agency members, when we receive confirmation that we will receive the thermometers. The notice will include our PPE Request Form and other required documents. We will post the notice on our website. We will also host a webinar to announce the availability of the thermometers, explain the Guidelines and how to fill out the required forms. We will also explain the distribution plan we have to get the thermometers to qualifying businesses. We will be asking our members and qualifying businesses to submit their paperwork and documents to us electronically within one week so we can review and approve the requests in compliance with the Guidelines. We will communicate that we will process all requests on a first come, first serve basis by Guidelines priorities. Denial of any requests will solely be made due to non-compliance of the Guidelines. Approvals with certificates and denials will be communicated in writing via email.

Allied business partner organizations include but are not limited to Tabor 100, OMWBE, AGC, NW Mountain Minority Supplier Development Council, Seattle Metropolitan Chamber of Commerce, and affiliates. Corporate and agency members and sponsors include but are not limited to state agencies, MBDA-Tacoma, City of Seattle, Port of Seattle, Sound Transit, and University of Washington. Board member networks include but are not limited to the Burien business community, Bellevue business community, and various local businesses in the Seattle and Tacoma metropolitan areas, as well as community organizations such as El Centro de la Raza through its small business program. We anticipate reaching businesses from north in

Snohomish County to south in Clark County based on our membership and extensive relationships with other entities and organizations.

Phase II: After the return due date for members and allied business partner organizations, we will re-post the availability of thermometers on our website and electronically notify our allied business organizations of the availability of any remaining thermometers. We will communicate that we will process all requests on a first come, first serve basis by Guidelines priorities. Denial of any requests will solely be made due to non-compliance of the Guidelines. Approvals with certificates and denials will be communicated in writing via email.

3. Thermometers are a high-valued item. How are you addressing the security concerns? How are you storing the thermometers?

The thermometers will be inventoried (counted) and stored at the locked and secure warehouse of Excel Supply Company.

EXCEL SUPPLY
ATTN: IRENE FOR NAMC
2001 48th Ave Ct E. SUITE A
FIFE, WA 98242

The thermometers will not be mixed with the firm's own inventory; rather, it will be secured with a locked office room. Ms. Irene Reyes, President of the firm, is a NAMC-WA Board Director and will personally account for the thermometers. She can also be reached directly at (253) 896-1195 or glovelady@excelsupplycompany.com. She is an expert in managing, storing, and distributing high-valued safety products and supplies.

4. Identified distribution point.

Distribution will be made by secure/insured mail upon receipt of all forms and verification of Guidelines compliance. Confirmation of receipt will be used. We will also make available pick-up delivery and drop-off delivery as options. We have volunteers on standby to deliver the thermometers to the qualifying businesses. We will host one to two pick up events at Excel Supply Company place of business and/or Tukwila Community Center. Businesses using pick-up or drop-off delivery options will need to present a copy of their NAMC-WA certificate for verification.

5. Tracking of distribution. Please use form like example from Pierce County. Provide each business with the Washington Guideline and link to [FEMA article](#) on thermometer distribution.

Please see the attached NAMC-WA form to track distribution.

6. SEOC will provide a form that needs to be completed by each business receiving the thermometer. The completed forms need to be compiled into a list and need to be emailed to the SEOC by 3:30 p.m. each day.

NAMC-WA will collect the SEOC forms and will compile a list to be emailed to the SEOC daily by 3:30 PM. NAMC-WA will communicate to SEOC by email if no forms were collected for any given day. Vicky Schiantarelli, NAMC-WA Board Secretary, will use admin@namcwa.com email to send daily reports and forms. She can also be reached at (206) 369-6740 and vicky.schiantarelli@hotmail.com.

7. Identify your own internal point of contact to address questions regarding the thermometer distribution.

Vicky Schiantarelli, NAMC-WA Board Secretary, will serve as our internal point of contact to address thermometer distribution questions. Irene Reyes will serve as Ms. Schiantarelli's back-up contact.

8. Plan for excess thermometers.

(See # 2 above.) Phase II: After the return due date for members, we will post the availability of thermometers on our website and electronically notify our allied business organizations of the availability of thermometers. We will communicate that we will process all requests on a first come, first serve basis. Denial of any requests will solely be made due to non-compliance of the Guidelines. Approvals and denials will be communicated in writing via email. We will coordinate with our allied business organizations an agreed upon date(s), time(s), and distribution pick up station. We will continue to this process until all thermometers have been distributed.

9. Timeline of distribution. (ex. Announce availability on Monday, begin distribution Friday, finish distribution in two week)

Send notice out of webinar after we receive confirmation of thermometers being shipped.

Announce availability via email on Monday (week one) after we receive the thermometers.

Host webinar on Tuesday (week one).

Process forms for Guidelines compliance as they come in.

Begin distribution Friday (during week one).

Announce availability on Monday (week 2) on NAMC-WA website and with our allied business organizations.

Finish Phase I distribution in two weeks (weeks 2 and 3).

Finish Phase II distribution in two weeks (weeks 3 and 4).

10. Security of thermometers. Please consider where you will be storing the thermometers prior to distribution.

The thermometers will be stored at Excel Supply Company (see #3 above) until actual distribution.

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