



# USAID | DELIVER PROJECT

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## TASK ORDER 2—AVIAN INFLUENZA: ANNUAL REPORT



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# **TASK ORDER 2—AVIAN INFLUENZA: ANNUAL REPORT**

## **USAID | DELIVER PROJECT, Task Order 2**

The USAID | DELIVER PROJECT, Task Order 2, is funded by the U.S. Agency for International Development under contract no. GPO-I-02-06-00007-00, beginning March 21, 2007. Task Order 2 is implemented by John Snow, Inc., in collaboration with PATH, Crown Agents Consultancy, Inc., Fuel Logistics Group (Pty) Ltd., UPS Supply Chain Solutions, Family Health International, The Manoff Group, Map International, and 3i Infotech. Task Order 2 manages a global distribution mechanism for commodities to contain outbreaks of the highly pathogenic H5N1 avian influenza and to limit its potential to spread globally. Task Order 2 also assists in forecasting and procurement planning for developing countries and helps pre-position commodities in national and regional warehouses for rapid deployment in case of outbreaks.

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Cover photo: Ugandan man holds a rooster he plans to sell. Photographer is Alice Mundaka for the JSI Uganda Program for Human and Holistic Development (UPHOLD).

## **USAID | DELIVER PROJECT**

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# ACRONYMS

AED	Academy for Educational Development
AI	avian influenza
AIIS	Avian Influenza International Stockpile
CAC	Crown Agents Consultancy, Inc.
CDC	Centers for Disease Control and Prevention
DAI	Development Alternatives, Inc.
FAO	Food and Agriculture Organization
FHI	Family Health International
FOH	Federal Occupational Health Service
H5N1	avian influenza
HHS	Health and Human Services
HPAI	Highly Pathogenic Avian Influenza
IG	Inspector General
IQC	Indefinite Quantity Contract
JSI	John Snow, Inc.
MIS	management information system
PPE	personal protective equipment
RDC	Regional Distribution Center
TO2	Task Order 2
UPS	United Parcel Service
USAID	U.S. Agency for International Development
USDA	United State Department of Agriculture
USG	United States Government
WHO	World Health Organization



# EXECUTIVE SUMMARY

In the past six months, the USAID | DELIVER PROJECT Task Order 2 (Avian Influenza) has made unprecedented progress in creating systems and delivering avian influenza commodities to the most at-risk countries worldwide. USAID can now state with confidence that AI containment commodities are available for delivery to requesting countries on demand in a very short time. Project achievements in the last six months include—

- Successfully transferred 95 percent of the inherited Avian Influenza International Stockpile (AIIS) to the new project's Savannah, Georgia, warehouse within two months. This transfer comprised 110 fifty-foot semi-trailers, or almost a mile of commodities.
- Made operational, during the first two months, a functioning 62,000 square foot warehouse.
- Solved unexpected logistics problems from the inherited stockpile forced reprocessing and handling of more than 1.2 million cartons of supplies.
- Processed and delivered the first emergency shipment to Ghana in five days.
- Made 45 shipments to 28 countries, for a total value of U.S.\$2,031,472.
- Delivered almost as many personal protection equipment (PPE) kits during the project's first five months as the total PPEs delivered during the prior sixteen months.
- Competed nine new procurements for rapid avian flu test kits, viral transport medium, sample boxes, treated pallets, and other commodities.
- Completed and delivered, within six weeks, specialized procurement for laboratory equipment for Bangladesh.
- Held first-ever commodity coordination meetings with USAID, Centers for Disease Control and Prevention (CDC), Health and Human Services (HHS), the State Department, United States Department of Agriculture (USDA), World Health Organization (WHO), and Food and Agricultural Organization (FAO). Already started coordinated procurement and distribution planning.
- Began USAID avian influenza (AI) partner collaboration; completed the first joint technical mission to Nigeria.
- Conducted a technical commodity review with more than 24 technical specialists from the United States Government (USG) agencies and international organizations to help guide procurement for the next generation of AI commodity kits.
- Provided logistics technical assistance support to 10 countries, with a focus on high-risk countries, including Indonesia, Vietnam, Bangladesh, and Nigeria.
- Gave 45 AI logistics specialists detailed AI orientation to enable them to respond quickly to a wide range of logistics needs worldwide.

The project is now positioned to respond to country-level commodity needs, including emergency response, pre-positioning of supplies, or large-scale sea freight commodity shipments. Warehouse operations have been refined so that we can complete four air freight shipments and one sea freight shipment per week.

In the next six months, we will continue to handle pre-positioning and emergency response, as well as establish four or five Regional Distribution Centers (RDC), which will allow quicker response times and lower overall costs. As planned, procurement will expand, pending recommendations from the commodity review. Discussions are underway for the merger of the Department of Defense stockpile and for procurement of unanticipated AI commodities, such as poultry vaccines in Indonesia. With this expansion in commodity areas and increased country-level requests, we will provide additional country-level logistics technical support so that the project will be a stronger partner for the USAID AI containment strategy.

# TASK ORDER 2 ANNUAL REPORT

## BACKGROUND

The USAID | DELIVER PROJECT, Task Order 2, (Avian Influenza) contract was awarded on March 22, 2007, to support the management of the USAID Avian Influenza International Stockpile (AIIS) and to distribute avian influenza commodities to recipient countries throughout the globe. Ensuring the availability of personal protective equipment (PPE), decontamination equipment, and laboratory specimen and testing supplies supports the effective implementation of surveillance and outbreak response activities in countries at risk for and currently experiencing H5N1 outbreaks. Prior to the signing of the project's task order, this work was managed through an interagency agreement with the HHS Federal Occupational Health Service (FOH), which oversaw the procurement and stockpiling of 1.5 million PPE kits, 15,000 decontamination kits, and 100 laboratory specimen collection kits to support USAID's avian influenza control program. FOH also distributed approximately 230,000 PPE kits, 3,000 decontamination kits, and 70 laboratory kits to several countries.

The Inspector General (IG) of the United States conducted a review of the AIIS management in December 2006. In response to the observations and recommendations of the IG's report, the Avian Influenza Unit of USAID deobligated funding from FOH and established the current contract with John Snow, Inc. (JSI).

Task Order 2 (TO2), was designed to meet the specific challenges of stockpile management and international distribution of the stockpile commodities. A budget and workplan, presented to USAID, was based on the final Activity 1 allocation of \$19.1 million. Under Activity 1 funding, the following technical objectives will be met:

- Establish and operate a secure and reliable global distribution mechanism for current and future USAID AIIS assets.
- Establish a comprehensive management information system (MIS) to provide up-to-date information on the assets managed by the global distribution mechanism.
- Procure, assemble, and distribute additional assets, as required.

Under this task order (TO2), the investments will lead to the following results:

- Stocks will be pre-positioned in national and regional warehouses worldwide to ensure that national and international authorities will be able to quickly respond to and contain disease outbreaks.
- USAID will be able to—
  - rapidly distribute additional stockpile commodities to countries when an outbreak occurs

- have access to information on stockpile commodities available in the U.S. and regional warehouses; on commodities shipped to and received in individual countries; and on quantities distributed and needed, by country
  - have cost-effectively procured additional assets to meet evolving Highly Pathogenic Avian Influenza (HPAI) outbreak containment needs.
- In-country coordination of the receipt, storage, and distribution of AIIS commodities will have improved.

## **USAID | DELIVER PROJECT TASK ORDER MANAGEMENT**

To ensure rapid initiation of project activities, the project structure relies on an Arlington-based central JSI management and procurement team. The management team comprises a task order director, a country operations manager, and a program officer. Final recruitment for this team was completed in June 2007. This team oversees all project activities, including overall strategic planning, warehouse management, procurement, commodity requests, and order processing. The central project's procurement team directly supports the TO2 management team for procurement, order processing, and management of logistics information through the Orion MIS. To maximize efficiencies across the entire project, the TO management team coordinates all activities within the broader project's Indefinite Quantity Contract (IQC) to capitalize on already-established field presence or relationships.

Project sub-partners each contribute to the successful completion of the objectives outlined above. MAP International, a faith-based organization, with more than 25 years experience in warehousing and distribution of donated medical supplies, provides the project with state-of-the-art warehousing services; they also manage the day-to-day operations of the USAID AIIS warehouse in Savannah, Georgia. UPS Supply Chain Solutions, Inc., handles all shipping, shipment tracking, and in-country delivery of AIIS commodities. UPS will also manage the Regional Distribution Center (RDC) warehouse to be set up in Bangkok, Thailand. The Fuel Group will manage the other RDCs identified in the Activity 1 workplan, in Ghana, Kenya, Romania, and South Africa. Family Health International (FHI) supports the project by ensuring that all operations, including warehousing and any assembly of commodity kits, meet international quality standards. Crown Agents Consultancy, Inc. (CAC) and PATH provide technical support by participating in procurement and technical assistance activities in select countries. CAC can also provide country-level warehousing services where appropriate or necessary. The Manoff Group provides strong support for TO2 communications activities; the organization is actively involved in preparing reports and presentation of data to meet the United States Government (USG) needs. All partner sub-contracts are in place; work orders for specific tasks are issued as needs are identified.

The TO held a four-day partners planning meeting in May 2007 to ensure strong collaboration and coordination among its diverse partners and to position the project to support the various USG efforts in containing the spread of avian influenza. This set the stage for coordination and communication among JSI, United Parcel Service (UPS), and MAP to ensure the smooth transition of the inherited FOH commodities to the project's warehouse, as well as the ongoing coordination of shipping and delivery of AI commodities to recipient countries. FHI has responded immediately to project requests for quality assurance technical input to support the stockpile transfer and lab

kitting activities. In addition, representatives from all project sub-partners participated in a technical orientation that included AI logistics management issues; sub-partners may be called on to provide direct technical assistance to countries that request assistance.

To promote continued coordination and communication among the project sub-partners, representatives from MAP, UPS, and Crown Agents participate in the weekly AI team meetings that are held at the JSI offices.

## **WAREHOUSING**

In April 2007, the project established a warehouse facility in Savannah, Georgia, to house the incoming stockpile transferred from FOH. MAP International manages the 62,000 square foot commercial warehouse, which is equipped with forklift and shrink-wrap and weighing machines to prepare shipments for international transport. MAP manages the warehouse according to standard operational procedures based on their existing warehouse practice and adapted to the specific requirements of the AI task order, particularly quick turnaround time in picking and packing shipments for emergency response. MAP recruited a seasoned logistics professional who will serve as the project manager based in the Savannah warehouse. He is the main counterpart for coordination with JSI and UPS and is responsible for day-to-day management of the AI warehouse. Prior to September 2007, a warehouse manager and support personnel staffed the warehouse and managed shipments under the direction of the logistics team at the MAP office in Brunswick, Georgia.

From April to June 2007, the stockpile was transferred from FOH to the MAP Savannah warehouse. UPS provided 110 50-foot trucks over two months to support the transfer of commodities from the FOH Saddle Creek warehouse to the MAP Savannah warehouse. At the end of the reporting period, 98 percent of the stockpile commodities had been transferred; the remainder will be transferred pending final clarification of the USG agency ownership. Currently, \$200,000 worth of 1-gallon sprayers are in the quarantine section of the Savannah warehouse and are awaiting further instruction from USAID on transfer to another agency/program, or another identified next step.

To meet international shipping requirements and sound inventory management standards, the FOH inventory had to be reprocessed. When the commodities were first received into the MAP warehouse, FHI conducted a quality control inspection of the warehouse; the recommendations from this inspection have been implemented, including lot quality assurance practices and ongoing spot inspections. To meet international shipping requirements, the 4,000 wooden pallets, where the commodities were originally stacked, were replaced with heat-treated pallets. All boxes were removed from the old pallets; they were then restacked and shrink-wrapped again on the new pallets. The AI Unit of USAID determined that the original instructions on how to use the PPE kit were inadequate. The Academy for Educational Development (AED) AI.COMM Project printed new instructions for donning and doffing of PPE kits; during the reprocessing the kits were placed in packs of 25, with each set of 25 inside each box of 25 PPE kits. To better identify the stockpile goods as USAID-donated goods, large USAID-branded labels were designed; they have been attached to every box of PPE kits, decontamination kits, and laboratory kits in the stockpile.

All of the decontamination kit boxes have been opened and their contents examined. All kits containing purple-top alcohol-based wipes with 55 percent alcohol content cannot be shipped by air according to international hazardous material shipping regulations. These kits were removed to quarantine. In addition, kits containing 1-gallon sprayers and expired Virkon disinfectant have been

removed to quarantine pending replacement of these commodities. The remaining stock of decontamination kits has been verified as meeting the existing decontamination kit standards for appropriate contents and expiry. The Virkon disinfectant in all decontamination kits has been verified for expiration date; all kits have been marked with this date.

In addition to the substantial reworking of the decontamination kits, the universal viral transport medium and the animal and human rapid diagnostic test kits have been removed from all laboratory kits. These items are now stored separately in a cool storage room, using the manufacturer's recommended storage conditions. In addition, the rapid test kits and viral transport medium have a much shorter shelf life than the other items in the laboratory kit. Because of shelf life and storage requirements, these two commodities are not shipped with the standard pre-positioning shipments. According to the AI Unit distribution policy, they are shipped separately, as-needed, after an outbreak has been confirmed and to support outbreak response activities. Because larger procurement volumes of avian rapid test kits are planned for the next quarter and beyond, MAP has constructed a climate-controlled cool storage room within the Savannah warehouse to accommodate their storage. All human rapid diagnostic test kits were removed from the laboratory kit due to the technical recommendations of Centers for Disease Control and Prevention (CDC) and others concerning the specificity and sensitivity of the tests.

## **PROCUREMENT**

The procurement unit of the USAID | DELIVER PROJECT is actively supporting all procurement activities to support the AIIS. The task order has a full-time procurement specialist devoted to procurement planning and purchasing of avian influenza-related commodities; the specialist relies on others in the procurement team to provide additional support as required. To ensure that the team has the most up-to-date information on the products that are currently included in the stockpiles, as well as new products that may be considered for future procurements, manufacturers Dupont, 3M, and Saf-T-Pak made formal business product presentations. In addition, the project sent two procurement team members to Dusseldorf, Germany, to attend a global biosecurity conference to collect information, samples, and sources of supply. The team has worked to establish commercial relationships with the following suppliers: Fisher Scientific, Synbiotics Corporation, Saf-T-Pak, Becton Dickinson, UVP, LLC, Systec (Germany), ISC Bioexpress, Deskmate, and McMannes.

The project has successfully processed and received its GSA project certification number, which allows the project to procure goods at substantially reduced rates. This is the only JSI program to have this authorization. To receive and ship the avian rapid test kits, the project applied for and received an official handling license from the Commonwealth of Virginia and the state of Georgia.

Because the project took possession of a relatively large stockpile of PPE kits and decontamination kits, immediate procurement to replenish these items has been postponed pending distribution of the current stockpile. The project identified the need to procure laboratory kits and avian rapid diagnostic test kits to replenish the dwindling stocks of these items. Based on a consultation with USAID and other USG technical experts, the components of the lab kits were revised slightly; the procurement was completed in August 2007. MAP assembled the lab kits in the Savannah warehouse. With FHI's technical support, the process for assembly was documented, which ensures integration of quality assurance measures.

Initially, avian rapid test kits and viral transport medium were procured in quantities that would provide an adequate stock level for two months. The project is currently finalizing negotiation of an innovative contract with the avian test manufacturer Synbiotics. The terms of the contract state that

the project will procure, on a rolling basis, up to a specified maximum quantity of tests per year; the project can return any soon-to-expire products to the manufacturer for replacement with newer products. By alleviating the issue of short shelf life, the project and USAID will have maximum flexibility with minimal risk.

At the request of USAID/Bangladesh, the project procured a significant number of incidental laboratory equipment and supplies to support the increased capacity for avian influenza laboratory work in Bangladesh. The items, ranging from pipettes to an autoclave, were procured and delivered to the mission in July 2007, one month after the initial request. In addition, the project arranged with the agent of the autoclave manufacturer in Bangladesh to install and calibrate the machine on site, as well as provide training for its use and maintenance.

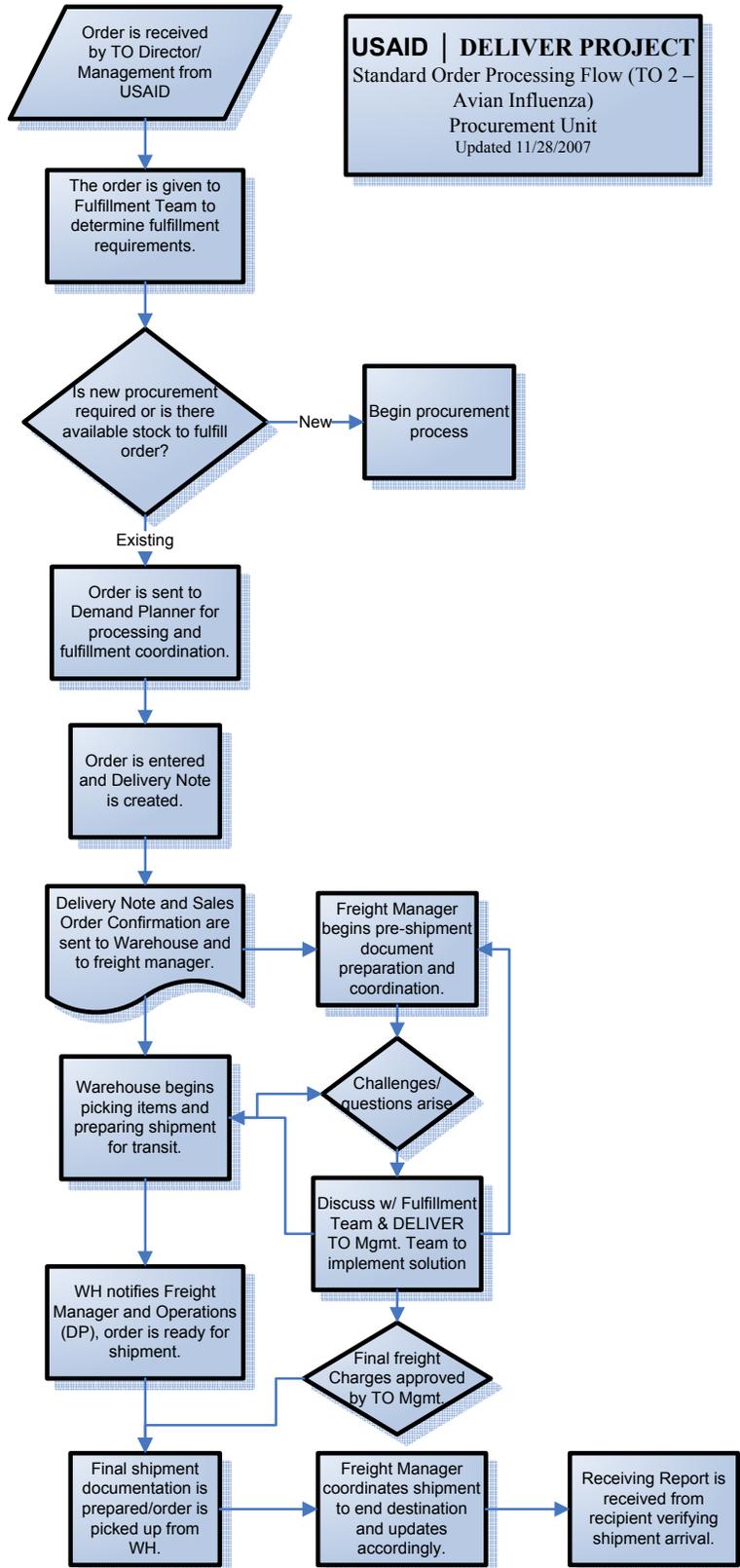
The current stockpile contains 11,178 decontamination kits with Virkon disinfectant. This industrial strength virucide and decontamination product has a three-year shelf life; many of the stockpile pails of Virkon have expired or will soon expire. In Indonesia, approximately 619 pails of Virkon have an expiry date of August and December 2007. To address the situation, the project worked successfully with DuPont, the manufacturer, to agree on a strategy for testing sample pails from the Indonesian stock. As a result, the labels on the Virkon pails have been replaced with the extended shelf life indication, and the stock has been distributed for use in Indonesia. A similar process is proposed for the remaining stock currently stored in the Savannah MAP warehouse; negotiations are underway to maximize the USG investment in the purchase of this disinfectant.

In September 2007, a panel of avian influenza response experts met for a four-day technical review of the current commodities stockpile and to provide guidance on any adaptations to the current kits and recommendations for procurement of future kits. To develop their recommendations, the panel members examined feedback received from field-based users of the equipment and their own experience using the commodities for outbreak response. They reviewed technical approaches to outbreak response and containment, including state-of-the-art laboratory techniques to support their recommendations. In addition, informational presentations by manufacturers of protective equipment and other support products provided the panel with information on products currently on the market that meet the commodity review technical standards. The report from this meeting is currently being developed. Based on this technical review of the contents of these kits, USAID may decide to provide some complementary supplies to the current stockpile's PPE and decontamination kits. The project will follow-up on procurement of these complementary supplies at the direction of the USAID AI Unit.

## **SYSTEMS DEVELOPMENT AND ORDER PROCESSING**

Working with the project's procurement unit, the avian influenza order fulfillment process was established to ensure expedited shipment of goods and smooth coordination of partner roles and responsibilities. After USAID sends the approved order, the procurement team will coordinate entering the order into the Orion MIS, picking and packing the order in the warehouse, and scheduling the shipment on the best flight or ocean routing. The TO2 management team maintains oversight of this process and they are consulted throughout. The team also ensures that the recipient is notified when a shipment has been scheduled and that they are kept up-to-date with any relevant changes to the shipment schedule. The process flow diagram (see figure 1) illustrates the interactions and relationships among the various partners in fulfilling an order.

**Figure I. Order Processing Flow**



To support a streamlined order process that collects the correct information in the most effective way possible, the project developed a logistics orientation packet produced for USAID's and recipient's reference. The packet provides a country's AI commodity checklist designed; it is used to guide countries in assessing their local needs and capacities for logistics management of the commodities and in identifying customs clearance procedures to ensure smooth entry of the materials into the country. In addition, a formal commodity order form and instructions were created and recently revised to help countries submit the necessary information for an order. The project has provided technical assistance to countries that want to conduct this initial assessment at the request of the country USAID Mission.

The Orion MIS began managing TO2 order information in July 2007 (the first task order to do so); since then all AI orders have been processed using the Orion system. Orders shipped by the project from May to July have been entered into the system retroactively. Any commodity shipments that pre-date the project will be available in a separate archival *data warehouse*; they will be accessible but will not be reflected in active inventory control systems. To design regular report formats to meet the needs of USAID, the project has shared report templates with USAID. The procurement team visited the MAP warehouse to meet with their staff to discuss standard inventory control procedures and to determine requirements for the most efficient information transfer as the Orion system comes online. Marrying the MAP and Orion systems may require a web-based intermediary for upload and download of data files to ensure up-to-date information access.

## **SHIPPING AND DELIVERY**

Since the task order began operations in March 2007, we have successfully completed 45 shipments to 28 countries. In its first six months, the project shipped as many commodities as were shipped in the prior 16 months before the DELIVER contract began. A summary map of all shipments sent by the project during the first six months of the project is in the appendix, with comparison maps to shipments made prior to this contract. Requests have originated from USAID Missions, U.S. embassies, and other USG agencies, such as the United State Department of Agriculture (USDA) and CDC; as well as international partners, including the World Health Organization (WHO) and Food and Agricultural Organization (FAO). This coordination among agencies and organization has been critical to ensure the availability of stockpile commodities to respond to needs in the field. Shipments have been sent according to a pre-determined schedule, which is revised on a rolling basis and developed in consultation with USAID. This schedule includes the pre-positioning of shipments to ensure that there are sufficient stock levels in targeted countries. High-priority countries have, at this time, received their pre-position commodity shipments; second- and third-tier country requests are now coming in. Country central stock levels are monitored through communications with country counterparts to facilitate planning for replenishment shipments. In August 2007, six ocean freight containers were sent to Indonesia to replenish their dwindling stocks.

The team established and refined a standardized process for order fulfillment (see table 1). The project Orion MIS facilitates order entry, and communication among partners JSI, UPS, and MAP ensures timely and efficient processing of orders. UPS, as the project's freight forwarder, relies on its relationship with commercial airlines and its experience in moving the large volumes of goods it ships each year to provide the project with expedited air and sea freight shipping services. UPS has local agents in almost all recipient countries, which allows for door-to-door delivery of the AI stockpile commodities. In countries without a UPS agent, our task order partner Crown Agents can be called upon to facilitate customs clearance and final delivery. The task order's first shipment was

the Ghana emergency shipment in May 2007; from the time the order was received from USAID, the order was picked, packed, shipped, and delivered to the country. In five days, the order was in the hands of first responders at the outbreak site. Using the TO2 order fulfillment model, emergency shipments for outbreak response in Ghana, Togo, and DRC (Ebola) have been processed and delivered in an average of five days, and standard pre-positioning shipments to other countries within 14 days.

**Table I. Shipments by Region and Country: Item, Quantity, Total Value**

Value of commodities shipped to Countries - May to September 2007										
Region	Country	PPE Kits	Decon Kits	Lab Kits	Infectious Substance Shipper	Ice Packs for Shipper	Human Rapid Test Kit	Poultry Rapid Test Kit	Universal Transport Medium	Total Value (\$)
Africa	Benin	4500	40	2				100	2	\$ 69,888
	Burkina Faso	6750	40	1						\$ 74,263
	Cameroon	4600	41	2						\$ 57,000
	Congo	2250								\$ 19,688
	Cote d'Ivoire	4500	40							\$ 53,375
	DRC	4500								\$ 39,375
	Ethiopia	200	2	2			2	2	2	\$ 5,403
	Gabon	2250								\$ 19,688
	Ghana	4600	41	3			3	128	1	\$ 76,416
	Mali	100	1	1			1	1	1	\$ 2,701
	Nigeria	300						4		\$ 3,185
	Togo	4500	40	2				50		\$ 62,775
	Uganda	100	1	1			1	1	1	\$ 2,701
Zimbabwe	2250								\$ 19,688	
<b>Africa Total</b>		<b>41400</b>	<b>246</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>286</b>	<b>7</b>	<b>\$ 506,145</b>
Asia	Bangladesh	0				20	80	175	100	\$ 31,111
	East Timor	2250	20	1				2		\$ 28,168
	India	4500	40							\$ 53,375
	Indonesia	105000								\$ 918,750
	Mongolia	4500	20	1				10	10	\$ 49,640
	Nepal	4500	40							\$ 53,375
	Sri Lanka	4500	40	1				1	1	\$ 54,715
<b>Asia Total</b>		<b>125250</b>	<b>160</b>	<b>3</b>	<b>20</b>	<b>80</b>	<b>0</b>	<b>188</b>	<b>110</b>	<b>\$ 1,189,133</b>
Eastern Europe	Armenia	4500	40	1						\$ 54,575
	Azerbaijan	4500	40							\$ 53,375
	Georgia	4500	40	1						\$ 54,575
	Romania	4500	40	1				1	1	\$ 54,771
	Serbia	4500	40	1						\$ 54,575
	Ukraine	4500	40							\$ 53,375
<b>E. Europe Total</b>		<b>27000</b>	<b>240</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>\$ 325,246</b>
South America	Bolivia	200								\$ 1,750
<b>S. America Total</b>		<b>200</b>								<b>\$ 1,750</b>
USA	United States	175	2	5			2	4	4	\$ 9,197
<b>USA Total</b>		<b>175</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>\$ 9,197</b>
<b>Grand Total</b>		<b>194025</b>	<b>648</b>	<b>26</b>	<b>20</b>	<b>80</b>	<b>9</b>	<b>479</b>	<b>122</b>	<b>\$ 2,031,472</b>

To facilitate efficient delivery processing, UPS and JSI developed a database that catalogues all the customs clearance documentation and procedural requirements for each country. All shipments are tracked within the UPS tracking systems and updates to shipment schedules are communicated directly to consignees in country and USAID AI Unit staff, as necessary, until the shipment has arrived at its destination and successfully cleared customs. Any shipments that were implemented prior to the start of this task order were provided by FOH and will be available for reporting purposes through the Orion historical data warehouse function.

To provide increased flexibility for replenishment of stocks in countries worldwide, as well as to maximize the project's ability to respond to an outbreak, RDCs are being established in strategic locations throughout the world. This will greatly reduce freight costs and increase response efficiency. Shipping large quantities by ocean freight to regional stockpiles is considerably less

expensive than airfreight from the U.S. to recipient countries. Proximity to recipient countries will reduce response time for replenishment and emergency shipments from the RDCs to two days and one day, respectively. During this reporting period, it was decided that the Bangkok RDC would be managed through a UPS warehouse, ensuring continuity of systems and management. It is anticipated that the Bangkok RDC will be up and running by the end of December 2007.

Discussions with WHO and CDC are underway to develop an operational approach for coordinated management of their AI commodities in the project-managed Bangkok RDC warehouse. USAID is currently discussing this option; after the appropriate protocols for control and ownership of the goods have been established, these agencies' commodities will move into the RDC warehouse system. RDCs are proposed for Ghana, Romania, and South Africa; they will be modeled on the Bangkok RDC model.

To date, the only problems encountered in the shipment and delivery of AI commodities were a small training shipment to Ethiopia, which the commercial airline lost for 10 days, and boxes delivered to Romania that were damaged by rain. Because the project tracks shipments very closely, these issues were identified immediately and close follow-up led to corrective action. As a result, the Savannah warehouse has changed their packing procedure to include additional plastic sheeting over the top and sides of each pallet to prevent damage from the weather. In addition, minor flight delays have affected the delivery of several pre-positioning shipments. These delays are being discussed with the various airlines involved; procedures have been developed to ensure the priority and timely delivery of USG AI commodity shipments.

## **TECHNICAL ASSISTANCE**

The project has provided technical assistance to USAID Missions, U.S. embassies, local avian influenza counterparts, as well as international partner institutions in the area of logistics management for avian influenza supplies. Although not initially envisioned as a major part of the project's scope of work, with increased requests from USAID, technical assistance has become more prominent in the overall task order activities. To meet the need for assistance, the project has identified 44 logistics advisors from JSI, PATH, CAC, FUEL, MAP, and UPS. They are based in strategic locations throughout the world and can provide the required rapid response support. To prepare these logistics advisors to provide assistance in the area of avian influenza, the project conducted an orientation session in Arlington, Virginia, for U.S.-based logistics advisors in September 2007; a second orientation will be held in October 2007 in Bangkok, Thailand, for internationally-based advisors. Specific objectives were to train the group on the management of the specific stockpile commodities and provide an orientation on the issues of coordination and collaboration among the various actors in the avian influenza arena.

These technical assistance activities have focused in large part on national-level storage and planning issues, international stockpiles, and commodity transfer issues. The RDMA office requested project support to analyze and discuss plans for regional stockpile management and distribution planning. This support was provided in July 2007 and included technical support to CDC, WHO-WPRO, and WHO-ASEAN in strategic planning for stockpiling, distribution, and use of their AI commodities stored in the region. Critical issues of international transfer of goods, stockpile management, and commodity ownership agreements were raised during this visit; as a result, the partners have incorporated these issues into high-level planning discussions. It is anticipated that further support to WHO and ASEAN will be requested during the next reporting period.

In select countries, USAID missions have requested more intensive assistance in analyzing existing in-country logistics systems for managing AI commodities or other specific areas of logistics management. In January 2007, prior to the project startup, local project staff in Bangladesh and Ghana provided support for the arrival of shipments of USAID avian influenza supplies. In Togo, the project identified a local consultant to provide immediate short-term logistics technical assistance to the embassy during the outbreak in June/July 2007 and to facilitate the clearance, arrival, and immediate distribution of the AI commodities. In July 2007, the project provided support to Vietnam to plan for future shipments, including decisions on separate shipment destinations within the country (Hanoi and Ho Chi Minh City). Based on the perceived success of early support to the importation process, a senior logistics advisor traveled to a series of West African countries to address initial importation, central storage, and inventory control questions with country officials in preparation for shipment arrivals. This assistance ensured that adequate storage was available and that all country counterparts were prepared to manage the volume of goods, as well as to report back to the USAID AI Unit on distribution and use patterns.

In July 2007, USAID/Bangladesh asked the local project team to assess the Division of Livestock regional warehouses' avian influenza commodity logistics management capacity. The recommendations included setting up a system structure for in-country distribution and monitoring of supplies. In September 2007, the project supported Nigeria in shipment planning, distribution planning, and ensuring coordination with the USAID-funded STOP-AI program, which is responsible for support to in-country distribution of the AI commodities. Technical support to USAID/Egypt is planned for October 2007 to assist with overall strategic planning for AI commodities, including potential vaccine procurement, plans for future shipments, and assistance with importing a standard airfreight shipment during the visit. The technical team will include advisors from Crown Agents Consultancies and MAP International.

Ongoing support to Indonesia began before the project started and continues today. In January 2007, the project provided assistance to Indonesia in planning for commodity support to the PRS/D program, and the project has installed a local advisor to provide ongoing support to any commodity programming requirements in the country. In October 2007, a visit is planned to assist with planning for the national distribution of Komnas commodities, as well as discussions on the project's role in setting up and implementing a distribution system for poultry vaccines, and conducting vaccine procurement.

## **MONITORING AND EVALUATION**

When the original proposal was submitted, to support monitoring and evaluation of program implementation and progress, the project proposed a monitoring and evaluation plan and indicator matrix. The program's Activity 1 workplan for TO2 has been revised to reflect the obligation of the full funding amount up to the \$19.1 million ceiling. After formal approval of that Activity 1 workplan, during the next period, the originally proposed indicator table will be revised and submitted to USAID for approval, based on the agreed-upon workplan activities. To date, key indicators developed to monitor program effectiveness and timeliness of shipping and delivery of AIIS commodities include the following illustrative indicators: percentage of orders processed within 48 hours, quantities of kits and other products sent to countries, percentage of shipments using the appropriate shipping mode, percentage of emergency requests shipping process that begin within 24 hours, and percentage of procurements meeting quality assurance standards.

The data sources for the indicator results will include the Orion MIS, technical assistance reports, program reports, as well as other internal data sources, such as CostPoint, the project's financial management tracking software. Orion will track and provide information on stock on hand in all program warehouses (Savannah, as well as any RDC warehouses); quantities shipped and the value of those goods by country and region; order turnaround time; and shipping transit time. Monthly reports of this data will be submitted to USAID AI Unit; the project team will analyze the reports to constantly monitor progress and improve performance.

## **WORKING WITH PARTNERS**

The project has worked to encourage collaboration among the USAID-funded projects that support avian influenza containment and outbreak response. The project held a task order launch meeting in April/May 2007 to better understand the intersection of all aspects of the USAID comprehensive avian influenza programming—STOP-AI Development Alternatives, Inc. (DAI), AI-COMM (AED), and GAIN (WCS) participated. Periodic coordination meetings with all projects have been an effective tool for continued communication among the projects. As a result of the coordination meeting, subsequent opportunities for collaboration have been identified and acted on, including shipment advice to GAIN in Mongolia; work with AED on the design and production of more than 1 million improved PPE kit donning/doffing instructions; and contributions to the production of the AI partners' brochure, also produced by AED.

The project's mandate is to support commodity distribution to the central storage level in recipient countries, while the STOP-AI project is responsible for in-country management of these supplies in selected countries. Periodic coordination meetings have supported effective product transition from one project to another. In Nigeria, the first joint technical assistance mission was completed in September 2007, which provided an example for future country collaboration between the two projects. In addition to country-level coordination, the project has provided AI commodities for three different STOP-AI training activities, both in the U.S. and abroad. STOP-AI included the project's logistics orientation packets in its September 2007 training of 50 veterinarians in Alexandria, Virginia, and an upcoming veterinary training in Senegal in November. DAI's logistics coordinator is scheduled to participate in the five-day logistics orientation workshop to be held in Bangkok, Thailand, in October 2007.

In addition to collaboration with USAID-funded AI projects, working in avian influenza commodity distribution requires close coordination with USG agencies working in this area. To this end, USDA, CDC, DOD, HHS, and State Department representatives participated and presented at the project's four-day partners meeting in April/May. This was the first-ever joint meeting of the AI groups from the different agencies. These efforts in coordination have resulted in commodity distribution coordination with USDA and CDC in several countries and have opened doors to project management of CDC regional commodity stockpiles in Bangkok. In September 2007, technical experts from USDA, CDC, DOD, FDA, and HHS participated in the four-day commodity technical review, which provided expert advice on revisions to the current stockpile kit commodities. Both CDC and USDA were consulted on policy discussions about the use of the rapid human test kits and rapid poultry test kits, and decisions were made based on the expert advice provided. During this reporting period, USAID started discussions with DOD for possible involvement in distributing the DOD AI international stockpile. This transfer of stockpile management is expected to be finalized in the next reporting period. In addition, the USAID AI humanitarian response team has expressed an interest in the project's support in planning for logistics considerations regarding

humanitarian response commodities and kits, as well as procurement and distribution of future USAID humanitarian response commodities.

The project has successfully developed and fostered relationships and provided support to several international institutions and other donors. Project technical advisors conducted a field review of WHO and FAO regional commodity warehousing options in Bangkok; they will continue to provide this logistics expertise as a resource for these institutions as further planning is conducted. Technical assistance was also provided to the WHO AI commodity warehouse in Vietnam with advice on improved warehouse practices and viable alternatives to the current warehouse space. To promote capacity building for logistics management for AI commodities among partner organizations and to ensure continued coordination among these partners with USAID-RDMA on commodity management issues, WHO and FAO Asia regional staff were invited to participate in the October international five-day logistics advisor training in Bangkok, Thailand. With assistance from the project, an operations MOU was drafted between WHO-USAID and FAO-USAID to facilitate easy transfer of AI stockpile commodities to these important partner implementing organizations. Further commodity support was provided to WHO/AFRO regional offices in Ouagadougou, Brazzaville, Harare, and Libreville through commodity shipments to these offices.

## **NEXT QUARTER ACTIVITY FOCUS (OCTOBER DECEMBER 2007)**

In the next reporting period, the project will continue to expand commodity shipments, covering the second-tier countries with pre-positioned shipments. Further replenishment shipments are anticipated, as the avian flu high season will begin during the next quarter. The establishment of the RDC warehouse in Bangkok by December and in Ghana in the months following will greatly facilitate the easy fulfillment of these replenishment orders, as well as any emergency orders that may be placed. To support the efficacy of the order fulfillment process and availability of comprehensive reports on inventory and shipment data, the Orion MIS will be fully functional by January 2008 and accessible through the website by April 2008.

Warehouse management issues will be a focus of the next period, as decisions on the DOD-USAID transfer of the DOD AI stockpile commodities are finalized. Coordination of this influx of products may place a strain on the current warehouse space in Savannah. If the RDC sea freight shipments can be completed before the receipt of the DOD goods, it may be possible to store the entire transfer stock at the Savannah warehouse. If this is not possible, supplemental warehouse space may need to be found. Further reprocessing of the FOH inherited inventory at the MAP warehouse will continue; based on the recommendations of the Commodity Review Expert Panel and final decisions by the USAID AI Unit, additional procurement and reprocessing may be necessary to meet any new requirements.

Future procurement of replacement kits or supplemental materials to be distributed with current kits awaits the recommendations of the Commodity Review Expert Panel and final decisions of the USAID AI Unit. After these decisions have been made, a procurement plan will be developed based on current stock levels, past and anticipated future consumption patterns, additional commodity requirements, manufacturer production schedules, and other technical considerations. Based on these requirements, the project will decide on a kitting process structure to best meet the needs of the program. In addition to replenishment of the current stockpile commodities, avian vaccine procurement is possible for Indonesia and Egypt.

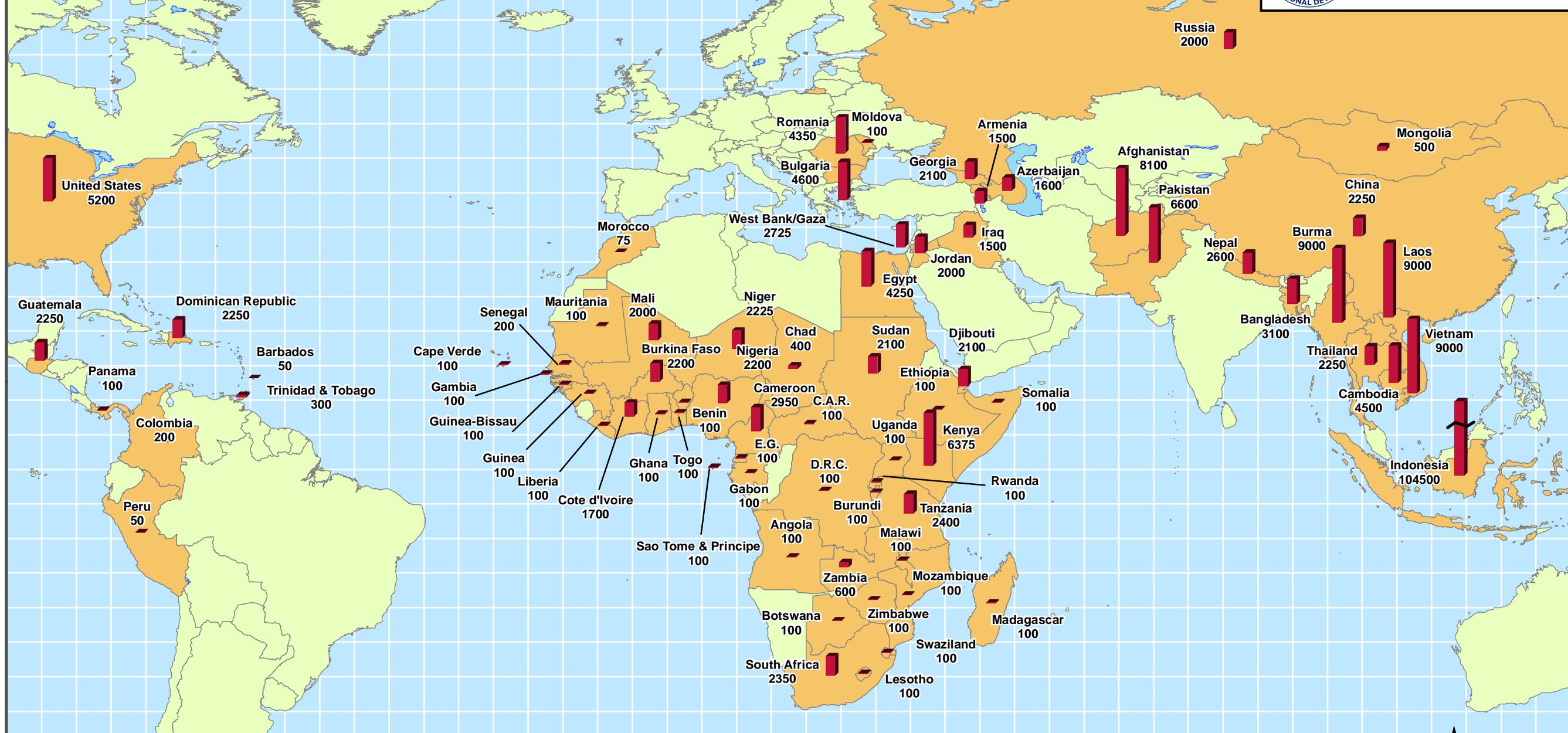
The project will continue to expand logistics TA when requested by recipient countries. Funding has been obligated in Nepal, Indonesia, and Bangladesh to support extensive in-country project support for logistics management of AI commodities; workplans will be developed to support this important country technical work. Further technical assistance will be provided to WHO Bangkok regional stockpile development, as requested by USAID. If requested, assistance will be provided to the USAID AI humanitarian response team to ensure that any commodity discussions benefit from the incorporation of the logistics perspective.



# APPENDICES



# AVIAN INFLUENZA COMMODITY DISTRIBUTION JANUARY 2006 to APRIL 2007

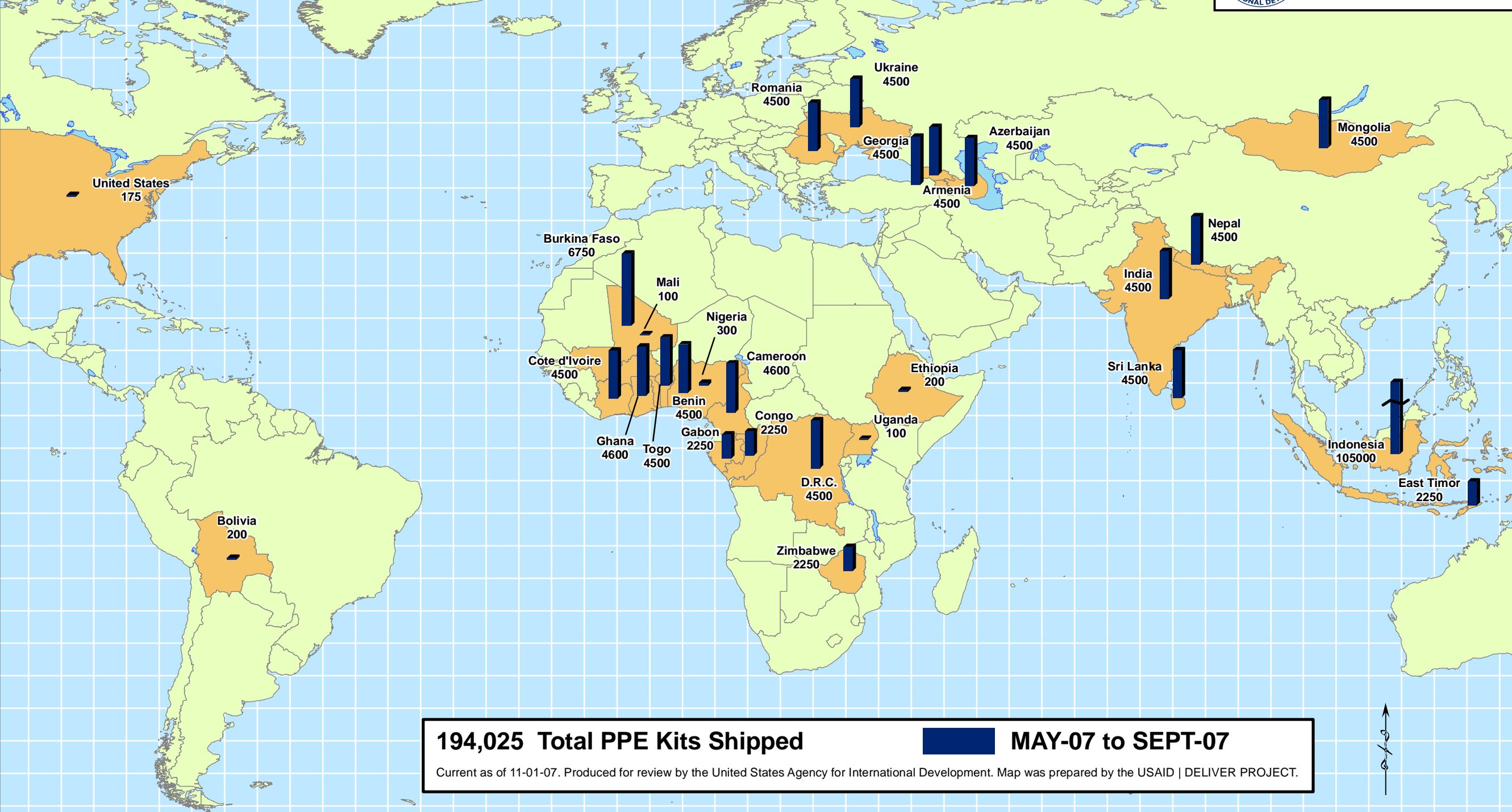


**231,100 Total PPE Kits Shipped** ■ **JAN-06 to APR-07**

Current as of 11-01-07. Produced for review by the United States Agency for International Development. Map was prepared by the USAID | DELIVER PROJECT.



# AVIAN INFLUENZA COMMODITY DISTRIBUTION MAY 2007 to SEPTEMBER 2007



**194,025 Total PPE Kits Shipped**      ■ **MAY-07 to SEPT-07**

Current as of 11-01-07. Produced for review by the United States Agency for International Development. Map was prepared by the USAID | DELIVER PROJECT.





# USAID | DELIVER PROJECT

FROM THE AMERICAN PEOPLE

## TASK ORDER 2 AVIAN INFLUENZA

### GUIDANCE TO MISSIONS FOR ACCESSING TECHNICAL ASSISTANCE

#### BACKGROUND AND OBJECTIVES

In 2006, the U.S. Agency for International Development (USAID) was tasked with the establishment of an Avian Influenza International Stockpile (AIIS) to ensure that countries have the commodities necessary to respond to and contain HPAI outbreaks. To facilitate the deployment of these commodities, USAID developed standardized kits and packs that may be used in an infectious disease outbreak in both animals and humans. These standardized support kits would be deployed through pre-positioned commodities or through rapid emergency deployment to respond to containment needs.

USAID has contracted through Task Order 2 of the USAID | DELIVER Indefinite Quantity Contract (IQC) to provide the support services to the AIIS under Activity One. Task Order 2 for was signed on March 21, 2007 and has a total obligation of \$19,011,663 with an anticipated completion date of March 20, 2008. A second obligation to support Activity Two is anticipated within this period to overlap with Activity One. This will include both Activity One objectives and add additional responsibilities.

#### Major Objectives for Activity One Include the Following:

- establishing and operating a secure and reliable global distribution mechanism for current and future USAID AIIS assets
- establishing a comprehensive management information system (MIS) to provide up to date information on the assets managed by the global distribution mechanism and procuring, assembling, and distributing additional assets as required.

#### As a result of the investments under this TO:

- There will be pre-positioned stocks in national and regional warehouses worldwide so that national and international authorities will be able to respond to and contain disease outbreaks quickly.
- USAID will be able to distribute rapidly additional stockpile commodities to countries when an outbreak occurs.
- USAID will have access to information on stockpile commodities available in U.S. and regional warehouses, on commodities shipped to and received in individual countries, and on quantities distributed and needed, by country.
- USAID will have cost-effectively procured additional assets to meet evolving HPAI outbreak containment needs.

In-country coordination of the receipt, storage, and distribution of AIIIS commodities will have improved.

## **LIMITED IN COUNTRY SUPPORT**

John Snow, Inc. (JSI – the prime contractor for USAID | DELIVER PROJECT) and its partners will work closely with USAID and overseas Missions to manage a smooth flow of commodities from the AIIIS to in-country recipients. To support this, Task Order Two includes limited central funds to provide country technical assistance. We envision that there will be three types of countries receiving AI commodities:

The first tier includes those which are most affected by the outbreak and which consume large quantities of USAID-supplied commodities. These first tier countries will require at least two technical assistance visits in the first year to accomplish the following;

- Improve donor coordination and facilitate implementing partner meetings pertaining to asset allocation;
- Draft memoranda or letters of understanding (MOUs/LOUs) between the USG and its implementing partners;
- Identify and potentially secure adequate warehouse facilities;
- Develop Standard Operating Procedures with implementing partners to ensure inventory control, release authorization, tracking, monitoring, reporting, and replenishment request protocols are in place;

Under Activity I we only expect to provide this kind of TA to a limited number of countries.

The second tier countries are potential outbreak countries that receive and consume significant numbers of AI commodities for surveillance or localized outbreaks. These would receive one TA visit to strengthen donor coordination, provide AI commodity management and tracking assistance, and assist USAID and its partners in estimating future needs. Follow-up with these countries will be done via email and telephone.

The third tier of countries would be those that receive a standard package of commodities but whose consumption and outbreak potential is low. These countries would receive a pre-shipment checklist and Standard Operating Procedures for the receipt, inventory accounting, distribution, tracking, and replenishment request for AI commodities but all follow-up would be done by email and telephone.

## **ACCESSING AND DETERMINING LEVELS OF SUPPORT**

As mentioned above, JSI and its partners will work closely with USAID Missions to manage the supply chain of Avian Influenza commodities. There are three scenarios for the provision of country technical assistance:

- 1) An in country JSI (or partner) office staff member is identified and can provide immediate but limited technical assistance;

- 2) An in country JSI (or partner) office is identified and requested to provide specific technical assistance outlined in an official scope of work;
- 3) No in country JSI or partner office exists and technical assistance is required. Technical assistance may be provided by a JSI or partner in the Region or from JSI/Arlington.

For scenarios 1 and 2 above; the following Levels of Support apply;

**Level 1:** Up to 2 days of time per shipment. This would include activities such as attending planning meetings, supporting country clearance, and answering any questions. No prior approval is required for this level of support, but please send an e-mail to Steve Wilbur, TO2 Director, Rob Blanchard, USAID/AI-Unit Logistics Officer, and Kama Garrison, USAID/AI-UNIT CTO. Please outline the support you are requesting and any outstanding issues or follow-up that is required.

**Level 2:** If the Mission requests assistance that requires more than 2 days of effort, please seek approval from Rob Blanchard, USAID/AI-Unit Logistics Officer, and Kama Garrison, USAID/AI-UNIT CTO. Please outline the support you are requesting and any outstanding issues or follow-up that is required.

For scenario 3 above, levels and extent of logistics technical support and the identification of appropriate response staff will need to be worked out and approved on an individual basis. Please send an e-mail to Steve Wilbur, TO2 Director, Rob Blanchard, USAID/AI-Unit Logistics Officer, and Kama Garrison, USAID/AI-UNIT CTO, outlining the support you are requesting and any outstanding issues or follow-up that is required.

Levels and extent of logistics technical support will need to be worked out and approved on an individual basis and a process will be created to quickly review and decide on requests. Our experience has demonstrated that a small input into local receipt and tracking systems and inventory management is the best insurance for the intended and successful use of these USAID-provided commodities. Speed of response and level of emergency need will be considerations, as well as capabilities of other organizations working at the local level.

## **Important Contact Information**

Task Order 2 Director:

Steve Wilbur

[steve\\_wilbur@jsi.com](mailto:steve_wilbur@jsi.com)

(703) 528-7474

USAID/Washington Task Order 2, Project Management:

Kama Garrison

[kgarrison@usaid.gov](mailto:kgarrison@usaid.gov)

(202) 712-4655

Rob Blanchard

[rblanchard@usaid.gov](mailto:rblanchard@usaid.gov)

(202) 712-5066





# USAID | DELIVER PROJECT

FROM THE AMERICAN PEOPLE

## AVIAN INFLUENZA STOCKPILE ORDER FORM

- 
1. **DATE REQUESTED BY RECIPIENT:**
  2. **DATE REQUEST SUBMITTED TO USAID/W:**
  3. **DATE APPROVED BY USAID/W:**
- 

4. **COUNTRY:**

5. **REQUESTING ORGANIZATION:**

NAME:

ADDRESS:

E-MAIL:

PHONE:

6. **USAID OR EMBASSY CONTACT:**

NAME:

ADDRESS:

E-MAIL:

PHONE:

7. **CONSIGNEE:**

NAME:

ADDRESS:

E-MAIL:

PHONE:

8. **DELIVERY DESTINATION:**

NAME:

ADDRESS:

E-MAIL:

PHONE:

9. **DESIRED DELIVERY DATE:**

9. **SHIPMENT METHOD REQUESTED:**       EMERGENCY AIR       STANDARD AIR        
OCEAN

10. **SPECIAL INSTRUCTIONS:**

---

11. **QUANTITY OF COMMODITY** (By Number of Boxes and Size if Appropriate)

Personal Protective Equipment Kits

Small:

Large:

Extra Large:

Decontamination Kit:

Laboratory Specimen Collection Kit:

AI Poultry Rapid Antigen Test Kit:

Infectious Substance Shipper STP310 with Ice Packs:

Universal Transport Medium:



# USAID | DELIVER PROJECT

FROM THE AMERICAN PEOPLE

## Ordering process – General procedure

- I. If you are a requesting agency or national avian influenza committee**
  - A. Contact the USAID country or regional representative or the US embassy representative to complete and submit an order form.
  - B. Identify quantities of each type of AI commodity. Please also indicate the quantity required for each PPE kit size (small, large, extra large)
  - C. Note that any rapid avian flu tests and viral transport medium to complement the lab kits will be shipped separately. Because of the short shelf life, please order these commodities on identification of an outbreak and they will be air freighted to arrive in 3-5 days.
  - D. Additional quantities of the following commodities can be ordered separately in addition to the kits, but require specific approval of USAID/W: Infectious substance shipping kits with ice packs, avian flu rapid test kits, viral transport medium.
  - E. Key information required is warehouse physical delivery address and detailed contact information for final delivery.
  - F. Also key is the verification of adequate storage space
  
- II. If you are a USAID country or Regional Office, or US Embassy**
  - A. Review and complete country checklist (available from [www.deliverjsi.com](http://www.deliverjsi.com))
  - B. Verify appropriateness of amounts requested, in light of country response plans and other donor inputs
  - C. Specify freight method
    1. emergency air – estimated arrival 5-7 days, requires USAID Mission director or US ambassador authorization
    2. standard air – estimated arrival 7-14 days
    3. Ocean freight – estimated arrival 6-8 weeks, bulk shipments, substantially lower costs than air freight
  - D. Identify consignee who will support customs clearance and duty-free import. If consignee is the US Embassy, contact GSO for customs clearance procedures.
  - E. Identify special import instructions, if required

- F. Complete USAID | DELIVER PROJECT AI Commodity Request form and submit to USAID AI Unit, Washington DC
  - 1. Kama Garrison, DELIVER CTO – [kgarrison@usaid.gov](mailto:kgarrison@usaid.gov) and
  - 2. Robert Blanchard, Logistics Coordinator – [rblanchard@usaid.gov](mailto:rblanchard@usaid.gov)
- G. Door-to-door delivery to the specified address will be provided by central funds
- H. Commodity & shipping costs are covered by AI unit central funding

### **III. Order and Delivery process**

- A. Order approval notification from USAID/W.
- B. Pre-alert documents sent to UPS country agent and to consignee
- C. UPS country agent works with consignee to clear customs
- D. UPS country agent delivers to receiving address
- E. Signed delivery note returned to DELIVER by UPS
- F. Verification of specific item quantity received by receiving address to DELIVER



## ORDER FORM COMPLETION INSTRUCTIONS

1. **Date Requested by recipient:** Date when original requesting agency made their request to USAID or the US Embassy
2. **Date Request submitted to USAID/W:** date form completed and sent to USAID/W AI Unit for approval
3. **Date Approved by USAID/W: leave blank**
4. **Country:** Country or international organization receiving Shipment
5. **Requesting organization:** Principle user of AI commodities. Please include name, address, email and phone contact information
6. **USAID or US Embassy contact:** please include name, address, email and phone contact
6. **Consignee:** Name and address for customs clearance purposes. Often, Ambassador, US Embassy, street address. If consignee is the Ambassador, please list the name of a contact person at the Embassy. Note: if not US Embassy for customs and duty-free clearance, consignee must arrange customs clearance and often may be required to pay duty
7. **Delivery Destination:** street address of physical site which will receive shipment. Note: cannot be P.O. or office address, it must be the delivery site
8. **Desired Delivery Date:** Desired estimated arrival date to be in-country. This is a target date, not a guaranteed date.
9. **Shipment Method requested:** emergency air, standard air, ocean freight. Note that emergency air requires authorization.
10. **Special Instructions:**
11. **Quantity of Commodity:** State number of kits required. For PPEs, state number of individual kits. Specify quantity for each size of kits. PPE Kits will be shipped in boxes of 25 kits.





## USAID AVIAN INFLUENZA COMMODITY SUPPORT PRESHIPMENT COMMODITY CHECKLIST

The purpose of this check list is to provide a framework to ensure that necessary shipment information is available and necessary decisions for commodity distribution have been made prior to commodity shipment. This step will ensure that AI containment commodities are received properly and distributed smoothly, thereby minimizing unexpected clearance costs, reducing Mission troubleshooting time and smoothing distribution to intended recipients. This checklist will be used by USAID/W and its agent, the JSI/DELIVER project, to ensure that these necessary steps have been addressed prior to final shipment. This checklist can also be used for program and commodity monitoring during the course of the program.

Guidelines for the use of this checklist are available. This checklist also provides a simple format to consolidate information discussed in USAID documents such as the Standard Operating Procedure for Warehousing and Distribution of USG Stockpile Commodities, the USAID/OFDA Mission Guidance: The USG AI International Stockpile, the USG Avian Influenza Stockpile Field Guidance and other more detailed planning documents. This checklist will help ensure the simple collection and verification of various information and planning requirements.

Discussion with potential commodity recipients on general need		
Discussion with National Pandemic response coordinating committee (if applicable) concerning relationship with national program and relationship with other donated AI commodities		
Review of recipient need calculation and formulas for appropriateness		
Possible National Stockpile reserve quantities identified		
Initial recipient amounts generally agreed on		
USAID and counterpart recipient LOU/MOU drafted with roles and responsibilities identified and agreed on		
Commodity Use Training guaranteed by recipients		
Warehouse space and funding for initial product receipt verified		
Shipment costs within country budgeted by recipients		
Disposal costs, used and non-used products, are guaranteed by the recipients		

Initial Request for commodities form submitted to Regional and Washington AI for approval		
Total commodity shipment amounts mutually agreed with USAID/W		
Estimated Shipment receipt dates conveyed to possible recipients		

## **Planning and Demand Calculation SHIPPING AND CLEARANCE INFORMATION**

Shipping address (USG?) provided and verified		
Two contact points provided (email and telephone) for a primary and a secondary contact for coordination and shipping document receipt		
If under USG consignment, is duty free clearance provided		
Have relevant USG clearing agencies been notified		
If not under USG consignment, has a freight forwarding agent been identified (contracted?) and funds available for clearance and payment of any duties certified		
Has initial receipt warehouse space been arranged for the appropriate volume		
Are funds available for initial port or airport to warehouse transshipment		
Confirmation of request and notification of shipment from AI/W		
Original Airway Bills or Commercial Invoices provided for customs clearance to USG		
Customs clearance begun before shipment is received		
Shipment Received		
Customs Clearance completed		
Shipment transshipped to initial or final storage		
Receipt documents received and copies sent to USAID/W (DELIVER?)		

## **TRACKING AND REPORTING**

Handover receipts received and copied to USAID/W		
Warehouse(s) visited and suitability verified		
Logistics TA for recipient partners provided if needed		

First monthly stock distribution and use information consolidated by USAID and transmitted to USAID/W		
Emergency stockpile release “triggers” agreed upon		
Emergency stockpile shipment freight contracts negotiated for future activation		
Process to request emergency stockpile replenishment from USAID/W or regional centers agreed upon		
Coordinate with National Coordinating Committee concerning other possible donated commodities		
Arrange for annual review of stock status, including possible physical count		
Additional drawdown requests verified and requested.		
Return to planning and shipment cycles		





# USAID | DELIVER PROJECT

## ACTION REQUIRED

### TRANSFER OF OWNERSHIP REPORT

THIS REPORT COMPLETES THE AUDIT TRAIL FOR THE RECEIPT OF THIS SHIPMENT.  
PLEASE COMPLETE AND RETURN TO USAID/WASHINGTON.

**USAID SHIPMENTS**

**DATE: 12/15/2006**

**TO:**

**FROM:**

ROBERT BLANCHARD  
ROBERT BLANCHARD  
DISASTER LOGISTICS SPECIALIST

**COMMODITY                      QUANTITY                      CARTONS   VOLUME      WEIGHT**

PPE KITS

DECONTAMINATION KITS

LABORATORY KITS

**CARRIER/VESSEL                      PORT OF DEPARTURE                      PORT OF ARRIVAL**

**RETURN TO:**

Date received by consignee:_____
Quantity received:_____
Respondent's Signature:_____
Title:_____
Date of reply:_____
Comments:_____





# USAID | DELIVER PROJECT

## ACTION REQUIRED

### USAID | DELIVER PROJECT RECEIVING REPORT

THIS REPORT COMPLETES THE AUDIT TRAIL FOR THE RECEIPT OF THIS SHIPMENT.  
PLEASE COMPLETE AND RETURN TO USAID/WASHINGTON.

**USAID SHIPMENTS**

**DATE:**

**TO:**

**FROM:**

ROBERT BLANCHARD  
ROBERT BLANCHARD  
DISASTER LOGISTICS OFFICER

**COMMODITY**                      **QUANTITY**                      **CARTONS**   **VOLUME**   **WEIGHT**  
PPE KITS

DECONTAMINATION KITS

LABORATORY KITS

**CARRIER/VESSEL**                      **PORT OF DEPARTURE**                      **PORT OF ARRIVAL**

**RETURN TO:**

Robert Blanchard  
USAID/Washington  
[rblanchard@usaid.gov](mailto:rblanchard@usaid.gov)

or

Tim Davis  
Freight Manager  
USAID | DELIVER Project  
[txdavis@ups-scs.com](mailto:txdavis@ups-scs.com)

Date received by consignee: \_\_\_\_\_  
Quantity received: \_\_\_\_\_  
Respondent's Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date of reply: \_\_\_\_\_  
Comments: \_\_\_\_\_





# AVIAN INFLUENZA

## Product Catalog 2008 DRAFT



## **USAID | DELIVER PROJECT, Task Order 2**

The USAID | DELIVER PROJECT, Task Order 2, is funded by the U.S. Agency for International Development under contract no. GPO-I-02-06-00007-00, beginning March 21, 2007. Task Order 2 is implemented by John Snow, Inc., in collaboration with PATH, Crown Agents Consultancy, Inc., Fuel Logistics Group (Pty) Ltd., UPS Supply Chain Solutions, Family Health International, The Manoff Group, Map International, and 3i Infotech. Task Order 2 manages a global distribution mechanism for commodities to contain outbreaks of the highly pathogenic H5N1 avian influenza and to limit its potential to spread globally. Task Order 2 also assists in forecasting and procurement planning for developing countries and helps pre-position commodities in national and regional warehouses for rapid deployment in case of outbreaks.

Cover Photo: A man puts on the personal protection equipment (PPE) necessary for working with chickens or humans suspected of having avian influenza.

The authors' views expressed in this publication do not necessarily reflect the views of the U.S. Agency for International Development or the United States Government.

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Internet: [deliver.jsi.com](http://deliver.jsi.com)

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## **I. PRODUCT SPECIFICATIONS**

- Personal Protection Equipment
- Decontamination Kit
- Laboratory Kit
- Flu Detect Avian Influenza Poultry Type A Antigen Rapid Test Kit
- Universal Viral Transport Media Combo Kit
- Infectious Substance Insulated Category A Shipping System

## **II. INSTRUCTIONS**

- Personal Protection Equipment
- Flu Detect Avian Influenza Poultry Rapid Test Kit

## **III. COMMODITIES GUIDELINES**

- Shipping Specifications
- Ordering Instructions
- Order Form Completion Instructions
- Avian Influenza Stockpile Order Form



# PRODUCT SPECIFICATIONS

PERSONAL PROTECTION EQUIPMENT

DECONTAMINATION KIT

LABORATORY KIT

FLU DETECT AVIAN INFLUENZA POULTRY TYPE A ANTIGEN RAPID TEST KIT

UNIVERSAL VIRAL TRANSPORT MEDIA COMBO KIT

INFECTIOUS SUBSTANCE INSULATED CATEGORY A SHIPPING SYSTEM



# PERSONAL PROTECTION EQUIPMENT

Personal protection equipment (PPE) is used when working with chickens—alive, sick, or dead—or with humans suspected of having avian influenza. All the PPE supplied in the PPE kit is disposable; it is for one-time use only.

## SPECIFICATIONS

**Product Description:** Personal protection equipment (PPE)

**Pack Size:** 25 PPE/case

**Transport Cool (Y/N):** N

**Storage Conditions:** Store away from extreme heat (over 40°C/104°F) and moisture.



## SHIPPING DETAILS

**Shipping Unit:** Case of 25 PPE kits

18 cases/pallet (air) = 450 PPE

30 cases/pallet (ocean) = 750 PPE

20 pallets/40 ft container = 15,000 PPE

**Case Dimensions:**

24 × 15 × 16 in

61 × 38 × 41 cm

**Case Volume:** 3.33 ft<sup>3</sup>/0.09 m<sup>3</sup>

**Case Weight (approx):** 23 lbs/10.43 kg

**Transportation Regulations:** Non-hazardous



## COMMERCIAL VALUE

U.S.\$218.75 (25 PPE kits) | U.S.\$8.75 (1 PPE kit)

## CONTENTS OF PPE KIT

1 pair Tyvek coveralls

1 pair boot covers

2 pair nitrile gloves

1 plastic apron (in plastic pouch)

1 N-95 particulate respirator

1 pair goggles (with indirect vents)

4 alcohol wipes

1 PDI sanitary viricidal wipe

1 infectious waste bag (red)



## DECONTAMINATION KIT

Decontamination, a method used to destroy germs and viruses as quickly and efficiently as possible, prevents them from continuing to transmit disease. Three important reasons to decontaminate during an avian influenza outbreak include—

1. Decontamination prevents contamination of people and the environment.
2. Decontamination during an outbreak prevents the virus from spreading.
3. Decontamination enables flocks to safely repopulate after a proper quarantine period.

### SPECIFICATIONS

**Product Description:** Decontamination kit

**Pack Size:** Decontamination kit/case

**Transport Cool (Y/N):** N

**Storage Conditions:** Store away from extreme heat (over 40°C/104°F) and moisture.



### SHIPPING DETAILS

**Shipping Unit:** Case of 1 decontamination kit

Cases/pallet (air) = 8 decontamination kits

Cases/pallet (ocean) = 10 decontamination kits

**Case Dimensions:**

24 × 24 × 18 in

61 × 61 × 46 cm

**Case Volume:** 6.00 ft<sup>3</sup>/0.17 m<sup>3</sup>

**Case Weight (approx.):** 43 lbs/9.505 kg

**Transportation Regulations:** Non-hazardous



### COMMERCIAL VALUE

U.S.\$350.00 each

## CONTENTS OF DECONTAMINATION KIT

### Personal Protective Equipment

	Qty
• Coverall (with hood and boots) _____	4
• N-95 respirator _____	4
• Outer gloves (nitrile, size 10, 11 mil) _____	4
• Inner gloves (vinyl, 4 mil) _____	4
• Goggles (chemical splash) _____	4
• Shoe covers _____	4
• Apron (plastic, in a pouch) _____	4
• Respirator Fit Test Kit (bitrex solution) _____	1

### Disinfectants

• Disinfectant (5 kg drum) _____	1
• 60-count canister of wipes _____	1

### Cleaning/Decontamination Supplies

• Scrub brush _____	4
• Bar of soap (4 per kit) for washing hands _____	4
• Inflatable basin for foot baths _____	1
• Bucket (approx. 19 liter) _____	2

### Biohazard Control Materials

• Virucidal wipe (one large, individual wipe) _____	4
• Alcohol pads (70%), usually to wash hands _____	16
• Bag for infectious waste _____	4
• Sprayer nozzle _____	1
• Sprayer container (8.52 liters) used to dispense disinfectant _____	1



## LABORATORY KIT

The laboratory kit is used to collect and submit samples for testing, to support rapid diagnostic testing on birds for avian influenza, and to prepare samples for transport to an in-country or international laboratory.

Note: You must order Poultry Rapid Tests and Universal Viral Transport Media separately.

### SPECIFICATIONS

**Product Description:** Laboratory kit

**Pack Size:** 1 laboratory kit/case

**Transport Cool (Y/N):** N



### SHIPPING DETAILS

**Shipping Unit:** Case containing 1 laboratory kit

Cases/pallet (air) = 8 laboratory kits

Cases/pallet (ocean) = 10 laboratory kits

**Case Dimensions:**

18 × 18 × 24 in

46 × 46 × 61 cm

**Case Volume:** 4.50 ft<sup>3</sup>/0.13 m<sup>3</sup>

**Case Weight (approx.):** 29 lbs/13.15 kg

**Transportation Regulations:** Non-hazardous

### COMMERCIAL VALUE

U.S.\$900.00 each

## CONTENTS OF LABORATORY KIT

### Personal Protective Equipment Qty

- Coverall (with hood and boots) \_\_\_\_\_ 4
- N-95 respirator \_\_\_\_\_ 4
- Outer gloves (nitrile, size 10, 11 mil) \_\_\_\_\_ 4
- Inner gloves (vinyl, 4 mil) \_\_\_\_\_ 4
- Goggles (chemical splash) \_\_\_\_\_ 4
- Shoe covers \_\_\_\_\_ 4
- Apron (plastic, in a pouch) \_\_\_\_\_ 4
- Respirator Fit Test Kit (bitrex solution) \_\_\_\_\_ 1

### Samples Collection and Testing Supplies

- Tissue forceps \_\_\_\_\_ 12
- Scissors \_\_\_\_\_ 12
- Whirl-pak (7 oz) \_\_\_\_\_ 20
- Single swab \_\_\_\_\_ 50
- Cotton gloves (pairs) \_\_\_\_\_ 4
- Sealable sample bag \_\_\_\_\_ 20

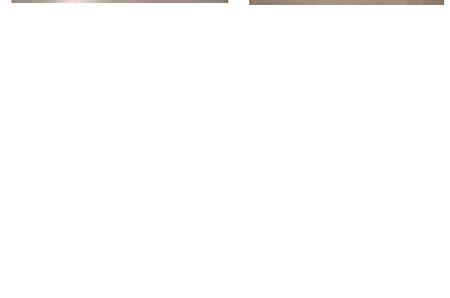
### Transportation Supplies

- Cooler box \_\_\_\_\_ 1
- Cooling bags \_\_\_\_\_ 10
- Black markers (box of 12) \_\_\_\_\_ 1
- Rubber band bags (25 bags) \_\_\_\_\_ 1
- Packing tape (3-inch roll) \_\_\_\_\_ 1
- Duct tape (roll) \_\_\_\_\_ 1
- Infectious substance shipper (box) \_\_\_\_\_ 1
- Freezer packs (bags) \_\_\_\_\_ 4
- Poultry shears \_\_\_\_\_ 8

### Cleaning/Decontamination Supplies

- Container of wipes 0% alcohol \_\_\_\_\_ 2

Note: When you order the laboratory kit, you must order the Poultry Rapid Tests and Viral Transport Media separately.



# FLU DETECT AVIAN INFLUENZA POULTRY TYPE A ANTIGEN RAPID TEST KIT

The Flu Detect Avian Influenza Poultry Type A Antigen Rapid Test Kit is an in-vitro, lateral flow assay designed to aid in the qualitative detection of influenza type A virus in tracheal and cloacal samples from symptomatic birds or flocks. This assay detects all 16 types of the influenza type A virus.

Note: You must order these kits separately. Due to the short shelf life and storage requirements, these products will be shipped, on demand, by express air.

## SPECIFICATIONS

**Product Description:** Flu Detect Avian Influenza Poultry Type A Antigen Rapid Test Kit

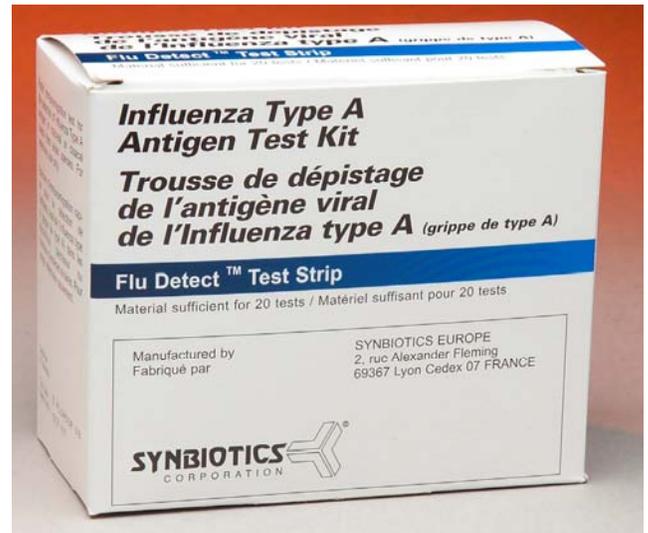
**Kit Size:** 1 kit includes 20 tests

**Transport Cool (Y/N):** N

**Storage Conditions:** Keep at temperature controlled room conditions (A/C) (35°F–86°F) (2°C–30°C).

**Shelf Life:** 18 months from the date of manufacture

**Minimum Order Quantity:** 1 kit



## SHIPPING DETAILS

**Shipping Unit:** 1 kit contains 20 tests

**Dimensions:** 5 × 2 × 4 in

**Case Volume:** .02 ft<sup>3</sup>/0.0005 m<sup>3</sup>

**Case Weight (approx.):** 8 oz

**Transportation Regulations:** Non-hazardous



## COMMERCIAL VALUE

U.S.\$150.00 per kit (20 tests)



## UNIVERSAL VIRAL TRANSPORT MEDIA COMBO KIT

The Universal Viral Transport Media Combo Kit is used to collect and transport clinical specimens that contain viruses, chlamydiae, mycoplasmas, or ureaplasmas from the collection site to the testing laboratory. This product requires standard clinical laboratory operating procedures for viral, chlamydial, mycoplasmal, and ureaplasma culture.

**Note:** You must order these products separately. Due to the short shelf life and storage requirements, these products will be shipped, on demand, by express air.

### SPECIFICATIONS

**Product Description:** Universal Viral Transport Media Combo Kit

**Kit Size:** 1 kit includes 50 vials

**Transport Cool (Y/N):** N

**Storage Conditions:** Keep between (35°F–77°F) (2°C–25°C); store in cool, dry conditions.

**Shelf Life:** 18 months from the date of manufacture



### SHIPPING DETAILS

**Shipping Unit:** 1 kit of 50 vials

**Dimensions:** 11 × 7 × 9 in

**Case Volume:** 0.4 ft<sup>3</sup>/0.01 m<sup>3</sup>

**Case Weight (approx.):** 1 lb

**Room Temperature:** 15°C–25°C

**Transportation Regulations:** Non-hazardous

### COMMERCIAL VALUE

U.S.\$56.47



## INFECTIOUS SUBSTANCE INSULATED CATEGORY A SHIPPING SYSTEM

To prepare a sample for shipping or delivery to an international reference laboratory, pack the sample in the infectious substance insulated shipper box and include cold packs. Do not store or ship influenza samples in dry ice (solid carbon dioxide) unless they are sealed in glass; or sealed, taped, and double-plastic bagged. It is important to pack the samples in the shipper box to ensure that they cannot break, be punctured, or leak their contents, assuming “normal” transportation movement.

### Notes:

- You must order ice packs separately.
- You can order additional quantities of the infectious substance shipper separately, if required.

## SPECIFICATIONS

**Product Description:** Infectious Substance Insulated Category A Shipping System

**Transport Cool (Y/N):** N

**Storage Conditions:** Store in dry conditions.

**Insulated System Components:**

- Outbox
- Insulated chest
- Inner box
- Category B/empty package
- Conversion panel
- Disposable 2-part secondary pressure vessel
- 250 ml absorbent strip
- 12 × 12 inch bubble wrap (2)
- Blockout sticker (2)
- Shipper’s declaration form

**Standard Capacity:** Thirty-two 10 ml vials, or one 500 ml blood bag

**Maximum Capacity:** Two 500 ml blood bags



## SHIPPING DETAILS

**Shipping Size:** 16 × 13 × 13 in

**Case Size:** 4 shipper/box, 28 × 26 × 16 in

**Case Volume:** 6.7 ft<sup>3</sup>/0.18 m<sup>3</sup> case

**Case Weight:** 4 shipper/box, 17 lbs

**Transportation Regulations:** Non-hazardous



## COMMERCIAL VALUE

U.S.\$26.88



## FROZEN ICE PACK

Always use the frozen ice pack with the infectious substance shipper. Order four frozen ice packs for each infectious substance shipper.

### SPECIFICATIONS

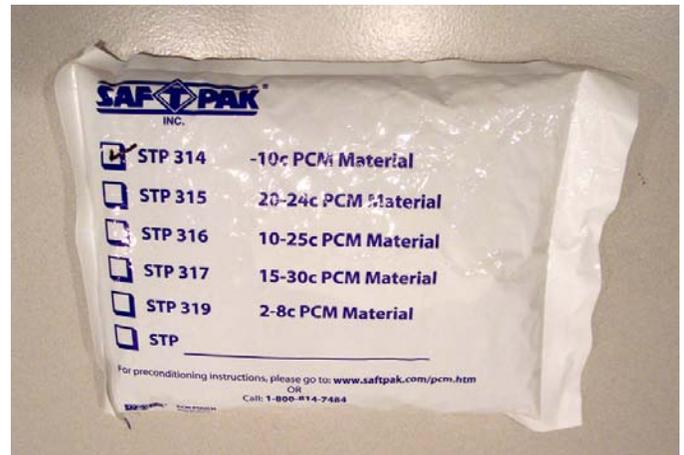
**Product Description:** Frozen ice pack

**Case Components:** 1kg (2.2 lb) STP314 (8 each)

**Thermal Protection Range:** -10°C/0°C

**Transport Cool (Y/N):** N

**Storage Conditions:** Store in dry conditions.



### SHIPPING DETAILS

**Shipping Size:** 16 × 10 × 7 in

**Case Size:** 8 pack/box, 16 × 10 × 7 in

**Case Weight:** 8 pack/box, 19 lbs

**Case Volume (approx):** 8 pack/box, 0.6 ft<sup>3</sup>/0.01 m<sup>3</sup>

**Transportation Regulations:** Non-hazardous

### COMMERCIAL VALUE

U.S.\$5.32



# INSTRUCTIONS

PERSONAL PROTECTION EQUIPMENT

FLU DETECT AVIAN INFLUENZA POULTRY RAPID TEST KIT



# PERSONAL PROTECTION EQUIPMENT

## HOW TO WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE)



You will put your coveralls on **FIRST**.



You will put your shoe covers **SECOND**.



You will put your respirator on **THIRD**.



You will put your goggles on **FOURTH**, after you put on your respirator.



You will put your apron on **FIFTH**.

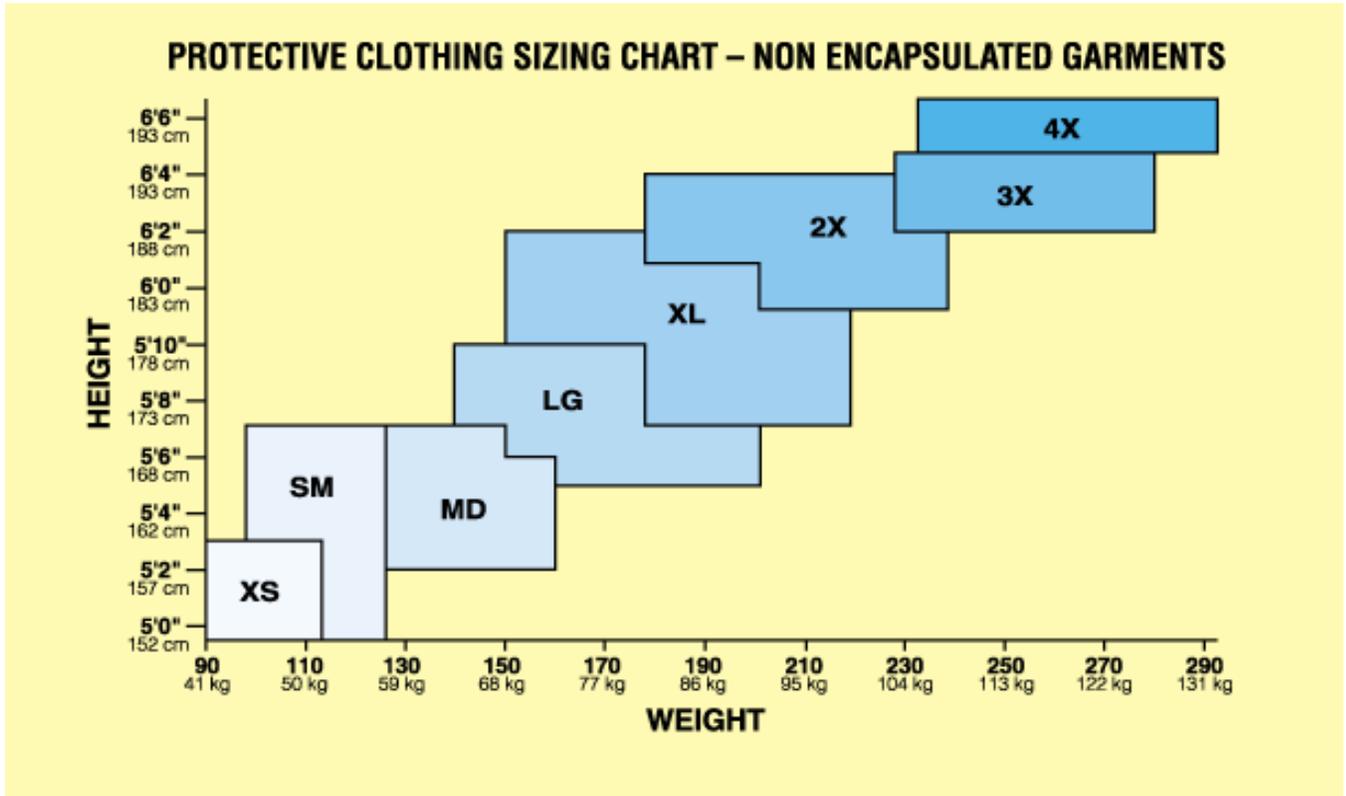
You will put on your gloves 2 pairs of them for the **SIXTH** and **SEVENTH** steps.



# PERSONAL PROTECTION EQUIPMENT

## SIZE CHART

Use this chart to determine the correct sizes of PPE required.



Sizes available from the USAID | DELIVER PROJECT include—

Small

Large

Extra Large



# FLU DETECT AVIAN INFLUENZA POULTRY RAPID TEST KIT

## Sample Collection Methods in Birds

Tracheal samples should be taken from behind the tongue area of the bird. The trachea of live birds is swabbed by inserting a swab into the trachea and gently swabbing the wall. The swab is then placed in transport media.

You can also take tracheal swabs from dead animals after you remove the lungs and trachea from the carcass. The trachea is held in a gloved hand and the swab inserted to its length with vigorous swabbing of the wall. The swab is then placed in transport media.

To test one sample on-site:

- Place 8 drops (approximately 250  $\mu$ l) of Extraction Buffer in a clean test tube.
- Place the swab containing the specimen in the tube and rotate the swab 5–10 times in the buffer.
- When removing the swab from the tube, press the swab against the side of the tube repeatedly until no more liquid comes from the swab.
- Discard the swab in a biohazard container (such as the red biohazard bag that comes with your PPE).
- If the samples will not be tested immediately, cap the tube with the provided cap and store the sample in the cooler provided in your kit.
- Insert the test strip into the tube.
- Allow the tube to sit at room temperature for 15 minutes.
- Read test strip results.



Collecting a tracheal sample

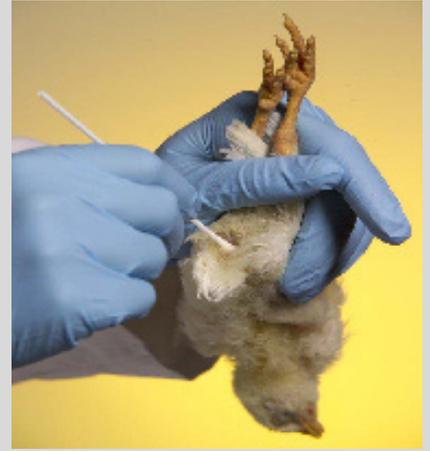
Cloacal samples should be taken from within the cloacal area of the bird, avoiding excess solid fecal material or visible blood.

A cloacal swab from a live bird is taken by inserting a swab deeply into the vent and vigorously swabbing the wall. The swab should be deeply stained with fecal material. The swab is then placed in transport media.

Fecal specimens from the cages of sick poultry in bird markets or from wild birds in the field are collected from freshly deposited wet feces; the swab should be heavily coated with feces. The swab is then placed in transport media as above.

To test one sample on-site:

- All samples should be at typical “room temperature” before running the test.
- Pour 0.5 ml of BHI or Viral Transport Media into a clean test tube.
- Dip 1 cloacal swab into BHI or Viral Transport Media.
- Place the swab containing the specimen in the tube and rotate the swab 5–10 times in the buffer.
- When removing the swab from the tube, press the swab against the side of the tube repeatedly until no more liquid comes from the swab.
- Discard the swab in a biohazard container such as the red biohazard bags provided with your PPE.
- Drop 200ul of extracted sample into a second test tube.
- Add 3 drops of extraction buffer into the tube and mix it thoroughly.
- If the samples will not be tested immediately, cap the tube with the provided cap and store the sample in the cooler provided in your kit.
- Insert the test strip into the tube.
- Allow the sample to sit at room temperature for 15 minutes.
- Read test strip results.

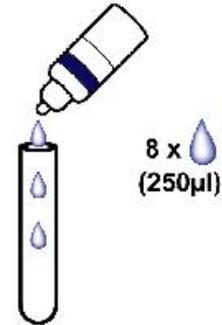


Collecting a cloacal sample

## Using the Flu Detect Test Strip (for animals)

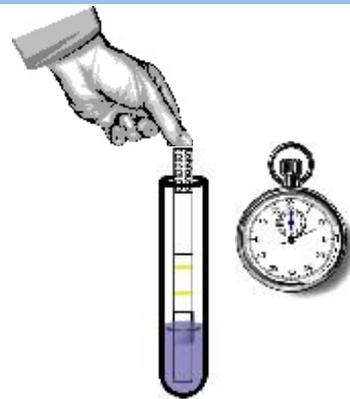
### STEP 1

8 drops (~250 $\mu$ l) extraction buffer into test tube



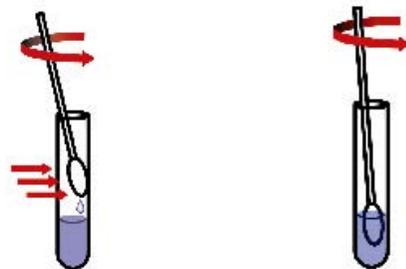
### STEP 2

Insert swab, rotate. Press swab against side of tube to extract liquid. Dispose of swab.



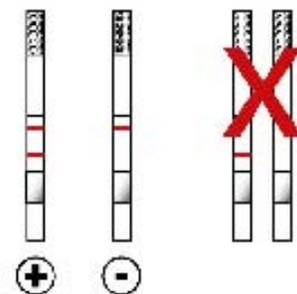
### STEP 3

Insert test strip, label side up, so that pink pad is just submerged into extracted sample. Incubate for 15 minutes. Remove strip and read results.



### STEP 4

Reading results and validation: Control line at top, closest to handle. Absence of control line indicates invalid test.





# COMMODITIES GUIDELINES

SHIPPING SPECIFICATIONS

ORDERING INSTRUCTIONS

ORDER FORM COMPLETION INSTRUCTIONS

AVIAN INFLUENZA STOCKPILE ORDER FORM



# SHIPPING SPECIFICATIONS

## SEE BELOW FOR STOCKPILE SPECIFICATIONS

### AI STOCKPILE SHIPPING SPECIFICATIONS

PACK	QUANTITY	BOXES	VOLUME	WEIGHT
<b>TRAINING PACK</b>				
<i>The Training Pack is intended for USAID commodities training.</i>				
PPE	100	4		
Laboratory kit	1	1		
Decontamination kit	1	1		
AI poultry test	1	1		
Viral transport media	1	1		
<b>INVESTIGATION AND PREPOSITION PACK</b>				
<i>The Investigation and Preposition Pack is intended for use in response to initial outbreaks.</i>				
PPE	450	18		
Laboratory kit	2	2		
Decontamination kit	5	5		
AI poultry test	5	5		
Viral transport media	5	5		
<b>OUTBREAK RESPONSE PACK</b>				
<i>The Outbreak Response Pack is intended for...</i>				
PPE	4,500	180		
Laboratory kit	5	5		
Decontamination kit	40	40		
AI poultry test	10	10		
Viral transport media	10	10		



# ORDERING INSTRUCTIONS

## Ordering Process — General Procedure

### I. IF YOU ARE A REQUESTING AGENCY OR NATIONAL AVIAN INFLUENZA COMMITTEE—

- A. Contact the USAID country or regional representative, or the U.S. Embassy representative to complete and submit an order form.
- B. Identify quantities of each type of AI commodity; also indicate the quantity required for each PPE kit size (small, large, extra large).
- C. Note that any rapid avian flu tests and viral transport media to complement the lab kits will be shipped separately. Because of the short shelf life, order these commodities after an outbreak is identified; they will be sent by air freight to arrive in 3–5 days.
- D. In addition to the kits, additional quantities of the following commodities can be ordered separately, but they require specific approval from USAID/Washington: infectious substance shipping kits with ice packs, avian flu rapid test kits, and viral transport media.
- E. Key information is required, including the physical delivery address of the warehouse and detailed contact information for final delivery.
- F. Also, key is the verification of adequate storage space.

### II. IF YOU ARE A USAID COUNTRY, REGIONAL OFFICE, OR U.S. EMBASSY—

- A. Review and complete the country checklist (available from [deliver.jsi.com](http://deliver.jsi.com)).
- B. Verify the appropriateness of the amounts requested in light of country response plans and other donor inputs.
- C. Specify freight method:
  - 1. Emergency air—estimated arrival is 5–7 days; requires USAID mission director or U.S. ambassador authorization
  - 2. Standard air—estimated arrival 7–14 days
  - 3. Ocean freight—estimated arrival 6–8 weeks, bulk shipments, substantially lower costs than air freight.
- D. Identify consignee who will support customs clearance and duty-free import. If consignee is the U.S. Embassy, contact GSO for customs clearance procedures.
- E. Identify special import instructions, if required.
- F. Complete the USAID | DELIVER PROJECT AI form and submit to USAID AI Unit, Washington, D.C.
  - 1. Kama Garrison, DELIVER CTO—[kgarrison@usaid.gov](mailto:kgarrison@usaid.gov) and
  - 2. Robert Blanchard, Logistics Coordinator—[rblanchard@usaid.gov](mailto:rblanchard@usaid.gov)
- G. Central funds will provide door-to-door delivery to the specified address.
- H. Central funds AI unit will cover commodity and shipping costs.

### **III. ORDER AND DELIVERY PROCESS**

- A. Order approval notification from USAID/Washington.
- B. Pre-alert documents sent to UPS country agent and to consignee.
- C. UPS country agent works with consignee to clear customs.
- D. UPS country agent delivers to receiving address.
- E. UPS returns signed delivery note to the USAID | DELIVER PROJECT.
- F. Receiving address receives verification of specific item quantity received by USAID | DELIVER PROJECT.

## ORDER FORM COMPLETION INSTRUCTIONS

1. **DATE REQUESTED BY RECIPIENT:** Enter date when original requesting agency or the U.S. Embassy made their request to USAID.
2. **DATE REQUEST SUBMITTED TO USAID/W:** Enter date form was completed and sent to USAID/W AI Unit for approval.
3. **DATE APPROVED BY USAID/W:** Leave blank
4. **COUNTRY:** Enter country or international organization receiving shipment.
5. **REQUESTING ORGANIZATION:** Enter principle user of AI commodities. Please include name, address, email, and phone contact information.
6. **USAID OR EMBASSY CONTACT:** Enter name, address, email, and phone contact.
7. **CONSIGNEE:** Enter name and address for customs clearance; is often the ambassador or U.S. Embassy address. *Note:* If the U.S. Embassy is not the consignee for customs and duty-free clearance, the consignee must arrange customs clearance and may be required to pay duty.
8. **DELIVERY DESTINATION:** Enter the physical street address that will receive shipment. *Note:* The address cannot be a P.O. or office address; it must be the delivery site.
9. **DESIRED DELIVERY DATE:** Enter the desired estimated arrival date for delivery in-country. *Note:* This is a target date, not a guaranteed date.
10. **SHIPMENT METHOD REQUESTED:** Enter emergency air, standard air, or ocean freight. *Note:* Emergency air requires authorization.
11. **SPECIAL INSTRUCTIONS:**
12. **QUANTITY OF COMMODITY:** Enter the number of kits required. For PPE, state number of individual kits. Specify quantity for each size of kits. PPE will be shipped in boxes of 25 PPE kits.



# AVIAN INFLUENZA STOCKPILE ORDER FORM

1. DATE REQUESTED BY RECIPIENT:
2. DATE REQUEST SUBMITTED TO USAID/W:
3. DATE APPROVED BY USAID/W:

4. COUNTRY:

5. REQUESTING ORGANIZATION:

NAME:

ADDRESS:

EMAIL:

PHONE:

6. USAID OR EMBASSY CONTACT:

NAME:

ADDRESS:

EMAIL:

PHONE:

7. CONSIGNEE:

NAME:

ADDRESS:

EMAIL:

PHONE:

8. DELIVERY DESTINATION:

NAME:

ADDRESS:

EMAIL:

PHONE:

9. DESIRED DELIVERY DATE:

10. SHIPMENT METHOD REQUESTED:    EMERGENCY AIR       STANDARD AIR       OCEAN

11. SPECIAL INSTRUCTIONS:

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12. QUANTITY OF COMMODITY (By number of boxes and size if appropriate)

Personal Protective Equipment Kits

Small:

Large:

Extra Large:

Decontamination Kit:

Laboratory Kit:

Flu Detect Avian Influenza Poultry Type A Antigen Rapid Test Kit:

Infectious Substance Insulated Category A Shipping System with Ice Packs:

Universal Viral Transport Media Combo Kit:



For more information, please visit [deliver.jsi.com](http://deliver.jsi.com).

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