



DIVISION OF LOGISTICS SERVICES (DLS)

# MONTHLY NEWSLETTER

Edition 5 | August 2021

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### WELCOME TO OUR AUGUST 2021 EDITION!

Summer is winding down, and we are fast approaching Fiscal Year End (FYE)!

This month, we start with a THANK YOU to NIH's incredible scientific community, laboratory staff, safety officers, acquisition partners, human resources, facilities & maintenance staff, and technology partners – it is a privilege to work alongside you and to be trusted with your supply and logistics needs.



The NIH Division of Logistics Services (DLS) is staying on the forefront of ways to make it easier for you to complete your mission, from MODERNIZING our Inventory Management module, IMPROVING inventory accuracy with Radio-Frequency Identification (RFID), and GETTING YOU THE BEST VALUE with our participation in the HHS BUYSMARTER Nitrile Gloves initiative. Our goal is to provide you with the highest quality, government approved products and supplies that you need in your labs and offices (all with FREE delivery).

Stock up and plan ahead for FY22! SHOP the [DLS PRODUCT CATALOG](#) from now until the end of September 2021 to fill your current lab and office supply needs. Don't have enough storage space?

We'll handle that for you, too – contact us at [NIHSC-customerservice@od.nih.gov](mailto:NIHSC-customerservice@od.nih.gov) today!

Your ingenuity, passion, curiosity, and enthusiasm are invaluable – and our lives are literally made better by your hard work at NIH.

With gratitude,  
The Division of Logistics Services

## HOT TOPICS

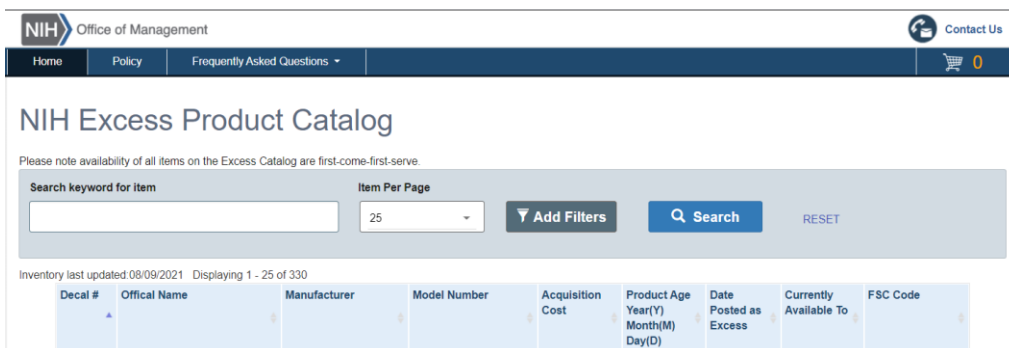
### Shop Now until the End of FY 21!



Online orders can be placed through NBS, POTS and the [Online Product Catalog](#) or by visiting our Building 10 Store, which is open for business! While the dates above are OFM/NBS mandated, please adhere to your respective IC's internal Year-End-Close deadlines above all others.

### Excess Product Catalog

Need office or lab equipment fast? Browse the [Excess Product Catalog](#) to obtain excess property for your office, lab or IC. You can find a range of accountable, functional property including laboratory equipment, laptops and more. There is no cost for obtaining property, and delivery is also free. If for whatever reason, the redeployed property does not meet your need, please have it excessed again by your PCO/AO. PRDS will pick up the item at no charge!



### PILOT RFID SOLUTION – Supporting Intramural Research

The Property Management Branch (PMB) in collaboration with the NIH Property Management Community, is working to determine the feasibility, cost, and benefits of RFID technology at NIH. PMB is working with NIH Service Center (NEI/NCATS) and the Clinical Center to implement an RFID pilot at each location.

Knowing your mission determines if this pilot is successful. Our ultimate objective is to implement an enterprise-wide RFID platform that provides the functionality,

interoperability, scalability, and performance required to support property management; that can also be utilized by the ICs to support unique business requirements. This tool, in addition to other asset tracking technologies being reviewed and tested at NIH, may provide a structure to improve the annual inventory management process by reducing the time and resources required to perform annual inventories of accountable property.

### **CONTINUE READING ABOUT RFID**

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## **HHS BUYSMARTER – NITRILE GLOVES INITIATIVE**

The HHS BUYSMARTER Program leverages the purchasing power of HHS to secure lower prices, achieve operational efficiencies, and generate cost savings on goods and services.

**DLS and the NIH Supply Center has been designated as the lead OPDIV pursuing an enterprise-wide acquisition for nitrile gloves.**



The HHS BUYSMARTER program is in the requirements gathering phase of its first enterprise acquisition, nitrile gloves. Because this phase is crucial to determine common requirements, a survey was developed to inform the uses, specifications, and current procurement processes of nitrile gloves across HHS OPDIVS.

**ATTN NIH Scientific Community – Do you use nitrile gloves but haven't received the survey link? Please send and email to: [DLSPMO@OD.NIH.GOV](mailto:DLSPMO@OD.NIH.GOV) to participate in this survey!**

**Please complete the HHS BUYSMARTER Nitrile Gloves Survey by COB Friday September 10, 2021. Your feedback is greatly appreciated!**

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## **INVENTORY MANAGEMENT MODULE (IMM)**

The NIH Supply Center (NIHSC) is working to secure enhanced Inventory/Warehouse Management functionalities to:

- Enhance our customer service
- Optimize stock levels and replenishment schedules
- Improve communications and transparency about products
- Improve order and delivery experience Automate manual processes
- Improve inventory visibility and tracking
- Extend shelf life for products



Additional information will be shared in the coming months!

## SUPPLY MANAGEMENT BRANCH (SMB)

### Did you know?

Only 10% of the current purchases made for lab supplies go through the NIH Supply Center, currently? If you purchase through NIH's central sourcing channel: the NIH Supply Center, you will:

- Receive your goods within 24 hours for stocked items
- Incur \$0 shipping fees
- Have your lab or office supplies delivered to the agreed upon delivery point

Have storage for your items at no cost at our warehouse for delivery when and where you need them.

### NIH SUPPLY CENTER MONTHLY NEWSLETTER:

- End of the Year Timeline
- Website Spotlight: Brochures
- We have you Covered: Pipets and Tips
- Manufacturer Backorders
- Subscribe to our Listserv
- Bulk Hold Program



NIH SUPPLY CENTER

### CONTINUE READING MONTHLY NEWSLETTER

#### THE NIH SUPPLY CENTER

- Is NIH's internal supply source
- Can provide your most popular request items
- Can help find substitutions for items that do not require a particular brand or product style
- Does not charge shipping fees (when ordered through iProcurement)
- Saves you the step of reconciling P-Card transactions
- Can delivery in-stock items within 24 hours

#### WE OFFER

- Special discounted pricing for NIH staff
- Chemical cold storage products
- IDIQ contracted items such as MPW boxes, powder free gloves (nitrile/latex), PPE items, compressed gas cylinders, and dry ice
- Storage at no cost for bulk/large items purchased from NIH Supply Center or it's Self-Service Stores

#### OUR STORES OFFER

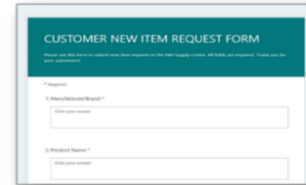
- Delivery services from store to bench-top
- Refrigeration and frozen items (enzymes)
- Huge selection of gloves and other items

## Product Category Brochure

We have several brochures that feature different sections of our Product Catalog. You can find them at the Building 10 Self-Service Store, or on our Website's Promotions Page. Our most recent brochures include [headsets](#) and [logo items](#).

## NIH Supply Center New Item Request Form

We love helping our customers obtain products they need! That is why we created our New Item Request Form. Whenever they don't see an item their Institute or Center may need, customers fill out the form, and send to our team.

A screenshot of a web form titled "CUSTOMER NEW ITEM REQUEST FORM". The form has a teal header with the title. Below the header, there are several input fields: a "Name" field, a "Manufacturer/Brand" field, a "Product Name" field, and a "Description" field. The form is presented in a clean, professional layout with a white background and teal accents.

## NIH Supply Center Bulk Hold Program

Remember when you order through us, you can always take advantage of our Bulk Hold Program at no extra cost! Order for the rest of the Fiscal Year and store at our warehouse until it is needed.

Please note other vendors may state their bulk hold program is "free" when they are anything but! These vendors require minimums and charge shipment fees, while at the NIH Supply Center there is no minimum and no shipment fees!

## CUSTOMER SPOTLIGHT

### Plan Ahead like NEI and NIEHS!

Place large volume/Bulk Orders for your lab and administrative needs now. This will ensure fulfillment in real time to meet your needs, and obligations met with this year's funds. Please, let us serve you!

Smart Planners/Savvy Savers: With only 4 short weeks left to order lab supplies, NEI and NIEHS placed large volume orders with the NIH Supply Center (NIHSC). NIEHS, located in North Carolina, received a direct/drop shipment from the NIH Supply Center (see below).

Knowing they have smaller storage space available to them than the NIH Supply Center, but also aware that they need certainty that items will be available for their use, NEI placed a bulk hold order at the NIH Supply Center. NEI can schedule receipt of lab supplies at their convenience. NIH Supply Center delivers: No storage or delivery fees.

Ted Plemons of NEI stated: "The NIH Supply Center Bulk Storage Program provided Building 49, Central Animal Facility, a supply chain solution for both PPE and other critical items that have plagued both the NIH and the U.S COVID 19 response. I want to thank Gwen Carr and her staff for working with us to implement a coordinated Emergency Response and Preparation Strategy, using NIHSC Bulk Hold Program. We worked in partnership together to develop a supply chain solution to meet our needs."







## Manufacture Backorders

As you may be aware, many key lab supplies are on manufacturer backorder due to the COVID-19 pandemic disrupting and causing major delays in production. Our team understands your needs, and we are working endlessly to make sure you receive your items in as timely a manner as possible. In addition, market research is being conducted to offer you alternative items that meet your needs.

**We're Your Priority Source, YOU Are Our #1 Priority! Have a Question?  
Please let us know how we can help!**

 **1-833-3 ONE NIH**   
(1-833-3 663 644)

**Call or email: [NIHSC-customerservice@od.nih.gov](mailto:NIHSC-customerservice@od.nih.gov)**

## Subscribe to our Listserv

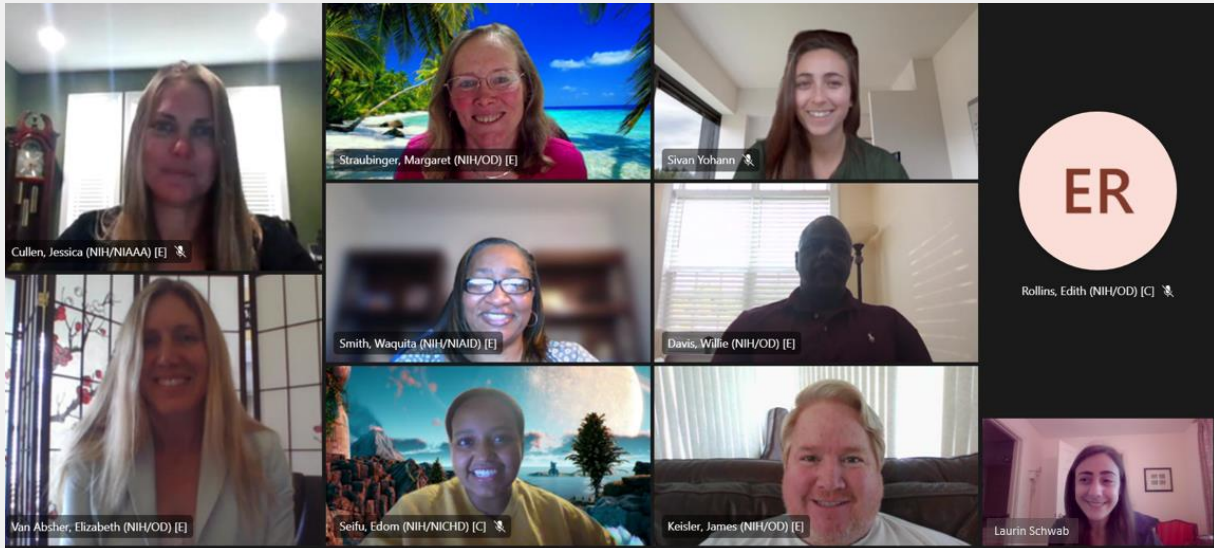
Go to [list.nih.gov](http://list.nih.gov) and subscribe to the [NIHSC-Outreach@list.nih.gov](mailto:NIHSC-Outreach@list.nih.gov) to receive all the latest updates! If you would like us to add you, please contact Customer Service at [NIHSC-CustomerService@od.nih.gov](mailto:NIHSC-CustomerService@od.nih.gov).

## HELPFUL SUPPLY RESOURCE LINKS:

- [NIH Supply Center New Item Request Form](#)
- [Welcome to the NIH Supply Center](#)
- [NIH FreeStuff](#)
- [IC PPE Coordinators List](#)

## PROPERTY MANAGEMENT BRANCH (PMB)

### Meet the ROS Automation Optimize Team



Pictured: Elizabeth Van Absher, Willie Davis, James Keisler, Jessica Cullen, Margaret Straubinger, Waquita Smith, Edith Rollins, and the Guidehouse Team (Edom Seifu, Laurin Schwab, and Sivan Yohann). Not pictured: Emily Ballou, Josue Gonzalez-Zayas, Roxanne Brew, and Sonia Cross.

The ROS Automation Optimize Team members are Elizabeth Van Absher, Emily Ballou, Willie Davis, James Keisler, Margaret Straubinger, Jessica Cullen, Sonia Cross, Waquita Smith, Edith Rollins, Josue Gonzalez-Zayas, Roxanne Brew, and the Guidehouse Team (Edom Seifu, Laurin Schwab, and Sivan Yohann). **Thank you to the following ROS Automation Workgroup Institute and Centers (ICs) for contributing to this initiative:** CIT, NCI, NEI, NIAAA, NIAID, NICHD, NIDA, NIDDK, NINDS, and ORS/ORF property teams.

The Report of Survey (ROS) is an HHS form required for the investigation and documentation of lost, damaged, or destroyed property at NIH. The form documents key details about assets and fosters property accountability among NIH staff, routing through many different IC property staff groups from start to finish. Before automation of the workflow, the form required physical signatures and manual entry of information, resulting in frequent bottlenecks and a substantial backlog of unprocessed forms requiring review and rework from PMB and IC property teams.

To close this gap, the ROS Automation Optimize Team collaborated strategically with ICs to transform the workflow into a standardized, streamlined process and develop how-to supplementary guides to better serve ICs. The team successfully submitted an application for the ROS workflow to NIH Deputy Director for Management (DDM) Dr. Alfred Johnson's Enterprise Content Management (ECM) Program, an effort that matches development support to workflow automation needs across NIH.

## **CONTINUE READING ABOUT THE ROS AUTOMATION OPTIMIZE TEAM**

### **PMB MONTHLY HIGHLIGHTS:**

- PMB announced the ROS Enterprise Content Management (ECM) Automation IC rollout groups and phased rollout schedule on August 11, 2021.
- Together with the NIAID Enterprise Content Management (ECM) platform program team, PMB will conduct a demo of the ROS ECM platform for the NIH-wide property community during the Personal Property Management Council (PPMC) meeting on September 7, 2021.

### **HELPFUL PROPERTY RESOURCE LINKS:**

- [Personal Property Section \(PPS\)](#)
- [Contract Property Section \(CPS\)](#)
- [Property Reutilization and Disposal Section \(PRDS\)](#)
- [Determining Requirements](#)
- [Determining Sources](#)
- [General Property Information](#)
- [Personal Property Management Guide \(PPMG\)](#)

## **TRANSPORTATION MANAGEMENT BRANCH (TMB)**



### **Meet Brandon Campbell, Traffic Management Specialist**

**What is one impact that your team has made that you're most proud of?** One impact that my team has made that I'm most proud of is the ability to help out the NIH community with the fight against COVID-19.

**What is your favorite quote?** "Always do your best, don't let the pressure make you panic." -Tupac Shakur

**Describe yourself in three words?** Loyal, Inquisitive, and Determined

### **TMB MONTHLY HIGHLIGHTS:**

- All access entrances to Building 13 are locked. To access the Shipping department at Loading Dock E, walk-in customers must call prior to drop-off to schedule a time or knock upon arrival. Upon arrival, customers must sign in and show their NIH badge to TMB staff.

## **CONTINUE READING MONTHLY HIGHLIGHTS**

### **HELPFUL TRANSPORTATION RESOURCE LINKS:**

#### **Shipping and Relocation Services**

- [Household Goods](#)
- [Other Than Household Goods](#)
- [Packaging Instructions](#)

#### **Government Vehicles**

- [Agency Assigned Vehicles](#)
- [Fleet Management at NIH](#)



- [Short Term Vehicle Rental](#)
- [Maintenance and Repair Services](#)

## DLS UPCOMING EVENTS

**If you are interested in attending any of these events, please reach out to [DLSPMO@OD.NIH.GOV](mailto:DLSPMO@OD.NIH.GOV)!**

**September 7<sup>th</sup>, 2021:** NIH Personal Property Management Council (PPMC); 1:00 – 2:30 PM EST (NIH Property Professionals). The purpose of this meeting is to allow the NIH Property Management Community to discuss the current inventory year as well as application of policy and the administration of NIH's \$1.8B in accountable property. The primary stakeholder group is IC Property Accountability Officers (PAOs) and senior administrative staff. \*NOTE: NIH Property Office also holds regularly scheduled Property Community Office Hours to serve the broader Property community.

### FY 21 Year End Buying

**September 24<sup>th</sup>, 2021:** Last day to place your NIH Supply Center order (POTS)

**September 27<sup>th</sup>, 2021:** Last day to place your NIH Supply Center order (NBS)

**September 28<sup>th</sup>, 2021:** Last day to shop Building 10 Self-Service Store

**September 29<sup>th</sup>, 2021 – October 8<sup>th</sup>, 2021:** Please note that the NIHSC is here to support emergency orders

**October 11<sup>th</sup>, 2021:** Estimated reopening of the NIH Supply Center

**YOUR COMMENTS, SUGGESTIONS, AND FEEDBACK ARE ALWAYS WELCOME**

[CLICK HERE TO SUBMIT FEEDBACK TO DLS](#)

**JOIN THE CONVERSATION ON SOCIAL**



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