



State of Texas Assistance Request

Process for K-12 PPE

1. Step #1: Go to <https://STAR.TDEM.TEXAS.GOV>
2. Upon arriving on the website go to “**Submit Request To**”. Select the drop-down menu and select **State Operations Center (SOC)**.
3. Enter Passcode: **102416**
4. The next line is for the “**Incident Your Request is For**”. This is preselected to Incident 20-0003 nCoV 2020 – **Do not change**.
5. Enter your agency email address and select “**Sign-In**” at the bottom of the page.
6. Once the next webpage is loaded, select “**Create New Request**”
7. Enter the name of the requested resource such as **Surgical Gloves, N95 Masks, etc...**
8. Enter the quantity requested.
9. Click the Unit box and select the requested unit of issue.
10. Select either Consumable Resource or Demob / Returnable Resource. If the item requested will be consumed during use **and not returned** select consumable resource.
11. Select the date and time resource is required. **Example 08/19/2021 4:17pm**.
12. Enter a description of the resource being requested and the problem that is being addressed by the resource. An example would be “PPE to be used when testing our staff and students as needed.”
13. Enter the Justification / Purpose of the request. An example would be “Needed for COVID Response.”
14. Select “**Continue**”.
15. Enter Requestor’s Full Name. This is usually the submitter but could be for someone else.
16. Enter Requestor Agency/Business Name. This is the full, unabbreviated name of your school district or private school.
17. Enter Contact Phone Number. Please use your cell phone if you are remote in the event we need to contact you for further information.
18. Enter Requestor’s email address. Please use the same email address for all requests so that you can look them up later.
19. Enter Delivery Information starting with the **Name of the Facility**.
20. Enter the **Facility Address** where the PPE delivery should made.
21. Enter any additional information pertaining to shipping / receiving the requested items.
22. If the Point of Contact Information is the same as the requestor select the box. If not, enter the appropriate information for the Point of Contact in their respective fields.
23. Select “**Continue**”.
24. Select the Requestor Signature Field and type in the requestor’s full name.
25. Select “**Submit**”.
26. After it has been submitted, you will an email verification with your STAR number.