

PPE Order Form

Revised: 08/02/2021

DIRECTIONS: Please fill out the following form and submit to ppe@potdam.edu. You will then be notified when your PPE is available for pickup at Timerman B05. For any item not listed below please email ppe@potdam.edu with item, brand, size and quantity requested as well as a brief justification.

******Personal Protective Equipment specific to an academic program, such as a lab, should be procured through your department's normal purchasing process******

Submitted By: _____ Date: _____

Phone Number: _____ Email: _____

Department/Building: _____

<i>EYE PROTECTION</i>	<i>BRAND</i>	<i>SIZE</i>	<i>QTY</i>	
Face Shields (Reusable)		Universal		
Safety Goggles (Regular)		Universal		
Safety Glasses (Clear)		Universal		

*If eye protection is required for an academic program such as a lab or hands-on activity, departments should procure those materials through their normal purchasing process.

<i>RESPIRATORY PROTECTION</i>	<i>BRAND</i>	<i>SIZE</i>	<i>QTY</i>	
3-Ply Medical Masks (Blue)		Universal		
Clear Mask (Classroom use only)		Universal		
N-95 Respirator* ‡		Small		
N-95 Respirator* ‡		Medium		
N-95 Respirator* ‡		Large		
N-95 Respirator (Valve)* ‡		Universal		
N-95 Respirator (Universal)* ‡		Universal		
KN-95 Mask		Universal		
Flame Resistant Face Covering		Universal		
Cloth Face Covering		Universal		
Half-Face Respirator‡				
Full-Face Respirator‡				

*If specialized N-95 masks required (Oil resistant, Mold, etc.) please indicate this in your email.

‡Medical evaluation and fit test must be completed AND on file prior to issuing

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<i>PROTECTIVE GARMENTS</i>	<i>BRAND</i>	<i>SIZE</i>	<i>QTY</i>	
Nitrile Gloves (Box of 100)		Small		
Nitrile Gloves (Box of 100)		Medium		
Nitrile Gloves (Box of 100)		Large		
Nitrile Gloves (Box of 100)		X-Large		
Nitrile Gloves (Box of 100)		XX-Large		
Bouffant Cap (Blue Head Cover)		Universal		
Tyvek Suit		Small		
Tyvek Suit		Medium		
Tyvek Suit		Large		
Tyvek Suit		X-Large		
Medical Gowns		Universal		
Chemical Resistant Aprons		Universal		
Chemical Resistant Gloves				
Hard Hat				

*If ordering for an academic program such as a lab, departments should procure needed PPE through their normal purchasing process.

<i>HEARING PROTECTION</i>	<i>BRAND</i>	<i>SIZE</i>	<i>QTY</i>	
Ear Plug Dispenser (300 pairs)		N/A		
Ear Plug Dispenser – Refill		N/A		
Ear Muffs		N/A		

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<i>MISC SAFETY ITEMS</i>	<i>BRAND</i>	<i>SIZE</i>	<i>QTY</i>	
“Do Not Operate” Tags				
First Aid Kit				
Lockout Ties				
Lockout/Tagout Supplies				

*If ordering for an academic program such as a lab, departments should procure needed PPE through their normal purchasing process.

FOR EH&S USE ONLY	Request #:
Ordered Received By:	Signature:
Partial Order Filled: Yes No	Order Complete: Yes No
If Partial, List Missing Items:	