

In-Person Research Personal Protective Equipment Request

Please follow the instructions below:

1. Before Placing a Request for PPE with EHS



- Please ensure your Job Safety Assessment (JSA) was done for your research lab or center.
- If JSA is done, please submit a PPE request form based on your JSA and proposed research activities.
- If JSA is not done, the Lab Coordinator should contact Patrick Mathelier at prm2129@tc.columbia.edu to complete a JSA

2. Contact EHS

- Research Coordinator should submit the PPE Request Form to EHS at prm2129@tc.columbia.edu
- EHS will review the PPE request form and Contact the Research Coordinator to determine the appropriate quantity of PPE needed and adherence to the JSA.
- During that discussion, if a N-95 Mask is required, the Research Coordinator will arrange with EHS to schedule all lab personnel for fit testing and medical clearance as mandated by OSHA.



3. Day of the Fit Test

On the day of the fit test:

- Complete the Medical Clearance form that needs to be **submitted to EHS before the fitting date by each attendee**
 - *Please use caution when sending documents over the internet.*
- All participants must be clean-shaven.
- The whole process should not take more than 10 minutes.
- For Fit Test specific instructions please see the **blue form**.



4. Training

- EHS will assign all individuals a computer-based training that must be completed before being issued, including an N95 mask.
 - Please find the training registration instructions attached here.
 - *Note: You will not be able to access the training until it has been assigned to you.*

