On the Spyderweb, start by clicking this link

Research PPE Policies:
Determine Needs, Purchase, and Learn to Use & Conserve

On the Spyderweb, start by clicking this link
Where to Begin – Find Your Resources Here

From the “COVID-19 Resources” link, click the “PPE Info” tab.

You’ll return to this tab, frequently!
Determine Your Needs and Purchasing Limits

- **What** can you order?
  - Determine which PPE items you are allowed to order, for different procedures, using the tables, here...

- **N95s are exceptions! See the next slide...**

- **How much** can you order?
  - Labs should order the *minimum amount* of PPE needed, *per week*, for your lab.
  - Unjustifiably large orders will be rejected.
  - Central Stores has the right to inquire, cancel, or alter an order as determined.
Special Case: N95 Respirators

- If you, or your employee, want or need N95 respirators, **you must follow the process described here to obtain them.**

- N95s must still be ordered through Central Services and orders will BE DENIED if personnel are not on the Fit Test List.

- If you work in an area that **requires** you to wear an N95 (or other) respirator, you must be:
  - approved by your supervisor,
  - medically cleared,
  - fit tested, and trained.

- If you’d **like** an N95, **but if it is not required**, refer to the policy, found here.

- **Never wear a respirator to which you have not been properly fit!**
How to Purchase Through Oz

Go back to the PPE Info tab, then click here.

A drop-down box will open. Scroll down, to here...

- Please refer to this [detailed list of supplies available for order through Oz](#).
That takes you to: the list of items available to order through Oz

- Remember: order the minimum amount needed to sustain your lab, for one week.
- Justify the size of your order in the “Comments” Section of the Oz order form. Ex: “We have 10 lab personnel who each use 1 gown per day, each week.”
- Central Stores reserves the right to inquire about, reject, or revise any order, as needed.

Any Lab Manager or Admin Assistant can help you with ordering in Oz
How to Use and Conserve PPE

Begin at your PPE Tab

Scroll down, then click on this menu item. It will open, then scroll down...

To here...

That takes you here...