

**STANFORD UNIVERSITY**

**LABORATORY PERSONAL PROTECTIVE EQUIPMENT**

**COST-SHARING PROGRAM FOR INDIVIDUAL FACULTY**

**(Effective October 5, 2018)**

Funding is available to share in the cost of approved laboratory personal protective equipment (PPE) through the *Stanford University* *Laboratory Personal Protective Equipment Cost-Sharing Program*. By supporting the funding of required PPE, this program is aimed at improving the safety of laboratory personnel through consistent use of PPE as well as reducing financial and administrative barriers to faculty and researchers for obtaining PPE. This initiative is in follow up to the findings of the Task Force on Advancing the Culture of Laboratory Safety.

1. PROGRAM DESCRIPTION:

Eligibility and Funding:

* The Laboratory Personal Protective Equipment Cost-Sharing Program will provide reimbursement of up to 50% of the service and laundering of lab coats and/or the purchase costs of durable PPE. Durable PPE includes the following categories:
	+ Protective clothing (e.g., laboratory coats)
	+ Eye / face protection (e.g., safety glasses, goggles, face shields)
	+ Gloves (e.g., chemical resistant, thermal protection, cut-resistant)
	+ Protective footwear
	+ Hearing protection (e.g., ear muffs)
* Reimbursement is available to faculty in Stanford’s Schools of Humanities & Sciences, Engineering, Independent Labs, and Earth, Energy & Environmental Sciences. *[NOTE: This program also provides funding for PPE at the department/school level for units wishing to establish centralized lab coat laundering/rental contracts.]*
* Faculty participating in the cost-sharing funds must have current Laboratory PPE Assessments and laboratory-specific PPE training records\*.
* Funds are available over a two-year period or until depleted.

How to Participate:

Individual Faculty may request reimbursement by following the steps below:

1. Ensure that your laboratory has a current a Laboratory PPE Assessment and that laboratory-specific training is completed for all personnel required to wear PPE. Maintain these records for review by EH&S or local units.
2. Purchase durable laboratory PPE equipment and/or establish a lab coat service agreement.
3. Scan and submit to EH&S (hperry@stanford.edu) the following supporting documents:
	1. Completed Laboratory PPE Cost-Sharing Form (page 2); and,
	2. Copies of the PO, receipts or invoice(s) as proof of purchase.

4. After review and approval, EH&S will provide reimbursement back via journal transfer.

Questions? Please contact Heather Perry at hperry@stanford.edu or 723-1308.

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| \* | See the [Laboratory PPE Assessment and Training Tool](https://ehs.stanford.edu/forms-tools/laboratory-ppe-assessment-tool). If labs prefer, they may document PPE training via an equivalent method (e.g., [SU’s Laboratory-Specific Training Checklist](https://ehs.stanford.edu/wp-content/uploads/Laboratory-Specific-Training-Checklist.pdf)). For assistance in completing PPE Assessments or PPE Training, please contact EH&S at 723-0448. |

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| **(Please print clearly)** |
| Faculty Name: |  |  |
| Administrative Manager (Last, First MI): |  |
| Phone: | E-mail: |

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| --- |
| **COST-SHARING FUND WORKSHEET** |
| Personal Protective Equipment / Lab Coat Laundering Service  | Quantity | PO # | Cost |
| 1. |  |  | $ |
| 2. |  |  | $ |
| 3. |  |  | $ |
| 4. |  |  | $ |
| 5. |  |  | $ |
| 6. |  |  | $ |
| 7. |  |  | $ |
| 8. |  |  | $ |
| 9. |  |  | $ |
| 10. |  |  | $ |
| 11. |  |  | $ |
| Total Cost  | $ |
| Cost-Sharing Fund Amount (50% of Total Cost above) | $ |

I have read, understand and accept the terms, conditions and requirements of the PPE Cost-Sharing Fund.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Authority Date

Printed Name