



How To Guide for:

PPE RENTALS

PERSONNEL + SERVICE DOGS



WHO



01 PPE for personnel + service dogs

We keep PPE on hand for daily rentals in the Biology Main Office for personnel and service dogs.

Students, faculty, staff, or visitors can check out PPE for themselves or on behalf of others using the checkout sheet at the front desk.

02 Inventory

Personnel PPE:

- 6 lab coats (varying sizes)
- Goggles (one size fits all)
- Anti-fog goggle covers
- Gloves (S, M, L)

Service Dog PPE:

- 4 sets of dog booties: SM, M, L (x2)
- Doggie goggles: SM (x2), L (x2)
- Dog lab coats: XS, S, M, L
- Dog mats x2

WHAT



03 Why you may need PPE

PPE is required per EHS and SRS guidelines in all our core labs on the 2nd-4th floors and in some of our lab classrooms on the 1st floor.

Check the posted Lab Safety Sheets at every entrance to see what PPE is required in the space. ***If it's required for people, it's required for service animals too!***

04 Check out PPE at the Bio Main Office 111

Speak with a front desk receptionist or ring the bell if no one is present and an office staff member will assist you.

PPE can only be checked out for a day at a time and must be returned either:

- Before the end of the day by 4:30p
- On the next business day during normal office hours: M-F, 8:30a-4:30p

WHERE



05 Afterhours requests for PPE

Advance Confirmations:

- While PPE is available at any time for checkout, **setting up pickup and drop off time in advance for after hours requests is required to ensure access and availability.**
- Please direct anyone wishing to use PPE outside normal business hours to the CEF
- Once your request is reviewed and approved you will receive a calendar invite as confirmation of your rental.
 - a. This invite will include details specific to your pick-up and drop-off, if any are needed beyond what is explicated below.

Rentals before 8:30am:

- You can either:
 - a. Check out the item 1 day in advance prior to the office closing at 4:30 (student, staff, faculty, or PI can do this for themselves or on behalf of someone).
 - b. Notify the CEF that you will come in early to the Main Office for same day check-out.
 - Office staff are regularly available at 7:30a in Bio 111, M-F.
 - Please send a Teams message to the CEF to be let in and either the CEF or another office staff member can assist with the checkout.

Rentals after 4:30pm:

- Return rentals to the Main Office on the next business day during normal office hours: M-F, 8:30a-4:30p
- We can be flexible as needed to accommodate busy schedules

WHEN



06 Contact

To request PPE during afterhours or for questions, comments, or concerns, please reach out to the Building Proctor and CEF, Elizabeth Saunders.

Elizabeth.Saunders@colostate.edu | 970-491-8804

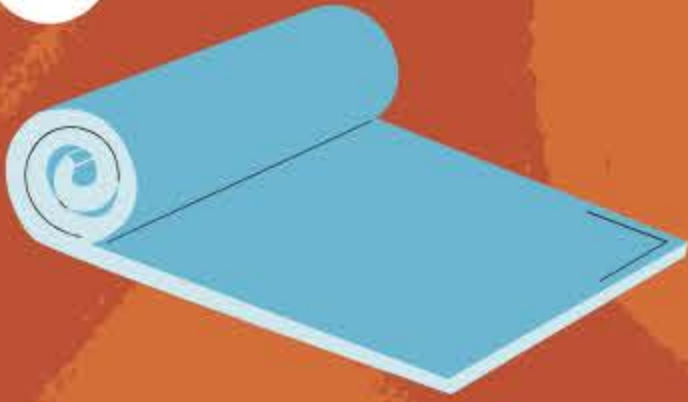


LAB SAFETY

Service Dog PPE Rentals

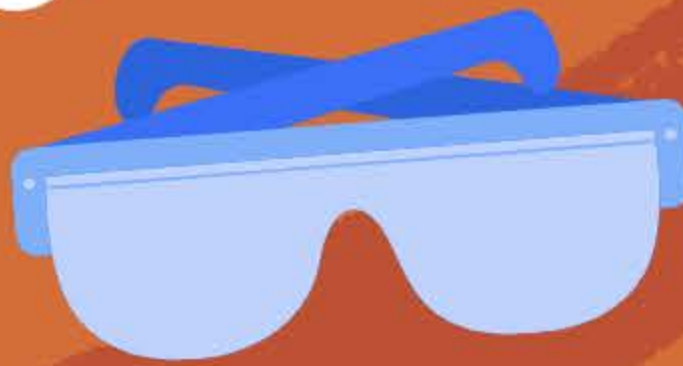
AVAILABLE FOR DAILY CHECK-OUT AT
THE BIOLOGY MAIN OFFICE, BIO 111

1



Mats for your service dog to lay on and protect them from substances on the floor.

2



Safety goggles to protect your service dog from splatters or spills.

3



Various sizes of lab coats required for entrance into some of our labs and classrooms.

4



Booties to protect your service dog's feet while in the labs.

5



If something goes wrong, notify your instructor immediately.

6



Visit the Biology Main Office, Bio 111, to check out and rent service dog or lab personnel PPE

THANK YOU for making our labs and classrooms safe and inclusive for all!

QUESTIONS:



ELIZABETH SAUNDERS, CEF

Elizabeth.Saunders@colostate.edu
970-491-8804

SCAN THE QR CODE OR
VISIT [COL.ST/IFMG0](https://col.st/ifmg0) FOR
MORE INFO ON CSU'S SDC

