

HOW TO GUIDE:

PERSONAL PROTECTIVE EQUIPMENT

- ✓ **Make sure your PPE choices are appropriate for your task**
- ✓ **Donning & Doffing PPE**
 - Donning
 1. Put on lab coat/apron.
 2. Put on respirator or mask, if needed.
 3. Put on eye protection.
 4. Put on gloves.
 - Doffing is the EXACT reversal of donning PPE.
- ✓ **Where to Wear PPE**
 - Wear PPE anytime hazardous materials/equipment are being manipulated in the lab, EVEN if it's not by you.
 - Never wear PPE in public areas including hallways, elevators and office spaces.
- ✓ **PPE Storage**
 - Store PPE with contamination contained (i.e. turn coat inside out if storing in a drawer, hang out of the way of foot traffic)
 - Store eye protection in a safe, adequately-sized space to prevent scratches.
 - Gloves should be stored in an easy-to-reach location away from extreme temperatures.
- ✓ **Cleaning PPE**
 - Keep your eye protection clear of smudges, dirt and fog, as this can obstruct your vision. Use lens cleaning wipes or solution to clean lenses. Replace scratched eye ware.
 - Have lab coat cleaned regularly. ***A dirty lab coat is NOT a badge of honor; it is a hazard.*** Talk to your supervisor about coat cleaning.
- ✓ **Disposal**
 - Disposable gloves should be discarded after each use into proper receptacle.
 - Disposable lab aprons or sleeves should be discarded after use.

Remember, PPE is the LAST line of defense against lab hazards! Learn to handle materials safely and use engineering controls properly to best protect yourself and others.