



September 24, 2020

From: Office of Facilities Management, Facilities Service Request Center

Re: PPE Stock Orders

Please complete the following steps for PPE Stock Orders:

1. All deliveries are made to the Wolfe Street building. If the requestor is in a different building, the delivery is made to WB008 for pick up.
2. Complete the highlighted sections of the attached PPE Stock Order Form:
 - a. Cost Center or IO
 - b. Department Acronym
 - c. Department Delivery Location (A room number in the Wolfe Street building, otherwise leave blank)
 - d. PI Name
 - e. Department Administrator/Designee's Approval
 - f. Delivery Recipient contact email
 - g. Total quantity for each required item (leave blank if 0 quantity)
3. Email the completed PPE Stock Order Form to the Facilities Service Request Center jhsph.maxhelp1@jhu.edu.
4. The Delivery Recipient receives a confirmation email with a Facilities Service Request # (FSR#).
5. PPE Stock Order Forms submitted by Thursday 2pm are delivered no later than the following Wednesday to the designated room number by UPS.
6. For deliveries with final destinations outside the Wolfe Street building, the Facilities Service Request Center emails the Delivery Recipient when the delivery is received.

Deliveries must be picked up within 3 business days of notification from WB008.

Questions? Contact the Facilities Service Request Center 5-FSR1 (410-955-3771).

CSC JHU Research Managed Stock Order Form

Facility :	BSPH (Johns Hopkins Bloomberg School of Public Health)	Date:
Submitted By:	Office of Facilities Management, Facilities Service Center	Rush Order NO
Date Order Needed By:	Next Available Delivery	PLANT 1099
Delivery Location Address:	615 N Wolfe Street, Room XX, Baltimore, MD 21205	

THIS FORM MUST BE FILLED OUT COMPLETELY. All sections highlighted in yellow are required

Cost Center or I/O:	Dept:	Dept Delivery Location	Contact Number
Pi:	Dept Admin or Designee Approval:	Dept Contact Email:	410-955-FSR1

Line	SAP Product ID # (Material #)	Product Description	Category	Subcategory	Packaging String	UOM	PRICE	Order QTY
1	256815	FANNY PACK PERSONAL PROTECTION	PPP	Clinical PPP		EA	\$22.00	
2	258309	GLV EXAM PF NITRILE INTO SM	Gloves	Exam Gloves	1BX = 100	BX	\$16.06	
3	258310	GLV EXAM PF NITRILE INTO MED	Gloves	Exam Gloves	1BX = 100	BX	\$16.06	
4	258311	GLV EXAM PF NITRILE INTO LG	Gloves	Exam Gloves	1BX = 100	BX	\$16.06	
5	258312	GLV EXAM PF NITRILE INTO XLG	Gloves	Exam Gloves	1BX = 100	BX	\$16.06	
6	256725	GOWN ISO THMBLP POLY BLUE REG	Gowns	Isolation Gown	Order in units of 75	EA	\$0.40	
7	257213	MASK FACE EARLOOP 3 LAYER COTTON WHITE	Masks	Fabric	1BX = 25 BAG of 20	BX	\$408.39	
8	258908	MASK FACE PROCEDURE 3PLY EARLOOP LEVEL 1	Masks	Level 1, Ear loop	1CS = 40BAG / 1BAG = 50EA	BX	\$31.87	
9	258859	MASK FACE PEDIATRICS EAR LOOP LEVEL 1	Masks	Level 1, Ear Loop	1BX = 4 BAG of 25	BX	\$228.27	
10	256757	MASK FACE FABRIC REUSE TIE-BACK	Masks	Fabric	Order in units of 50	EA	\$2.15	
11	257091	MASK ORIGAMI UNDER ARMOUR	Masks	Fabric	1CS = 20BAG / 1BAG = 20EA	CV	\$132.00	
12	101086	MASK PROCEDURE W/VISOR EARLOOP LEVEL 3	Masks	Level 3, Ear Loop, w/Visor	1BX = 25	BX	\$9.99	
13	257065	SANITIZER HAND SAGAMORE 32OZ	Sanitizer	Hand Sanitizer	1CS = 12EA	BX	\$27.50	
14	257017	SANITIZER HAND SAGAMORE 4OZ	Sanitizer	Hand Sanitizer		EA	\$4.40	
15	257128	SANITIZER HAND SAGAMORE 2.75OZ	Sanitizer	Hand Sanitizer		EA	\$2.20	
16	256844	SANITIZER HAND BOTTLE 8OZ	Sanitizer	Hand Sanitizer		EA	\$6.96	
17	258692	SHIELD FACE CLEAR VELCRO STRAP 16*8.75	Eye Protection	Face Shield		EA	\$6.33	
18	258962	FACE SHIELD LOUPE COMPATIBLE APL DESIGN	Eye Protection	Face Shield		EA	\$21.45	
19	166624	WIPE BLEACH GERMICIDAL ORANGE TOP 4MIN	Sanitizer	Surface Disinfectant		EA	\$5.62	
20	258499	WIPE DISINFECT SURFACE CLEANCLIDE 400CT	Sanitizer	Surface Disinfectant		EA	\$43.14	
21	257718	SPRAY CLOROX 409 32OZ	Sanitizer	Surface Disinfectant		EA	\$5.17	
22	257394	WIPES CLEANROOM CLASS 1000 DISP REUSE	Sanitizer	Surface Disinfectant	1BAG = 300	BAG	\$25.30	
23	257822	RESPIRATOR KIT 3M HALF FACE SM	Respirator	Elastomeric-Kit		EA	\$26.45	
24	257823	RESPIRATOR KIT 3M HALF FACE MED	Respirator	Elastomeric-Kit		EA	\$26.45	
25	257844	RESPIRATOR KIT 3M HALF FACE LG	Respirator	Elastomeric-Kit		EA	\$26.45	
26	257785	Bullard PAPR KIT SYSTEM W/HOOD W/O FILTER LG	Papir Unit		1 EA / Kit	Kit	\$1,310.50	
27	257786	Bullard PAPR KIT SYSTEM W/HOOD W/O FILTER MED	Papir Unit		1 EA / Kit	Kit	\$1,310.50	
28	257784	Bullard PAPR HOOD NARROW PRO LOOSE FIT LG	Papir Hood			EA	\$31.48	
29	257633	Bullard PAPR FILTER EVA HEPA	Papir Filters			EA	\$7.03	
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Additional Comments: Please note we may have to substitute a product at any given time due to product availability