**Ordering process for Lockout Tagout (LOTO) locks and tags from OPP Stores**

**For University Park and Commonwealth Campuses**

**Training Pre-Requisite:**

1. All employees receiving LOTO locks must have completed Lockout/Tagout Authorized Person Training.
	1. You must list the name/s of all employees on the requisition form whom will be receiving/utilizing the locks before purchase is approved.
2. When the OPP Stores Warehouse Foreman receives the requisition form they will notify EHS.
3. EHS will then advise the OPP Stores Warehouse Foreman that the employee(s) listed on the requisition form have been trained and thus cleared to receive LOTO locks.

**How to submit an order:**

1. Fill out the requisition form and email to Christopher Patterson (Turtle) at cxp39@psu.edu (the current OPP Stores Warehouse Foreman)

**\*\*Be sure to include your Budget Cost Object (main budget) or Internal Order (IO) number and Financial Sponsor’s user id (Financial Supervisor).\*\***

* Requisition Form found here: <https://ehs.psu.edu/lockout-tagout/forms>
1. If delivery is needed ensure the correct address along with a budget and fund for shipping charges is included.

**Assistance:**

1. An example of a completed requisition form found here: <https://ehs.psu.edu/lockout-tagout/forms>
2. For additional assistance call the OPP Stores Warehouse Foreman (Turtle at 814-863-8952).

**List of LOTO locks and tags available through OPP Stores:**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Price *(subject to change)*** |
| **417196** | LOCKOUT, PADLOCK, KEYED: DIFFERENTLY, LENGTH: 3 IN, RED, W/ TEXT "PENN STATE" & KEY NUMBER, MASTER LOCK, # 6835STREDLZ2, PKG QTY: EA | $23.83 |
| **417201** | PADLOCK, W/PSU LOGO, 3 ", RED, ZERO BITTED, MASTER, # 6835KZ LT RED LZ1, AREA 3, FOR: LOCKOUT/TAGOUT | $15.01 |
| **417195** | LOCKOUT, PADLOCK, KEYED: ALIKE, LENGTH: 3 IN, RED, W/ TEXT "PENN STATE" PENN STATE PRINT & KEY NUMBER, MASTER LOCK, # A1107KAREDLZ2, PKG QTY: 6.0 | $144.86 |
| **422480** | TAG, DANGER - LOCKED OUT, DO NOT OPERATE, W/LOTO PROCEDURE, 3" X 6 ", RED/WHITE, WITH BRASS GROMMET. REFERENCE # 88168 (PREVIOUS JOB). PLEASE INCLUDE OUR PART # 422480 ON BOTTOM OF BACK SIDE (LOTO PROCEDURE SIDE) IN SMALL PRINT. | $1.30 |
| **417202** | PADLOCK, W/PSU LOGO, 1-1/2 ", RED, ZERO BITTED, MASTER, # 6835KZ LF RED ZL1, FOR: LOCKOUT/TAGOUT | $9.48 |