

FHS Lab Coat Guidelines/ Information

The lab coat processing program from soiled to clean is based on four critical components:

- Lab Coat Identification
- Service Times/Requisition – see appendix A (requisition for lab coat labeling)
- Soiled Lab Coat Collection
- Clean Lab Coat return

The following are the procedures to be followed in ensuring the lab coats are returned within an acceptable period of time. If the following procedures are followed the turnaround time from soiled to clean is approximately one week.

A. Lab Coat Identification

It is critical all lab coats, both new and existing are **CLEAN** in order to be labeled. **Soiled lab coats will not be labeled.** If you currently have lab coats without labels you are encourage to have them washed and a “request for labelling” form completed using the procedure identified below.

In order to ensure the lab coats are returned to the proper area and to the proper staff they must contain the following information:

Individuals name (if applicable)
Building/Lab Name and Location
Account Number
Hospital #

EXAMPLE
Joe Smith
MDCL 4064
X-XXXXX-XXXX
5

Very Important!

It is essential all coats are labeled with Hospital # **5**, this is the identification for the McMaster site by our laundry facility and is the only assurance they will be returned to the McMaster location.

Clean/New lab coats needing labeling can be brought to the Customer Support Services linen room between the hours of 0800-1500 hrs, Monday through Friday. Yellow section, Level 1, Room 1T Linen.

B. Service Times/Service locations

Clean lab coat delivery and pick up of dirty occurs weekly between the hours of 1230-1330 as follows:

- Level 3 HSC - Monday
- Level 4 HSC - Tuesday
- MDCL - Thursday

Please ensure there is someone to allow access to your lab area during the service times.

C. Soiled Lab Coat Collection

Soiled lab coats are to be placed in the designated soiled collection hampers/containers located within your labs.

If the soiled pickup location is inaccessible (locked or no staff are present to linen porter during the designated service time, **lab staff** will be responsible for transporting clear bagged soiled lab coats to room 1T4 in the yellow section of the hospital next to HHS Receiving.

D. Clean Lab Coat Delivery

Clean lab coats are delivered at the same time soiled lab coats are collected (1100-1300 hrs). The clean lab coats will be delivered to each of the individual lab area. If your lab is inaccessible the lab coats will be hung on the door handle.

E. Customer Service

If you have any concerns or questions please contact Giulio Paiano, Customer Support Services Porter Leader at extension 76440 or e-mail at paiano@hhsc.ca.

Customer Support Services

REQUEST FOR LABELLING **CLEAN** LAB COATS

MAKE 2 COPIES ONE TO ACCOMPANY LAB COATS: ONE FOR YOUR RECORDS

PI NAME:

NAME OF LAB CONTACT:

LAB CONTACT PHONE (EXT/ CELL):

LAB CONTACT EMAIL:

LAB COATS SUBMITTED FOR LABELLING:

SUBMISSION DATE AND CUSTOMER SUPPORT SERVICES SIGNATURE:

COMPLETION DATE AND LAB CONTACTS SIGNATURE:

LABEL TO READ:

PI NAME:

BUILDING / ROOM NUMBER:

CHARTFIELD:

HOSPITAL # 5