

## 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 0800-1600 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 Al VanderVliet, Customer Support Services Porter Leader at extension 73082 or e-mail at [vanderal@hhsc.ca](mailto:vanderal@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* .....