

Lab coats protect researchers from a wide range of hazards. However, over time, fraying, visible degradation, tears, etc. may render them inadequate and vulnerable. These compromised lab coats will need to be replaced with new ones in order to maintain a level of high protection. To purchase new lab coats and enroll in the lab coat laundering program, complete the following:

1. Complete a **Lab Hazard Assessment Tool** spreadsheet to identify hazards that all research staff will be exposed to at: http://tiny.cc/usc-ehs_LHAT. Determine the lab coat that offers appropriate protection from the highest hazards encountered: Flame Resistant Nomex > Flame Resistant Treated Cotton > Standard Cotton. Note that specific bio applications require fluid resistant (barrier) or disposable lab coats - *these must **NOT** be worn when working with open flames or other potential ignition sources.*
2. Obtain lab coat sizes for research staff. Letter sizes are available at: http://www.fashionseallabcoat.com/fashion_seal_size_chart.html. Use Chart A (Men's Jacket Size) for Men; use Chart B (Women's Jacket or Dress Size) for Women.
3. Submit completed LHAT, lab coat type(s), staff sizes, and quantities to ehs@usc.edu. Include the following contact information in the body of the email:
 - Lab contact person – phone and email
 - Building and room number of lab
 - Physical address of building

NOTE: A minimum of two lab coats per lab coat type per researcher is advised so that the researcher may use a clean lab coat while the other is sent for laundering.
4. Receive a completed and signed Garment Request Form (GRF) from EH&S via email that includes final cost. Review the GRF for accuracy and completeness. Approve the GRF and forward to your business office to generate a purchase order (PO). Once you approve the GRF, Angelica will be instructed to process the order.
5. Take delivery of new lab coats at your lab location. Inspect coats for damage or soiling and return to Angelica if necessary.

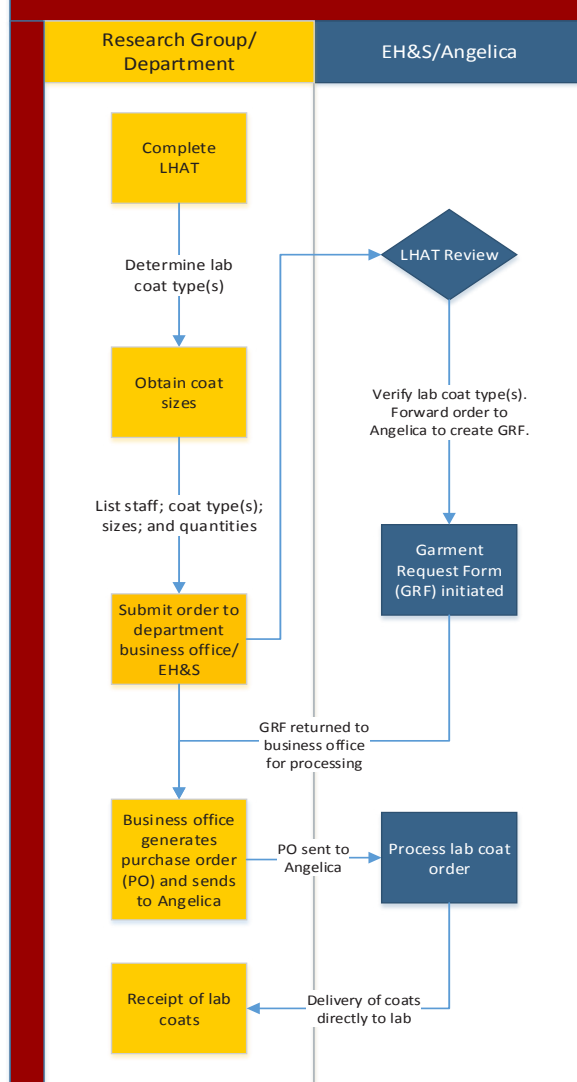
NOTE: Lab coats may be purchased from another vendor, however, to launder them at Angelica, they need to be labeled with an Angelica barcode. Lab coats without Angelica barcodes sent to Angelica for laundering may not ever return.

Soiled lab coats may be placed at a Pick Up/Drop Off location for subsequent laundering. Pick up and drop off locations for UPC and HSC are available at the EH&S web page: <https://ehs.usc.edu/research/manage/ppe/lab-coat-services/>. NOTE: KSOM Dean's Office will pay for laundering services for its departments.

What I need to do...

- Complete the Lab Hazard Analysis Tool (LHAT).
- Determine lab coat type(s) of high protection.
- Obtain lab coat sizes.
- Order two coats per lab coat type.
- Submit order/GRF to department business office.

New Lab Coat Purchase Flow Chart



Barcoding Lab Coats for Laundry Service

Soiled lab coats without Angelica barcodes that are placed in laundry bags or soiled lockers may not ever return from the Angelica plant. Barcoding these lab coats is necessary in order to: (a) track their migration through the plant's laundering system and (b) return them to their rightful owners. To accomplish this:

> Take inventory of all non-barcode lab coats in the laboratory and enter the following information into a spreadsheet: Principal Investigator's Name; Department; School; Lab Room Number; Lab Coat Type; Size; Quantity; Angelica Account Number¹; and Pick Up/ Drop Off Location (PU/DO)².

> Complete an Angelica Repair Tag for each lab coat. Attach the tag to the lab coat with two or more safety pins. The repair tag is available at: <http://tiny.cc/usc-ehs-AngelicaRepairTag>

> Fill out a Garment Request Form (GRF) to authorize the request (see example below). For **GRF#**, assign a unique identifier: Lab location and monogram of Principal Investigator (or last name). Sign the GRF electronically or by hand. The GRF is available at: <http://tiny.cc/angelica-GRF-rebarcode>

> Forward GRF and lab coat inventory spreadsheet electronically to your business office the Angelica Relationship Manager at bgarciakaing@angelica.com.

> Place all un-barcode lab coats in a plastic bag. Include a hard copy of the spreadsheet and GRF. Identify the bag or box with another completed Angelica Repair Tag. *NOTE: Ensure that spare lab coats of appropriate type and size are available to research staff to wear during the barcoding process. This may take two to three weeks to complete.*

> The bag may be placed in a soiled locker or laundry bag stand at the PU/DO location. *NOTE: The Angelica Route Service Representative (RSR) visits UPC locations on Tuesday, HSC locations on Wednesday.*

> Once barcoded, lab coats will be returned to the PU/DO location indicated on the repair tag.

> Questions? Send to EHS@usc.edu.

¹ Contact EH&S at EHS@usc.edu.

² PU/DO locations for UPC and HSC are available at the EH&S web page: <https://ehs.usc.edu/research/manage/ppe/lab-coat-services/>

Lab Room # - Monogram

Other: Barcode

GRF# CAL 120-TT
PO #

Date

GARMENT REQUEST FORM

New Account Size/Style Change Termination
 New Wearer Increase Replacement
 Direct Sale Decrease Loss/Damage Charge

Emblem/Embroidery
 Credit Request
 Other: Barcode

Date: MM/DD/YYYY Account Number: _____ Delivery Address: _____
 Plant: Pomona Bill To: _____ Contact Name: _____
 Phone Number: _____

Lab Address & Contact

First Name	Last Name	COG Item Number	Item Description	Color	Size	Unit Price	Quantity	Total
Tommy	Trojan		Flame Resistant	Navy	XL		2	
Tommy	Trojan		Flame Resistant, Nomex	Blue	Medium		4	
Tommy	Trojan		Standard Cotton	White	Small		4	
Tommy	Trojan		Fluid Resistant (barrier)	White	Large		2	
Prep Charge						\$0.75	12	\$9.00
								\$9.00

PI First and Last Name

Lab Coat Type / Size / Qty

Special Instructions
Angelica Repair Tags attached to each garment; see spreadsheet (name of spreadsheet file) for barcode information.

eSignature

Order Verification

Customer Order Verification Signature: _____