

LAUNDERING OF LAB COATS – NON-HOSPITAL HOSTED SITES

This Standard Operating Procedure (SOP) describes the procedures for the laundering of lab coats originating from non-hospital sites. This ensures that the laundering process is uniform and consistent.

This SOP applies to all technicians, students, and volunteers that are responsible for the laundering of lab coats.

Lab coats which are used in biological or chemical labs are NOT to be taken home to be laundered under any circumstances.

This SOP contains the following:

- 1.0 General Instructions for Laundering
- 2.0 Option 1: Drop Off at Laundry Area Located in HSC
- 3.0 Option 2: Trucking
- 4.0 Option 3: Disposable Lab Coats

1.0 General Instructions for Laundering Lab Coats

- 1.1 Set up an account by contacting Mike Mans, Customer Support Services Leader via mansm@hhsc.ca.
- 1.2 Provide the following information on the email:
 - Name on Account
 - Extension
 - Building
 - Room Number
 - Account to be charged

 - **Cost for laundering per lab coat is \$2.50, which may be subject to change.**
- 1.3 **Prior to use of your lab coat**, all new coats must be brought to Mike Mans in the Linen area for labeling
- 1.4 Each coat will be stamped with the number five (5) to identify it as belonging to the Hamilton Health Sciences location and a label will be applied to the inside of the collar with the building, room number, and account number printed on it. Please do not remove this label as it is the tracking system for your lab coat.
- 1.5 Once this has been completed the coats may be dropped off in laundry bags without informing anyone.

2.0 Option1: Drop Off at Laundry Area Located in HSC

- 2.1 The location of the drop off is the 1T area CSS – Customer Support Services; Stores and Linen in Hamilton Health Sciences (located behind the yellow elevators).
- 2.2 The room for drop off and pick up says Linen, there is no number on this door and it is located inside the 1T area.
- 2.3 Lab coats to be picked up will be hung on a hanger and placed on the rack in the Linen area of Hamilton Health Sciences.
- 2.4 To locate your coat please look for your location on the collar of the lab coat. **A fresh laundry bag must be picked up from Linen Services each time you send a soiled bag to the laundry.**
- 2.5 If you have any questions about cost, labeling, etc., please direct them to Mike Mans at x73399.

3.0 Option 2: Trucking

- 3.1 To have McMaster University trucking transport the lab coats between your location on campus and Hamilton Health Sciences the cost will be \$28.60 per round trip (pick up and drop off) and this price will fluctuate.
- 3.2 For Pick up, all lab coats **must** be placed in the laundry bag and the bag be drawn closed. Physical Plant Trucking may be contacted at x27721.
- 3.3 **Trucking WILL NOT bring a fresh laundry bag to each pick up, fresh laundry bags must be picked up from Linen Services each time you send a soiled bag to the laundry.**

4.0 Option 3: Disposable Lab Coats

- 4.1 Disposable lab coats may be used as an alternate choice; they are available from Fisher Scientific, VWR and GT French.
- 4.2 They are also available in ABB stores.
- 4.3 The biological lab coats are to be disposed of in the biological waste stream when soiled.