

GuideSheet RFID-Tag Lab Coat



DO NOT place lab coats without Medico RFID chips in laundry bags or soiled lockers! Without RFID chips, these lab coats may never return from the Medico plant. It is important to RFID-tag all lab coats in order to: (a) track their migration through Medico's laundering system and (b) ensure that they return to their rightful owners.

1 Create a spreadsheet inventory (lab coat type, size, and quantity) of all your non-RFID lab coats, lab coats that you inherited, etc. for your records. A [sample spreadsheet](#) is available for download.

2 Complete a [Medico Repair Tag](#) (see below) for each lab coat. It is advised to print the repair tag on an adhesive label and then attach the tag to the lab coat in a conspicuous area to identify new ownership.



REPAIR TAG XXXXXX

- Print tag on adhesive label and apply to garment.
- Use one repair tag per garment.

Select all that apply:

- Install Medico RFID chip. Complete RFID Information section below.
- Re-program existing Medico RFID chip (e.g., for lab relocation to another building). Enter new RFID Information below.
- Repair lab coat

<input type="checkbox"/> Button	<input type="checkbox"/> Pocket	<input type="checkbox"/> Collar	<input type="checkbox"/> Other _____
<input type="checkbox"/> Snap	<input type="checkbox"/> Belt loop	<input type="checkbox"/> Sleeve	_____
<input type="checkbox"/> Torn	<input type="checkbox"/> Cuff	<input type="checkbox"/> Logo	

Check lab coat type and size

- | | |
|---|---|
| <input type="checkbox"/> Flame Resistant, Nomex | <input type="checkbox"/> Extra Small (XS) |
| <input type="checkbox"/> Flame Resistant | <input type="checkbox"/> Small (S) |
| <input type="checkbox"/> Standard Cotton | <input type="checkbox"/> Medium (M) |
| <input type="checkbox"/> Fluid Resistant | <input type="checkbox"/> Large (L) |
| | <input type="checkbox"/> Extra Large (XL) |
| | <input type="checkbox"/> Other _____ |

RFID Information

PI Name	Date
Lab Location (e.g., SGM 112)	Pick Up/Drop Off
Department	School
Medico Account No.	
Contact information	
Name	Phone

Questions? Contact Medico at 800-464-6334 X-540 or service@medicolinen.com
EH&S at 323-442-2200 or EHS@usc.edu

What I need to do...

- Create a spreadsheet inventory of my non-RFID lab coats.
- Complete a [Medico Repair Tag](#) for each lab coat. Attach the tag to the lab coat.
- Place all lab coats with Medico Repair Tags in a plastic bag. Label the bag.
- Place plastic bag in the soiled locker or laundry bag at the PU/DO location (see [UPC](#) and [HSC](#) PU/DO locations).

NOTE: Use the Medico repair tag to request re-programming of a lab coat RFID chip when moving to another lab building. Enter new information on the repair tag and attach it to each lab coat.

3 Place all lab coats with Medico Repair Tags in a plastic bag. Identify the bag or box with another completed Medico Repair Tag. **NOTE:** Ensure that spare lab coats of appropriate type and size are available to research staff to wear during the RFID-tagging process. This may take up to two weeks to complete.

4 The plastic bag may be placed in a soiled locker or laundry bag at the Pick UP/Drop Off (PU/DO) location (see [UPC](#) and [HSC](#) PU/DO locations). The Medico Route Service Representative (RSR) visits UPC locations on Tuesday, HSC locations on Thursday. Once the lab coats are RFID-tagged, they will be returned to the PU/DO location indicated on the repair tag.

Questions?

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