

# LAB COAT FITTING GUIDANCE AND REASSIGNMENT INSTRUCTIONS

## Lab Coat Fitting Guidance

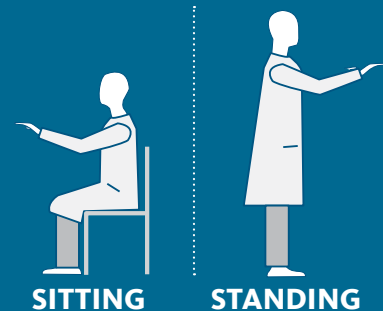
It is important that lab coats be an appropriate size and reasonably comfortable. Key factors include the circumference and length of the lab coat, as well as sleeve length.

If you intend to wear sweaters or sweatshirts under your lab coat, ensure that the circumference of the lab coat is sufficient to allow for full closure, including all buttons/snaps, for maximum protection.

The length of the lab coat should allow for easy transition from a sitting to a standing position and back.

## Sleeve Lengths

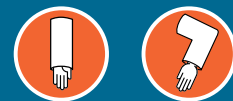
Sleeve length should be such that there is no bare skin between the end of the sleeve and any gloves that you will be wearing. The sleeve should not require rolling to prevent it from interfering with your work.



### WRONG FIT:



### CORRECT FIT:



## Reassignment of Existing Lab Coats

A Principal Investigator (PI), Laboratory Supervisor, or their delegate may want to reassign an existing and unassigned lab coat to a new lab member rather than purchasing a new lab coat at Vet Med Central Services. An existing lab coat shall only be reassigned if it fits the person appropriately. The steps below are to be followed to reassign a lab coat using the on-line [Laboratory Hazard Assessment Tool](#) (LHAT):

1. PI or delegate logs into LHAT (<http://ehs.ucop.edu/lhat>).
2. Select the "Roster" link. The next webpage will list the lab roster. Add the new lab member(s) and remove individuals as needed. The new lab member will receive an e-mail with information on how to access and review the on-line Laboratory Hazard Assessment, which includes the required PPE training.
3. Select "Assign Protective Equipment" link. Note: If the PPE was assigned to someone that is still a member of the lab group, please remove the PPE from that individual under the "Actions" tab.
4. Select the new lab member from your drop down menu.
5. Select the equipment that you will be assigning.
6. Add the Garment ID for the lab coat. This is the barcode located in the collar.
7. Select the size, quantity and laundry (pick-up) location, as appropriate.
8. Save changes.

