**When should I use a loaner?**

When you’re new to USC and don’t yet have appropriate PPE, OR your lab doesn’t have the right lab coat for particular hazards or the right size for you to wear.

If you were recently alerted about wearing the wrong lab coat type(s) during a PPE inspection.

To reserve a loaner, follow the steps on the next page.

**When should I purchase a new lab coat?**

New lab coats are recommended when:

- lab coats become heavily soiled or damaged, or
- specific lab coat types/sizes are needed.

See the New Lab Coat Purchase Fact Sheet (http://tiny.cc/usc-ehs-labcoatPurchase) for more information.

**What lab coats are available in the Loaner Program?**

Flame Resistant Treated Cotton and Flame Resistant Nomex lab coats are available to users. Each EH&S location (CAL 120 UPC and SBA 329 HSC) is stocked with loaner lab coats.

Each coat is Angelica-barcoded with “CAL Loaner” or “SBA Loaner” appearing on the label. Each coat is embroidered with the EH&S logo and the Lab Coat Loaner Program title.

**What I need to know...**

- Users may reserve the lab coat for up to four (4) weeks. If additional time is needed, the user must email EH&S to request an extension.
- If the loaner lab coats are damaged, heavily contaminated, or lost, the users are required to reimburse EH&S the cost of replacement.
- Contact EH&S at EHS@usc.edu for more information.

**How long may I keep the loaner?**

The loaner coat may be reserved for up to four (4) weeks. Notify EH&S via email or phone if an extension is needed.

When the loaner is no longer needed, place it in a locker/hamper for soiled lab coats at the nearest Pick Up/Drop Off (PU/DO) location. Once laundered, the loaner lab coat(s) will automatically return to EH&S via Angelica.

PU/DO at UPC: http://tiny.cc/usc-ehs-PU-DO-UPC
PU/DO at HSC: http://tiny.cc/usc-ehs-PU-DO-HSC

**Additional Information**

- PPE Fact Sheet: Lab Coat Selection http://bit.do/uscPPE_labcoatSelect
- Lab Coat Laundering Information http://bit.do/usc_labcoatlaundering
How to Reserve a Lab Coat Loaner

**STEP 1 Order New Coats**

Order new lab coat(s) by following steps outlined in New Lab Coat Purchase Fact Sheet: [http://tiny.cc/usc-ehs-labcoatPurchase](http://tiny.cc/usc-ehs-labcoatPurchase)

**STEP 2 Request Loaner**

Request a loaner by emailing [ehs@usc.edu](mailto:ehs@usc.edu) with the following information:

- Full name
- Phone number
- Email address
- Lab coat type
- Lab coat size
- Lab location
- Lab phone number or alternate number

**STEP 3 Pick Up Loaner**

Respond to the confirmation email you receive from us to arrange to pick up your loaner at one of our offices:

**UPC**: Carole Little Building (CAL) Room 120
3434 S. Grand Ave.

**HSC**: Soto Building Annex (SBA)
2001 N. Soto St.

**STEP 4 Use Loaner**

Use your loaner for 4 weeks (which is typically how long it takes for your new lab coat to arrive). If you need an extension, call or email us at [ehs@usc.edu](mailto:ehs@usc.edu).

**Please note**: If loaner lab coats are damaged, heavily contaminated, or lost, users are required to reimburse EH&S for the cost of replacement.

**STEP 5 Return Loaner**

Place your loaner in a locker (or hamper) for soiled lab coats at the nearest Pick Up/Drop Off (PU/DO) location.

Lastly, email us at [ehs@usc.edu](mailto:ehs@usc.edu) to let us know where you dropped off your loaner so we can close out your loaner account.

Locations at UPC:

Locations at HSC: