

LAB COAT POLICY AND REQUEST FORM FOR CME STAFF AND RESEARCH STUDENTS (CME-POLICY-005; CME-FORM-015)

Staff / Student Name: _____

Staff / Student ID: _____

Supervisor: _____

Size of lab coat received: _____

Campus: _____

Lab Coat Policy

1. Lab coats are the property of the Chemical and Materials Engineering Department. Do not write your name on the lab coat.
2. Do not take your lab coat home.
3. Do not wear your CME lab coat in Biosafety Labs due to the risk of biological contamination.
4. Put your dirty or contaminated lab coats in the designated laundry bin.
5. a. Lab coats should only be discarded if they are contaminated with:
 - volatile carcinogens, teratogens, or other toxic materials,
 - large amounts of concentrated acids or other corrosives,
 - radioactive material, or
 - soaking wet with contaminants
- b. Lab coats that meet the previous requirements should follow Concordia EHS Hazardous Waste Disposable procedures. You are also required to fill out the EHS Injury/Near-Miss form within 24 hours. (https://www.concordia.ca/content/dam/concordia/services/safety/forms/EHS-FORM-042_InjuryNearMissReport_EN.pdf)
- c. Please return otherwise damaged or worn-out lab coats to the Technical Supervisor.
6. When you have used your lab coat for the last time at the end of your studies or work with CME, please place it in the laundry chute and advise the department administrator.

I have read, understood, and will follow the lab coat policy.

Borrower's name: _____

Borrower's signature: _____

Approver's Name: _____

Approver's Signature: _____

Date: _____