Mission Linen Supply (MLS) is thankful for being chosen as a preferred provider for UCSF’s lab coat laundering needs. Each lab should next establish a laundry program to properly maintain new PPE. The following steps will help labs establish laundry service quickly.

**Steps to Initiate Laundry Service**

1. Identify a location within your department or building that can be used as a delivery point to house soiled and clean coats (*the minimum space requirement is ~ 3’W x 8”D per area*).
   
   a. Laundry charges are $1.00 per item. Please note that MLS has a $30.00 minimum charge per location pick-up. Thus, it is to your advantage to coordinate with other labs to have a minimum of 35 lab coats or scrubs to be laundered at once. MLS will charge you $30.00 for pick-ups with fewer than 35 items to be laundered.

2. Identify who will be using the laundry location. (*i.e. how many labs or departments will be sharing the space, will anyone be available to sign invoices, etc.*).

3. Billing
   
   a. Establish a BearBuy P.O. for services.
   b. If shared location, how would you like to be billed?
      i. One invoice for entire staff using laundry location?
      ii. Bill by department?
      iii. Bill by lab?
      iv. Set up a PO but have multiple speedtypes associated with the PO (*i.e. 25% for lab x, 25% for lab y, and 50% for lab q*).

4. Email Mission Linen Supply with your service request (a dedicated email address will be provide strictly for this program).
   
   a. Our contact currently is Russell Underwood. He can be contacted at 916-284-8780 (mobile) or runderwood@missionlinen.com.

5. Once your email request has been received, a Mission Linen Supply rep will contact you to set-up an onsite meeting to finalize plans, and an expected start date, as well as a delivery scheduled.
   
   a. Your rep will work with you in regards to how to identify whose PPE or scrubs belong to whom.

6. Please note that lab coats needs to be barcoded by ML prior to being laundered. Lab coats distributed during the bulk distribution events are barcoded by ML, however existing and new coats need to be barcoded. Please contact the rep for more information.