Effective July 1, 2016, Linen Services is waiving the fees for both embroidered and plain lab coats for ALL UCSDH employees/trainees. This memo, however, deals strictly with House Officers and covers the guidelines for all trainees managed through the Office Graduate Medical Education (OGME). Allocations are as follows:

1. New incoming Trainees receive three (3) embroidered lab coats at orientation
   a. Arrangements for Off Cycle trainees are determined case by case

2. Internal UCSD transfers receive three (3) lab coats embroidered for new program
   a. Processing for these coats is done either by June 1 or after August 1.

3. Continuing Trainees are entitled to (1) embroidered lab coat after August 1 each continued year of training

I. Preparing for Orientation
   a) Prior to orientation, the program will complete/submit one Lab Coat Order Form to Ann Zultner (azultner@ucsd.edu) by June 1.
      • Coordinators managing multiple programs will submit one form per program.
   b) Lab Coat Order Form is interactive and needs to be completed electronically; hand completed forms cannot be accepted
   c) Tabbing will automatically take you to the required form fields (bordered in red) as follows:
      • Department/Program
      • Phone
      • Program Coordinator
      • Email
      • Location
      • Mail Code
      • Pick-up/Delivery
      • Dep/Div (as it will read on lab coats)

II. At Orientation
   a) Trainees will complete THEIR portion of the pre-populated Lab Coat Order form and receive one (1) unembroidered lab coat at orientation.
   b) The remaining two (2) lab coats are issued via the Lab Coat Order Form
   c) In accordance with the choice of delivery indicated on the order form, trainees will receive their two (2) embroidered lab coats within 6-8 weeks after orientation.
   d) After receiving their two (2) embroidered lab coats, at the trainee’s convenience, they may turn in their unembroidered lab coat to Linen Services WITH a Lab Coat Order Form completed by the program coordinator to have that lab coat embroidered.
      • Coats CANNOT be accepted without the form completed by the program coordinator.