**The policy and procedures includes the following:**

**\*Member Owned Goods (MOG)**

**\*Mesh Bags (RFID)**

**\*Contaminated Employee Personal Uniform**

**Member Owned Goods (MOG):**

* Any item(s) that are not part of the cooperative pooled linen shall be purchased, replaced and owned by the respective member.
* The items must be identified with the account number of respective member. The member is responsible for marking their items or bags.
* For an additional fee, an RFID tag can be utilized for better tracking. ***Please note that it is a requirement for some items to be RFID chipped, example: mesh bagged linen.***
* If special handling equipment is needed to process, the member owned goods the respective member will be charged for the equipment. *(Example: mesh bags for processing NICU linen).*
* This includes personal clothing, pillows or blankets that belong to patients being treated at member facilities.

***POLICY AND PROCEDURE:***

1. Each member is required to identify the item prior to shipping to the laundry by marking their WMSHL assigned account number. Each article must be identified by using a laundry proof marking pen or other method that will not be removed or altered during transport or processing.
2. Whenever possible, specials should be tested prior to purchasing and introduction into the laundry system. *In most cases, WMSHL will test and make item recommendations at no charge.* *WMSHL is not responsible for any damage to the test items during testing.*
3. It is recommended that a sample of each item be provided to WMSHL to aid in identification of items that were not marked or where the mark has become no longer legible.
4. Once soiled, items must be placed in orange “special handling” bags. The orange special bags can be sent for processing along with the blue soil linen bags. These bags are purchased through WMSHL.
5. The items will be identified and processed according to predetermined methods or according to label instructions if available or legible.
6. Turnaround time of Member Specials is 7 days. Member facilities, therefore, need a minimum of 5 times their daily requirement in the system. It is recommended that 7-10 times the daily requirement is maintained to cover weekends and holidays.
7. The member specials are tracked throughout the process in the laundry’s “Specials Department”.
   * + - Upon receipt, the items are segregated by account and recorded.
       - After processing, the items are identified and shipping documents with weight and quantity are provided to the respective member.

9. In the event that WMSHL receives an item that is defective, in need of repair, or a stain that cannot be removed, WMSHL will send the item back to the member with a “defective” report. It is then the responsibility of the member to remove the item from their inventory.

10. In the event that a member receives an item that is not theirs, the customer should return the item to WMSHL in the brown reject bag with the appropriate label. Upon receiving an unowned item, the member should make every attempt to return it to WMSHL as soon as possible. The member will receive credit for the charges and the item will be processed and returned to the correct owning member.

11. Due to the nature of the MOG process, WMSHL cannot be held responsible for any loss. The laundry will make every attempt to ensure the items are returned.

**Mesh Bags w/RFID:**

* Member owned goods may be sent for processing in a mesh bag. The mesh bag shall have a RFID microchip installed.

***POLICY AND PROCEDURE:***

1. Whenever possible, Mesh Bags-RFID items should be tested prior to purchasing and introduction into the laundry system. *In most cases, WMSHL will test and make item recommendations at no charge.* *WMSHL is not responsible for any damage to the test items during testing.*
2. The items will be identified by the RFID microchip that is added to the mesh bag prior to first processing of items and then processed according to pre-determined methods. There is a onetime charge for the purchase of the mesh bag and installing the microchip.
3. Once soiled, items must be placed in orange “special handling” bags. The orange special bags can be sent for processing along with the blue soil linen bags. These bags are purchased through WMSHL.
4. Turnaround time of the mesh bag RFID is 7 days. Member facilities, therefore, need a minimum of 5 times their daily requirement in the system. It is recommended that 7-10 times the daily requirement is maintained to cover weekends and holidays
5. The mesh bags are tracked throughout the process in the laundry’s “Specials Department”
   * + - Upon receipt, the items are segregated by account and recorded.
       - After processing, the items are identified and shipping documents with weight and quantity are provided to the respective member.
6. WMSHL is not responsible for any loss. The laundry will make every attempt to ensure the items are returned.

**Contaminated Employee Personal Uniform**

* Employee personal garments (clothes/uniforms) that belong to member staff working at member facilities.

*Note: Garments that items owned by the staff that become in contact with potentially infection materials should be processed at WMSHL. Domestic washers and chemicals are not capable of providing the necessary heat, chemical and mechanical action to ensure that these items do not remain infectious and a potential risk of infection to others.*

***POLICY AND PROCEDURE:***

1. Items will be identified as E6XXX Personals on all shipping, billing (if applicable) and utilization reports.
2. All Personals will be placed in orange special handling bag. These bags will be provided by WMSHL and made available at each member soiled linen collection location within each member facility.
3. Orange bags with personal garments are to be labeled with the “Employee Personal Uniform” form (see Appendix A). This form can be found on the WMSHL website.
4. Personals will be identified and processed according to predetermined methods or according to label instructions if available or legible. WMSHL does not take responsibility for damage to any item that has not been prior test washed or is not accompanied by special processing guidelines if needed.
5. Once Member Specials have been processed, they will segregate by cart or cart section and record. They will be identified on the Specials/MOG processing form for the scales and shipping manifest.
6. Turnaround time is maximum of seven (7) days.

APPENDIX A

EMPLOYEE PERSONAL UNIFORM FORM

