

Dear Faculty,

The College of Public Health is now able to have laboratory coats picked up and cleaned by Impressed Dry Cleaners. The cost is \$3/coat with a turnaround time of 3-4 days. We will be receiving detailed monthly invoices and each individual principal investigator's release time account will be charged every 3 months based on their laboratory's monthly usage.

If you would like to use this service, PLEASE:

- 1) LABEL EACH COAT WITH: CPH-PI'S LAST NAME.
- 2) NOTIFY ERIN STRAWSER (688-4388 OR strawser.34@osu.edu) OF THE TOTAL NUMBER OF COATS BEING CLEANED AND WHO TO CONTACT IN ORDER TO MAKE ARRANGEMENTS FOR GETTING THEM PICKED UP.
- 3) EACH COAT WILL NEED TO BE BAGGED AND TAGGED (SUPPLIES WILL BE PROVIDED ONCE THE VENDOR ARRIVES FOR THE FIRST PICKUP)
- 4) SCHEDULED PICK UP DAYS AT OSU ARE MONDAYS, WEDNESDAYS, AND FRIDAYS. ERIN STRAWSER WILL NOTIFY YOU WITH THE SCHEDULED PICK UP DAY AND TIME.

Please let me know if you have any questions.

Thank you,

Scot

Scot Erbe
College of Public Health
614-247-8727