

ENVIRONMENTAL MANAGEMENT SERVICES

SOP FOR UNIFORMS PROGRAM

EMS SOP #4

VA Northern Indiana Health Care System
Ft. Wayne, IN 46805 and Marion, IN 46953

Service Line(s):
Environmental Management Services

Signatory Authority:
Chief, Environmental Management
Services

Environmental Management Services

Effective Date:
November 25, 2022

Responsible Owner:
Chief, Environmental Management
Services

Recertification Date:
November 25, 2027

1. PURPOSE AND AUTHORITY

To establish a standard process for ordering uniforms and to include footwear. It is VHA policy that each medical facility will have a management process that determines style, color, make, use, inventory, handling, distribution, and allotment procedures for uniforms to be worn by designated employees. VANIHCS Environmental Management Services (EMS) services as the sole program manager for uniform ordering and distribution.

2. PROCEDURES

Ordering for a new employee, requesting alterations, or uniform replacements

Employee's supervisor

- The employee's direct supervisor will fill out Appendix A, sign, and send to VHANINEMSSupervisors@va.gov with the title of "Uniform Order." It is recommended that this is completed prior to employee onboarding. If there is a lab coat request, use Appendix B.

EMS

- The EMS Supervisor's group will receive the request and the responsible supervisor will respond with "received and reviewing" within 1 business day.
- The EMS Seamstress will check if the items are in stock. Either the responsible Supervisor or the Seamstress will respond to the requestor within 2 business days with the next steps.
 - If the items are in stock, the response will include pick-up instructions.

- If the items are not in stock, the response will include the next steps, and the Seamstress and/or Supervisor will respond every two weeks with a status update until the order has been completed.

Departmental Uniform Changes

- Employee's Service Chief will begin the process by submitting a written email request sent to the VHANINEMSSupervisors@va.gov with the following information:
 - Justification for the departmental uniform change
 - Number of employees
- EMS will review the information, ask for additional information if needed, add on the approximate cost, and forward to the following stakeholders in this order:
 - Union
 - Fiscal
 - ELT member
 - Once all have approved, EMS will notify the service chief and process.

3. ASSIGNMENT OF RESPONSIBILITIES

VA Medical Facility Director. The VA medical facility Director, or designee, is responsible for establishing VA medical facility uniform standards in accordance with the VHA Directive.

Chief, Environmental Management Service. As the Textile Care Officer (TCO), the Environmental Management Service (EMS) Chief is responsible for overseeing the management, distribution, inventory, and procurement of approved uniform apparel.

Service Chiefs. Services Chiefs must ensure that all employees who are issued uniforms wear them without deviations.

All Employees. Employees who are issued uniforms must wear them appropriately without deviations.

4. DEFINITIONS

Employee. The term employee includes both full and part-time employees, but excludes volunteers, trainees, and workers who receive a stipend or salary from a source other than VA appropriated funds.

Special Purpose Clothing. Special purpose clothing refers to items furnished as a safeguard against exposure to inclement weather and/or possible injury or cross infection. Protective items include all items purchased for use as protection against infection, contamination, or injury to a person or damage to the normal apparel worn by the person and includes, but not limited to: coveralls, steel toed shoes, gloves, goggles, gowns, masks, parkas, lab coats, aprons, etc. The above items are purchased through operating funds, some of which can be processed through the textile care processing facility in lots much like hospital linen, when appropriate. Items of protective clothing are not designated as either issue or allowance uniforms.

Uniform. Uniform refers to distinct articles of clothing prescribed in VHA Directive 1850.04.

5. REFERENCES

VHA Directive 1850.04

Master Agreement VA/AFGE 2011 - Article 38

6. REVIEW

Required review when there are changes to the governing document or national policy, and any regulatory requirement for more frequent review.

7. RECERTIFICATION

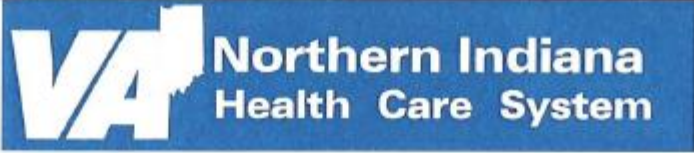
This SOP is scheduled for recertification on or before the last working day of September 2027. In the event of contradiction with national policy, the national policy supersedes and controls.

8. SIGNATORY AUTHORITY

NOTE: *The signature remains valid until rescinded by an appropriate administrative action.*

DISTRIBUTION: SOP is available in the VANIHCS SOP Repository.

Appendix A



EMPLOYEE UNIFORM REQUEST

Date: _____ **Service / Department:** _____

Employee Name: _____ Facility: Marion Fort Wayne

New Employee

Replacement items Reason for replacement:

	Quantity	Size	Male	Female	
Uniform					
Shirt					Engineering: <hr/> Short sleeve button up- Size: Qty: <hr/> Long sleeve button up- Size: Qty: <hr/>
Pant					
Short					
Skirt					
T-shirt					
Scrub					
Top					
Pant					
Jacket					
Lab coat					

Contact information _____

Appendix B

VANIHCS
ENVIRONMENTAL MANAGEMENT SERVICES
EMS

LAB COAT REQUEST

IDENTIFY WHICH CAMPUS: _____

NAME: _____

DATE OF REQUEST: _____

NAME AND CREDENTIALS TO BE EMBROIDERED: _____

PREFERRED STYLE (CIRCLE ONE):

MALE LONG MALE SHORT
FEMALE LONG FEMALE SHORT

SIZE: _____

YOUR PHONE NUMBER: _____

YOUR EMAIL ADDRESS: _____

SERVICE CHIEF'S NAME: _____

**Department of
Veterans Affairs**

Memorandum

Date: March 8, 2023

From: Employee/Labor Relations, VA Northern Indiana Health Care System

Subj: SOP EMS - 004

To: Willie E. Haywood Jr.
President, 6th District AFGE/ NVAC 262

1. On January 11, 2023 National VA Council #53 formally requested a demand to bargain in response to the Environmental Management Services SOP for Uniforms Program. The National AFGE met with the agency representative and agreed to the SOP as attached.
2. The SOP is approved for distribution at VANIHCS.
3. Any questions or concerns regarding this Memorandum can be directed to Nina Tiney at phone 260-5431 ext 62208; cell 260-249-5025.

Kenneth W. Hill
Senior Strategic Business Partner

Haywood, Willie
President, 6th District AFGE/ NVAC 262

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