Uniform and Laundering Policy

Change Record

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<th>Reason</th>
<th>Author</th>
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REVIEW DATE: January 2014

Reviewers

<table>
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<tr>
<th>Name</th>
<th>Group/Name(s)</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lead Responsibility</td>
<td>Gordon McKay</td>
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Approvers

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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<tr>
<td>APF</td>
<td>Policy Owner</td>
<td>November 2012</td>
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Last Bi Annual Review Date: N/A
Last Technical Review Date: N/A

Dissemination Arrangements:
- APF Members
- Line Manager e-mail
- AthenA / Intranet
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<td>If 'yes' why is it required? i.e. to satisfy best practice/comply with new legislation</td>
<td></td>
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<tr>
<td>If 'no', name of previous policy and reason for replacement</td>
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Summary of Substantive Changes Made

| Section: | Policy reviewed and drafted in accordance with the national circular CEL 42 (2010) National Uniform, Dress Code and Laundering Policy |

Summary of Technical Changes Made

| Section: | N/A |
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1. Purpose

The NHS Ayrshire & Arran Uniform Policy, Dress Code and Laundering Policy has been written in line with and to meet the requirements of CEL 42 (2010) National Uniform, Dress Code and Laundering Policy.

2. Scope

The Uniform Policy is applied throughout the organisation in all areas where uniforms have been identified, through risk assessment, to be necessary for reasons of infection control, clinical requirements, moving and handling activities, the risk of violence and/or aggression, or security need. The Policy applies to all approved uniforms worn within the organisation.

NHS Ayrshire & Arran will endeavour to provide uniforms that are fit for purpose. Should a member of staff encounter difficulties in implementing any aspect of this policy, for belief or other personal reasons, these should be discussed at the first opportunity with their line manager.

3. Accountability

The Head of Clinical Support Services - East is the responsible Senior Manager within the organisation for the oversight of the Uniform Policy, Dress Code and Laundering Procedure, however implementation of this policy lies with Line Managers.

The uniforms issued to staff remain at all times the property of NHS Ayrshire & Arran.

4. Responsibility

4.1 Head of Department/Line Managers/Supervisors

Heads of Department/Line Managers/Supervisors shall, for all staff failing within their remit who are required to wear an approved uniform, ensure that:

- Suitable and appropriate uniform is provided in line with NHSScotland National Uniform Specification/Policy. Reference – CEL 42 (2010) which can be found on the Domestic Services Athena site under ‘Staff Uniforms’.

- Uniforms are made available to staff in sufficient numbers and used in accordance with departmental requirements.

- Records are maintained in respect of the following:
  - the results of uniforms/manual handling assessments
  - actions taken as a result of uniforms/manual handling assessments
  - information given to employees regarding use of uniforms
  - complaints or reports of discomfort, or non-suitability of the uniforms and their intended use

- All staff have a sufficient number of uniforms to allow a clean uniform to be worn each working day and a provision for changing during a shift should there be body fluid contamination.

- All staff who are required to have uniforms cleaned on a mandatory basis (see section 3) via the NHS Ayrshire & Arran Laundering Facilities follow the relevant laundering procedures detailed in Appendix 2 and must utilise staff changing facilities provided.
• All staff who are not mandatorily bound to utilise the Laundering Facilities for cleaning (see section 3) and exercise the option to launder outwith the organisation’s facilities follow the "Home Laundering Guidelines" in Appendix 4 and must utilise staff changing facilities provided.

• All staff comply fully with the requirements detailed within Section 2.4.2 of the Policy "Staff Responsibilities".

• That all staff who are currently required to wear a uniform are provided with the appropriate national uniform.

4.2 Staff
All staff who are required by NHS Ayrshire & Arran to wear an approved uniform whilst in the employment of the organisation must ensure that:

• Uniforms are worn at work and are not used for any other purpose.

• Permission to wear "mufti" (ordinary clothes) within particular staff groups must be formally authorised by the Head of Department/Line Manager following consultation with the Head of Occupational Health and Safety and Infection Control Advisers. Where approved "mufti" is being worn, the organisation shall not accept responsibility for damage due to negligence by an individual to any item of personal clothing

• NHS Ayrshire & Arran will hold staff responsible for any damage to their uniforms due to their negligence.

• Laboratory coats must not be worn outwith the confines of the Laboratories, except at clinics or wards when the member of staff must change their coat before leaving the Laboratory.

• Scrub suits that are worn in theatre must not be worn outwith the confines of the Theatre complexes except in emergencies.

• If required, staff members shall wear approved maternity uniforms.

• In addition to the organisation’s identity badge, a maximum of a further 2 professional association or trade union badges may be worn.

• In the event of the labelling becoming illegible, staff must alert the local Sewing Room who will arrange for the uniforms to be re-labelled. On transfer between hospitals/locations the staff member shall make arrangements for their uniforms to be re-labelled via the local Sewing Room/Staff Changing Area/Autovalet at their new base, prior to sending for laundering.

5. Uniform colours and shades
The purpose of the uniform colour coding is to make it easier for patients, members of the public and staff to identify the different roles played by staff. Clinical staff will wear blue and non-clinical staff will wear green. It must be noted however, that the colour coding is not the only means of communication and it is expected that verbal communication and staff identifiers will still play their part.
5.1 The Clinical team
Clinical staff will wear a uniform in one of the shades of blue as detailed in Appendix 1.

5.2 The Non-clinical team
Non-clinical staff, who currently wears a uniform will wear the mid-green national uniform as detailed in Appendix 1.

Non-clinical staff groups include Catering, Domestic, Porters, Admin & Clerical and Facilities staff.

Please note the dark green uniform is only for Catering and Domestic supervisors and must not be used to denote supervisors or managerial roles in any other staff groups.

5.3 Trousers
Navy blue trousers are available in a unisex cargo style and ladies and gents tailored style.

5.4 Polo shirts
Polo shirts are available to order as an alternative to tunics, which will be determined by the Head of Department. However, staff who currently wears a tunic will continue to do so.

5.5 Uniform for students
Nursing and Allied Health Professional (AHP) students will wear the national student uniform. This is a silver-grey tunic in the same style and fabric as the national uniform for staff. This will be worn with the national uniform navy blue cargo trousers. The tunic will be embroidered with the appropriate University/College logo.

The national student uniform does not apply to medical students (Doctors and Dentists). Medical students are not included in the National Uniform policy. The national uniform for students is not intended for employees who are undertaking study or training.

6. Operational Procedure

The undernoted procedures should be read and applied as appropriate in conjunction with the other procedures detailed within the Policy.

6.1 Issue
The Domestic Services Department (Uniform Distribution) based at Ayrshire Central Hospital shall hold a stock of a limited range of each garment.

- The Head of Department/Line Manager/Supervisor shall arrange for any new staff members to visit the local Sewing Room/Staff Changing Area/Autovalet in order to be measured for uniforms. An Authorisation/Measurement Form (Appendix 6) should be brought with them with appropriate sections completed.

- It is essential that this process is completed prior to commencement in order that uniforms are available to staff when starting employment.

- The Ayrshire Central Sewing Room shall despatch the uniforms to the local Sewing Room/Staff Changing Area/Autovalet.

- At the local Sewing Room/Staff Changing Area/Autovalet uniforms are labelled as per NHS Ayrshire & Arran’s standard system of labelling.

- The local Sewing Room/Staff Changing Area/Autovalet shall contact the new member of staff to arrange collection of their uniforms.
6.2 Replacement

- An Authorisation/Measurement Form (Appendix 6) shall be completed and signed off by the Head of Department/Line Manager/Supervisor when replacement uniform is required. Thereafter the process for issuing a ‘new’ uniform will be followed.

  or

- Uniforms can be retained at local Sewing Room/Staff Changing Area/Auto valet for re-issue as bank or stock to be used for staff who may require a clean uniform due to soilage/contamination (Appendix 5).

- The Ayrshire Central Sewing Room shall despatch the uniforms to the local Sewing Room. The staff member will be contacted to arrange collection of their Uniform.

6.3 Recovery on Termination of Employment

- All uniforms issued to staff remain the property of NHS Ayrshire & Arran.

- The Head of Department/Line Manager/Supervisor shall ask staff to return uniforms to them.

7. Laundering Procedure

A clean, well laundered uniform inspires public confidence, sending positive messages about our professionalism and standards of care.

7.1 Mandatory Laundry Services Users

Staff who wear scrub suits, Laboratory staff and staff who work in Infectious Diseases Units are classified as mandatory Laundry Service Users and as such should follow the local Uniform Laundering procedure (Appendix 2).

7.2 Optional Laundry Service Users

The balance of staff groups who are required to wear uniforms are classified as optional Laundry Service Users and are unable to access the local Laundering Facilities and consequently take their uniform home to launder as per the Home Laundering guidelines in Appendix 4, with the exception of the undernoted circumstances where use is mandatory and uniforms must be treated as "infected" linen.

7.3 Staff outwith

Where mandatory circumstances, as identified above do not apply, staff still required to wear a clean uniform to work on a daily basis but can exercise the option to:

  make external arrangements for the laundering of their uniforms in line with the guidance contained within Appendix 4.

  or

  make use of the NHS Ayrshire & Arran Laundering Facilities in line with the laundering procedures detailed in Appendix 2.

In either case, Heads of Department/Line Managers/Supervisors must ensure that staff are issued with a sufficient number of uniforms to facilitate wearing of a clean uniform on a daily basis.
7.4 Uniform and Infection Risk

7.4.1 Laundry Classification
For laundering classification purposes, 2 categories of uniform have been identified:

**Used uniform**
Where a uniform has been worn in conjunction with appropriate PPE and is not visibly contaminated with blood or body fluids, there is no evidence that it poses any risk to healthcare workers or the public. Used uniforms can be laundered at home in accordance with the Home Laundering Guidelines (Appendix 4),

or

Where available, uniforms can also be laundered in accordance with local Uniform Laundering procedure (Appendix 2).

**Soiled/Contaminated uniform**
A contaminated uniform includes a uniform which has become contaminated with blood or other body fluids, or a uniform which Infection Control advise should be treated as contaminated. Should a uniform become contaminated, staff should adhere to the following:

Contaminated uniforms must be sent to the local laundry facility (Appendix 3). Home laundering is NOT appropriate for contaminated uniform. Refer to Appendix 5 for contingency arrangements.

Staff are reminded that the risk of cross-infection is minimal from a uniform which has been properly protected by the correct use of personal protective clothing. A uniform should be protected from contamination during health care activity. Plastic aprons should be worn to protect uniforms from contamination. (Refer to Athena for guidance on PPE within the Health & Safety Manual and Infection Control Manual).

There is also contingency arrangements in place for mid-shift changes, should a uniform become heavily soiled/contaminated. (See Appendix 5).

8. Review and monitoring

This policy will be monitored and reviewed every two years or sooner in light of any legislative changes or national NHS changes.
NHSSCOTLAND DRESS CODE

Evidence-based Principles to inform local policies for Staff

The way staff dress sends messages to the patients they care for, and to the public about their professionalism and standards of care.

These guidelines reflect evidence-based good practice and aim to set out core principles that should inform the development of local policy. The following principles are by no means exhaustive, but are intended to give some examples of the issues which Boards should consider. These guidelines set out standards of dress for all staff, including those who do not wear a uniform.

In developing local uniform and workwear policies, Boards should conduct a full risk assessment to ensure that local policy is appropriate for different categories of staff. Boards should look to support staff in complying with both the needs of the service and any disability, religious or cultural requirements.

Boards must ensure that where appropriate, their dress code policies comply with these principles:

- Staff must dress in a professional manner which is likely to inspire public confidence;
  - for example: in clean uniform (where uniform is a requirement), which has been laundered in accordance with the Uniform Laundering Policy (Section 3).
  - When providing patient care, hair should be tied back off the collar, with nails kept short and clean.
  - Wear clear identifiers (e.g. badges etc).
  - Where changing facilities are available, staff should change into and out of uniform at work and should change out of their uniform at the earliest opportunity at the end of their shift. It is preferable that staff should avoid undertaking activities in public, such as shopping, whilst wearing their uniform, except where such activities form an integral part of their duties.

- Appropriate steps must be taken to adhere to good practice, and to minimise the risks of infections and cross contamination for patients and the public;
  - for example: staff should wear short-sleeved shirts/blouses and avoid wearing white coats or neck ties when providing patient care; staff may wear full length sleeves when not engaged in patient care activity;
  - Staff should not wear false nails or hand or wrist jewellery (other than a plain wedding ring or one other plain band) when providing patient care.
  - Where for religious reasons, staff wish to cover their forearms during patient care activity, it is acceptable to wear disposable over-sleeves where gloves are used, with strict adherence to hand and wrist washing before and after use. Over-sleeves must be disposed of as disposable gloves.
  - Where for religious reasons, staff wish to cover their upper forearms during patient care activity, it is acceptable to wear three-quarter length sleeves. Three-quarter length sleeves must not be loose or dangling. They must be able to be rolled or pulled back and kept securely in place during hand-washing and direct patient care activity.

- All appropriate health and safety requirements for staff should be met
  - for example: Staff should not wear excessive jewellery;
  - Staff should wear soft-soled, closed toe shoes;
  - Staff should not carry pens or scissors in outside breast pockets.
- Staff must dress in a manner which is sensitive to the social, cultural and diversity and equality needs of other staff, patients and carers/visitors.
### Clinical staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Uniform Specifications</th>
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</table>
| Senior Charge Nurse/midwives, Community Team Leaders | • Navy blue tunic  
• Navy blue trousers |
| Hospital at Night Practitioners (only in circumstances where there is no SCN on duty and they have been designated as Nurse in Charge and there is a need for them to be visible to members of the public as such.) |  |
| Registered Nurses including Dental Nurses | • Cornflower blue tunic  
• Navy blue trousers |
| Allied Health Professionals (AHP) | • Mediterranean blue tunic or Mediterranean blue polo shirt  
• Navy blue trousers  
• Allied Health Professionals will have their professional role embroidered on their tunic/polo shirt |
| Healthcare Scientists, Pharmacy Technicians, Dental Care Professionals including Dental Hygienists, Orthopaedic Practitioners | • Ocean blue tunic or ocean blue polo shirt  
• Navy blue trousers  
• These staff groups will have their professional role embroidered on their tunic/polo shirt |
| All unregistered staff, support workers and trainees | • Pale Sky blue tunic or Pale Sky blue polo shirt  
• Navy blue trousers  
• Support staff for Allied Health Professionals, Healthcare Scientists and Pharmacy Technicians can have their department embroidered on their tunic/polo shirt. |
Appendix 1 cont/…..

<table>
<thead>
<tr>
<th>Non-clinical staff</th>
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</table>
| Catering and Domestic staff including non-clinical staff trainees | • Mid-green tunic  
• Navy blue trousers |
| Catering and Domestic supervisors                      | • Dark green tunic  
• Navy blue trousers |
| Porters                                                 | • Mid-green polo shirt  
• Navy blue trousers |
| Administration and clerical staff                      | • Plain coloured mid-green blouse/dress shirt  
• Navy blue trousers |
| Security Guard/Head Porter                             | • White shirt/blouse (available with or without epaulettes) and clip on tie with military style sweatshirt and stab vest depending on local policy  
Black trousers |

A range of outer garments, including cardigans, fleeces and shower proof jackets are available.

Where staff require a heavy duty 3 in 1 water resistant jacket for prolonged use in harsh weather conditions, this is considered a specialist item of PPE, and is available from the National Personal Protective Equipment (PPE) contract.
National Uniform Embroidery

Tunics and polo shirts with the following embroidery will be available to order. It is not permissible to embroider any other job title or department. It is permissible for unregistered staff to wear the pale blue tunic with no embroidery, and this should be determined by local policy. Embroidery will only be available on the tunic colours as detailed below.

<table>
<thead>
<tr>
<th>Mediterranean Blue</th>
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<tr>
<td>(Registered AHP staff)</td>
<td>Occupational Therapist</td>
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<td>Radiographer</td>
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<td>Podiatrist</td>
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<td>Orthoptist</td>
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<td></td>
<td>Speech and Language Therapist</td>
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<td>Orthotist</td>
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<td>Arts Therapist</td>
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<td>Dental Technician</td>
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Embroidery is not required for Dental Care Professional support staff.

* Radiotherapy applies to those working in the 5 Cancer Centre, and Imaging is for staff supporting Radiographers in NHS Scotland.
Uniform Laundering Procedure

The procedures relating to the processing of uniforms for laundering are as undernoted:

- All staff utilising the NHS Ayrshire & Arran’s Laundry Facilities must place soiled uniforms within a yellow linen bag which is available at designated laundry collection/delivery points.

- Subsequent to laundering of the uniforms, these will be returned to the designated laundry collection/delivery points where local Domestic Services staff will sort the uniforms and place within Staff Changing facilities/Autovalet for staff to collect.

- Staff must ensure that they utilise this system effectively to ensure that a clean uniform is available each working day.

- Where problems occur with the processing of uniforms or the quality of finish, this must be raised in the first instance with the local sewing room/Staff Changing Facilities/Autovalet or their Line Manager/Supervisor.

- Where staff classified as Optional Service Users choose to launder their uniform outwith the NHS Ayrshire & Arran Laundry Facilities, the guidance detailed within Appendix 4 must be followed.

Staff should make themselves aware of their nearest local laundry collection and drop off point. Designated points for the collection of soiled uniforms/delivery of clean uniforms are available, these include;

<table>
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<tr>
<th>Crosshouse Hospital</th>
<th>Staff Changing Area</th>
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<tr>
<td>Ayr Hospital</td>
<td>Autovalet</td>
</tr>
<tr>
<td>Biggart Hospital</td>
<td>Clean: Sewing room</td>
</tr>
<tr>
<td></td>
<td>Soiled: Soiled Linen Stores</td>
</tr>
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<td>Ayrshire Central Hospital</td>
<td>Ward Level CDU</td>
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<td>Catering department</td>
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<td>Heathfield Clinic</td>
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<td>Kirklandside Hospital</td>
<td>Ward Level</td>
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Appendix 3

Contaminated Uniform Laundering Procedure

All staff uniforms that are contaminated with body fluids or organic matter, including blood, faeces, vomit, urine and pus, must follow the procedure below. This protocol details the action that should be taken by staff to ensure that contaminated uniforms are safely sent to the laundry and then returned to staff after laundering.

Staff must ensure that their uniforms are clearly marked with their name and base.

**THIS PROTOCOL ONLY APPLIES WHERE UNIFORMS ARE CONTAMINATED WITH BLOOD AND BODY FLUIDS**

Staff must place the contaminated uniform in a water soluble bag, and then placed in a yellow linen hamper. The bag should be securely sealed and not overfilled. Water soluble bags can be obtained at ward level or in staff changing facilities.

↓

The yellow linen hamper must be placed in the designated holding area

↓

The porter will collect hampers that have been left at designated collection points for onward delivery at NHS Ayrshire & Arran’s laundry facilities.

↓

After laundering, the Uniforms will be returned to the appropriate site.
Home Laundering of Uniforms Guidance

This guidance does not apply to theatre scrub suits, any item of PPE, or contaminated uniforms, for which hospital facility laundries must be used. See Appendix 2 & 3.

The following guidance on the home laundering of uniform is for all staff who are unable to access a local laundry facility or are classified as Optional Laundry Service Users (see Section 3 of the policy) and consequently take uniform home to launder.

Segregation

- Used uniform should be kept separate at times from clean uniform.
- Ensure all items such as pens, coins, tissues are removed from pockets.
- Apply good hand hygiene practice utilising soap and warm water before handling clean uniform and after handing soiled uniform.

Temperature

- All uniform should be laundered at the highest temperature suitable for the fabric as per the care label and guidance below.

Caring for Your New Uniform

Garment Care Advice

- Detergents
  - Use a detergent that is suitable for your skin type.
  - Do not add bleaches to the wash process or use for a ‘whitening’ effect.

Tumble Drying/Ironing

- Uniform may be ironed or tumble dried as per the care label and guidance below.

Storage and Transportation

- Ensure laundered uniform is stored separately from used uniform.
• Ensure all storage and transportation facilities are clean and washed regularly.
Staff Uniform Contingency Arrangements

All staff who are required to wear uniforms and are involved in patient contact should understand the rationale for optimum laundering processes. If uniforms are laundered correctly, it will ensure that the uniforms are safe to wear.

Contingency arrangements are in place for mid-shift changes, should a uniform become heavily soiled, whereby, staff will have access to emergency supplies of uniforms/alternatives and can deal appropriately with their soiled uniforms, placing the uniform in a clear bag then into a yellow linen hamper to send to the laundry.

These arrangements will extended to student nurses who may not be provided with NHS Ayrshire & Arran uniforms or may not use the laundering service.

All staff utilising the NHS Ayrshire & Arran Laundry Facilities must place soiled uniforms within a uniforms laundry bag which is available at designated laundry collection/delivery points within each of the Hospital sites.

Subsequent to laundering of the uniforms, these will be returned to the designated laundry collection/delivery points where local Domestic Services staff will place the uniforms within the Autovalet facilities/Staff Changing facilities for staff to collect.
# STAFF UNIFORMS

**AUTHORISATION / MEASUREMENT FORM**

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**AUTHORISED BY:-**

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**MEASUREMENTS:-**

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ABOVE UNIFORMS ISSUED BY .............................................. SEWING ROOM

DATE .................................................................................. SIGNATURE
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I CERTIFY THAT I HAVE RECEIVED THE UNIFORMS DETAILED ABOVE

STAFF MEMBER’S NAME ............................................. DESIGNATION
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DEPARTMENT ................................................................. HOSPITAL
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SIGNATURE ................................................................. DATE
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("Delete as appropriate)