



### **Preparation for Shipment:**

1. Bags containing the contaminated compatible N95 respirators to be decontaminated by Battelle (“primary collection bag”) should be closed.
2. Place the primary collection bag into another bag (“secondary collection bag”) (provided by the healthcare facility), which is then closed.
3. Decontaminate the secondary collection bag with alcohol or other suitable decontaminant.
4. Place the decontaminated bags into a rigid, closed box (supplied by the healthcare facility) clearly labeled with a biohazard symbol, and tape the box securely shut.
5. Label the outside of the box with the 3-digit site code and 2-digit location identifier.

### **Shipment under the healthcare facility’s agreement with Battelle:**

1. Gather all boxes; complete one chain of custody form (provided by Battelle) per shipment, noting the number of boxes.
2. Coordinate with your organization’s courier service to arrange transfer to designated Battelle location.

### **Reuse Information:**

Following decontamination, you will be provided **decontaminated compatible N95 respirators** that have been processed through a decontamination system for reuse by healthcare personnel in a healthcare setting during the COVID-19 pandemic. Before reuse, the healthcare facility should review the chain of custody form, which indicates successful decontamination, accompanying the returned respirators. The healthcare facility should also inspect each returned, decontaminated compatible N95 respirator for:

1. Numeric indication of the decontamination cycle number. **NOTE: Compatible N95 respirators will be disposed of after 20 decontamination cycles.**
2. Visible damage or soiling. **NOTE: Compatible N95 Respirators should be discarded and not reused if visually damaged or soiled.**

**Any problems should be immediately reported to Battelle.**

**Battelle Contact: 1-800-201-2011 or [solutions@battelle.org](mailto:solutions@battelle.org)**