

## Instructions for Collecting Contaminated PPE for Decontamination of SARS-CoV-2 at Battelle

Routine decontamination procedures have been established for N95 respirators, face shields, and goggles/safety glasses. Other items may be accepted but require coordination prior to shipping.

**All items must be free of any visual contamination (e.g. blood, bodily fluids, makeup)**

### On-Site Collection/Marking

1. Your organization should create a collection station at the point of generation (i.e. hospital floor/unit)
2. Each station should have two bags: One bag to collect N95 respirators and one bag to collect face shields/goggles/safety glasses.

**NOTE: Bags are for listed PPE only; do not throw gloves, paper towels or waste in the PPE collection bags.**

3. With a Sharpie, label ALL PPE with a three-digit site code and a 2-digit location identifier. The unique Site Code corresponds to your delivery address and will be assigned by Battelle. Your organization may designate the location identifier to correspond to a specific location/floor/unit within your site.
  - a. Label respirators legibly on the outside OR inside, per your preference. See examples below.
  - b. Label face shields/goggles/safety glasses in a location that doesn't impede vision (not on elastic)



### Preparation for Shipment:

1. Bags containing the PPE to be decontaminated by Battelle are closed.
2. Primary collection bag is placed into a secondary bag, which is then closed.
3. Outer bag is decontaminated with alcohol or other suitable decontaminant.
4. Bags are then placed into rigid, closed box clearly labeled with a biohazard symbol and taped shut.
5. Outside of the box is labeled with the 3-digit site code and 2-digit location ID, and the type of PPE within.

### Once agreement is in place:

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