

Instructions for Using Battelle Services

The Battelle Critical Care Decontamination System (CCDS) decontaminates N95 respirators using high concentration, vapor phase hydrogen peroxide. A high level overview of the system can be found at www.battelle.org/decon.

How to Initiate Battelle N95 Decontamination:

STEP 1: Register online. Sign up at www.battelle.org/decon.

STEP 2: Complete Services Agreement. Access <https://www.battelle.org/gf/ccds-agreement> to read and digitally sign the Services Agreement using Adobe Sign. For an editable version, please email your request to PPEDecontaminationContracts@battelle.org. Please be aware, requesting changes to the Services Agreement will greatly delay enrollment completion.

STEP 3: Get your 3-digit site code(s). Complete [the Site Locations and POC Information form \[xlsx\]](#) and return by email to CCDSSiteCodes@battelle.org to receive your 3-digit site code(s).

Please note: When you click the [Site Locations and POC Information form \[xlsx\]](#) it will download the form directly to your computer. Please look in your Downloads folder.

Once received, Battelle will provide a 3-digit site code for each location listed on the form. The code allows Battelle to identify your N95s. The 3-digit codes are to be marked on each N95 respirator you collect, as well as the shipping boxes.

STEP 4: Begin collecting and labeling your N95 respirators. Each N95 respirator must be handled and labeled properly for Battelle to decontaminate it. The instructions below provide details on how to collect, label, and package your respirators for shipment:

- o [Instructions for Healthcare Facilities \[pdf\]](#)
- o [HCP - Fact Sheet \[pdf\]](#)
- o [Instructions for Healthcare Personnel \[pdf\]](#)

It is VERY IMPORTANT that every N95 is properly labeled and free of any visible soiling such as blood, bodily fluids, and makeup. Battelle cannot decontaminate N95s that do not meet these requirements.

STEP 5: Complete Custody Form. When preparing to send your N95s, download and complete the [Chain of Custody Form \[xlsx\]](#). Please provide one form per shipment.

STEP 6: Ship or Deliver your Masks. End-to-end logistics support is available to enrolled organizations at no cost through Cardinal Health or FedEx. The options available depend on whether the facility is a hospital/hospital system or another type of organization. Hospitals may use Cardinal Health or FedEx. Other enrolled organizations may use FedEx. Any organization may choose to use their own logistics provider at their own expense. More information will be provided when your enrollment is complete. Masks may also be

delivered directly to the McCrady Training Center in Eastover, SC. Please contact the National Guard for directions and to make arrangements (contact info below).

NOTE: CCDS enrolled organizations will not be charged for decontamination services.

Further Details:

Under the [EUA from the FDA](#), Battelle is only able to accept **non-cellulose, NIOSH-approved** N95 respirators and certain imported, non-NIOSH respirators. Below are links to CDC/FDA resources to check and see if your respirators are compatible with the Battelle system:

- [NIOSH-approved respirators](#)
- [Imported respirators](#)

Additional information about the science behind decontamination and N95 collection guidelines is available here:

- [Technical Summary of Battelle's Decontamination Research for N95 Respirators \(FDA Summary | FDA Report\)](#)
- [Services Agreement \[doc\]](#)
- [Chain of Custody Form](#)
- [Massachusetts General Hospital N95 Collection and Distribution Process](#)
- [Battelle CCDS™ FAQs.](#)

If you are interested in touring a Battelle unit, a video can be found here:
<https://youtu.be/D35oh2OXIFw>

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