Protocol and Procedures for BIDMC Collection, Shipment and Pick-Up

A container car customized for VHP disinfection will begin reprocessing of N95 respirators and surgical masks at BIDMC with expansion to include other BILH sites once fully operational. This site will be used additionally for disinfection of surgical masks and other Personal Protective Equipment (PPE) in the future.

Collection and Packaging of N95 and Surgical Masks:

1. N95s and surgical masks should be collected in separate bins at the institution either on the unit or when exiting the institution. Bins will be lined with a clear plastic bag, suitable for biohazardous materials. Bag should contain only compatible N95 respirators and surgical masks that are properly marked and not soiled.
2. This primary collection bag is closed and placed into a second bag biohazard bag, which is then closed.
3. This second bag is wiped down with a disinfectant wipe.
4. The bag is placed in a moving crate. Moving crates can be ordered through organizations such as ABC moving or can be provided by BIDMC, if needed. Please do not completely fill bags and crates, as this risks N95s and masks being unable to be utilized after disinfection.
5. The outside of the crate is labeled with the three-digit and two-digit site/unit codes either by marking right on the crate or utilizing a sticker label.

Transportation to BIDMC:

1. The logistics coordinator at BIDMC (Sarah Holton) will contact the institutional POC daily when BIDMC is ready to receive contaminated N95s and masks.
2. The institutional POC will determine if they have sufficient supply for a shipment and communicate this to Sarah Holton.
3. If the institution has sufficient supply for a shipment, the POC or appropriate individual should contact their current biohazardous carrier (i.e. Triumvirate, Stericycle, Clean Harbors) and arrange a time for pick-up. Institutions must be sure to follow the specific directions of the courier.
   Note: A system-wide biohazardous carrier contract is in progress. Communication will go out to the institutional point of contact once this contract is in place and can be utilized.

Pick-Up from BIDMC:

1. BIDMC has estimated a turnaround time of 48 hours for N95s and masks to be disinfected.
2. Once the N95s and masks are disinfected, Sarah Holton will call the institutional POC which will trigger the pick-up workflow.
3. Sarah Holton will call NOW courier to arrange for coordinated pick-up of the N95s and masks and drop-off at the appropriate institutions.
4. NOW courier will drop off the disinfected masks at each individual institution.
5. Please note that BIDMC will do its best to return original crates to the institution. Crates will be disinfected in the VHP chamber.