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

N95 respirators will be disinfected by Battelle at Assembly Row in Somerville for a number of BILH institutions.

Collection and Packaging of N95 Respirators:

1. N95 respirators should be collected in one of three bins at the unit/institution. Bins will be lined with a clear plastic bag, suitable for biohazardous materials. Bag should contain only compatible N95 respirators 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 cardboard box and the cardboard box is taped shut. Please do not completely fill boxes, as this risks N95s being unable to be utilized after disinfection.
5. The outside of the box is labeled with the three-digit and two-digit site/unit codes. A biohazard symbol is placed on the outside.
6. The chain of custody form must be filled out and attached to the outside of the cardboard box. The form is available on the BILH COVID-19 website, under “N95 Respirator and Mask Disinfection – Shipping Information.”

Transportation to Battelle:

1. N95s will be delivered to Battelle on Mondays and Thursdays. Institutions with a sufficient supply of N95 respirators for shipment will call their current biohazardous carrier (i.e. Triumvirate, Stericycle or Clean Harbors) to arrange for pick-up. Institutions must be sure to follow the specific directions of the courier.
2. Instructions for the delivery driver are posted here: https://covid-19.bilh.org/wp-content/uploads/2020/04/Instructions_for_Delivery_Drivers-Boston_Site.pdf. 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 Battelle:

1. Battelle has estimated a turnaround time of 72 hours for N95s to be disinfected.
2. Once the N95s are disinfected, Battelle will call the BILH POC (Allie McPherson). This will trigger the pick-up workflow.
3. The BILH POC will email the institutions with N95s ready for pick-up.
4. The NOW courier service will be contacted by a courier logistics coordinator to arrange for pick-up of the respirators. Battelle will do its best to be flexible and allow ample notice for pick-up of N95s.
5. NOW courier will drop off the disinfected N95s at each individual institution.
6. Please note that original boxes will not be returned to the institution. A new box with a fresh bag will be issued.

If there are specific questions on packaging and sending the masks, please contact Jacob Ward (wardj1@battelle.org) at Battelle directly.