

April 7, 2020

SUBJECT: N95 Mask Collection Procedure

Due to the shortage of N95 masks, the DFD will start collecting used N95s to prepare for the possible utilization of Battelle's Critical Care Decontamination System process. Battelle requires all customers to label their masks with a unique identifying code. So, please start marking **ALA-DF** on the bottom outside of each mask with a black marker at the beginning of each use (see picture below). Do not write anything else on the mask or the straps.

Every fire station will be issued a foot-pedal trash can that will have a bio-hazard sticker and laminated instructions on the can. Please keep this trash can in the apparatus room away from common areas. The receptacle should be double-bagged with one clear trash bag placed inside a red Bio-Hazard bag.

Individuals should continue to follow all instructions to re-use N95s appropriately. Once the mask reaches a point where it would have been discarded, please put it in the collection can. This trash can is only for the disposal of N95s that are *free of any visual soiling or contamination (e.g. blood, bodily fluids, and makeup)*. *If the N95 Respirators are soiled or damaged, they will be disposed of at the hospital after use.* Do not put any other trash in these cans (gloves, paper, etc.).

The used masks will be collected every Monday by a designated staff member. If the trash bag is full before the scheduled pick-up day, wear proper PPE (eye protection, gloves, and mask), tie the inner bag first (DO NOT BURP AIR FROM BAG), and then tie the outer bag. Remove the bag, and then spray the outside of it with a disinfectant. Set the bag to the side of the trash can, refill the can with two new bags, and call the Health and Safety Officer at x4530 for a pick-up.

All N95s that have been decontaminated at Battelle will be returned to Supply for redistribution.

Contact Lt. Hurst in the Health & Safety Office (x4530) with any questions.



JCH/mr

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