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Mass General N95 RESPIRATOR COLLECTION AND DISTRIBUTION PROCESS

INDEX USER RETURN VERSION

Updated 4.13.20

Staff Labeling of New N95 Respirators

1. All User Broadcast, Clinical Champions meetings, and on-unit signage communications were shared with instructions on how to label **new** N95 respirators before they are used by staff participating in the reprocessing program.
2. Current units participating in the program and corresponding unit codes can be found on [Apollo](#). The unique unit code will be formatted as "MGH-__" (5 digits) and will correlate to the unit/department to which the N95 respirator will be returned. Unit codes will also be noted on a poster above each N95 collection bin.
3. If using a new N95 respirator, staff will be asked to label N95 with a Sharpie.

On the **front** of the N95 please label the following:

MGH-Unit Code (reference unit code grid)

Last Name, First Name

Staff to Return N95 Respirators

1. Once staff have finished using the N95 respirator per Extended Use Policy, they should remove their labeled N95 respirators and put them in any of the N95 designated collection bins. Collection bin includes trash bag in plastic bin or frame set out by ESD staff. Trash bag should have sticker label with unit code.
2. N95 respirators that are visibly soiled, damaged, or wet cannot be reprocessed; please throw these in the regular trash.

Please note: nothing other than the N95 should be placed inside collection receptacles. If trash or other items are found inside the collection bag, Battelle will discard the entire bag. If individual N95 respirators are unlabeled, damaged, or visibly soiled (e.g. by heavy makeup, facial lotions, etc.), Battelle will discard as these cannot be properly decontaminated.

Collection of N95 Respirators for Decontamination

1. ESD will pick up bags of N95 respirators at all locations where N95 collection bins have been set up.

Shipping N95 Respirators

1. Primary trash bags containing the contaminated compatible N95 respirators should be closed. Ensure each bag has a sticker label with unit code clearly marked.
2. ESD will place the primary collection bag into another bag (“secondary collection bag”), which is then closed.
3. ESD will decontaminate the secondary collection bag with alcohol or another suitable decontaminant.
4. ESD will place the secondary collection bag into a rigid, closed box clearly labeled with a biohazard symbol, and tape the box securely shut. Each box may have multiple bags. ESD will label the outside of the box with the unit codes contained within.
5. ESD will bring the boxes to the Materials Management dock. MM Leadership will be responsible for filling out the chain of custody form (listing all unit codes within) for each box being delivered and calling courier (Triumvirate P: 617-715-8920, M: 617-590-5872) when ready for pick up. At start, pickup will be arranged for two designated days of the week.
6. Courier should call MGH Materials Management <insert phone number> to provide an ETA for pickup.

Process for Re-Distributing N95 Respirators After Decontamination

1. Courier should call MGH Materials Management <insert phone number> to provide an ETA for delivery.
2. Boxes should be delivered to MGH CSPA at <insert address>.
3. Drop-off will occur M-F during regular business hours.
4. CSPA staff will organize/package N95 respirators individually and group by unit for delivery to central unit location. CSPA will fill out track quantities and types of returned N95s.
5. Materials Management will distribute packaged N95 respirators to each unit.
6. Staff will receive a reprocessed personal N95 respirator or a new N95 respirator only if a reprocessed one is unavailable or if it is their first time participating in the reprocessing program. Reprocessed and new N95s will be distributed in the same location in each unit/department.