

# Establishing an N-95 re-sterilization reprocessing process with Battelle Memorial Institute

1. Contact Battelle to obtain an electronic introductory packet of instructions, sample agreement and your unique three-letter site code

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2. Michael will assign you your unique, three-character site code
3. Mark your assigned site code on the outside of your N-95 masks, using a permanent marker
4. Start collecting used N-95 masks in designated hazardous materials bags and containers
5. Execute Service Agreement, with the following terms:
  - a. You are responsible for shipping soiled masks to Battelle in approved, biohazard shipping containers
  - b. You are responsible for arranging shipping of the reprocessed masks from Battelle back to your facility
  - c. Battelle will charge you a per-mask fee (currently \$3.25/mask) for each mask that they reprocess/re-sterilize
6. Ship used (unsoiled) masks to Battelle, following their required bio-hazard process
  - a. No minimum number required to ship
7. Battelle will reprocess/re-sterilize your masks and package them for you to arrange transport back to your facility
8. Battelle will invoice you a per-mask fee for those masks successfully reprocessed and returned to your facility