



LEWIS COUNTY

DIVISION OF EMERGENCY MANAGEMENT

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Andy Caldwell, Deputy Director

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TO: Lewis County Medical Community

FROM: Andy Caldwell, Deputy Director

DATE: April 29, 2020

SUBJECT: Valley View Health Center Coordination of N95 Mask Decontamination

ANNOUNCEMENT – N95 Decontamination Process

I am pleased to announce the Valley View Health Center (VVHC) is ready to start helping others in the medical community with the process for the decontamination and reuse of non-cellulose based N95 masks. **The first shipment will be sent out Tuesday, May 5th. Masks need to be delivered no later than the prior Monday at 3:00. There is a one-week turn-around time.**

If you are interested in participating in this process, you will be dealing directly with Valley View Health Center.

- WHAT:** Decontamination and reuse of non-cellulose based N95 masks
- WHERE:** Valley View Health Clinic
2690 NE Kresky Ave.
Chehalis, WA 98532
- COST:** The decontamination process is free – shipping costs will vary
- DETAILS:** Each non-cellulose based N95 mask can be decontaminated up to 20 times
- HOURS OF OPERATION:** Drops off must be at the Chehalis Clinic by Wednesdays no later than 12:00 p.m.
- BILLING PROCEDURE:** The VVHC Finance team will invoice the agency each month for shipping costs if they aren't covered by grant funds.

PROCESS FOR N95 MASK DECONTAMINATION

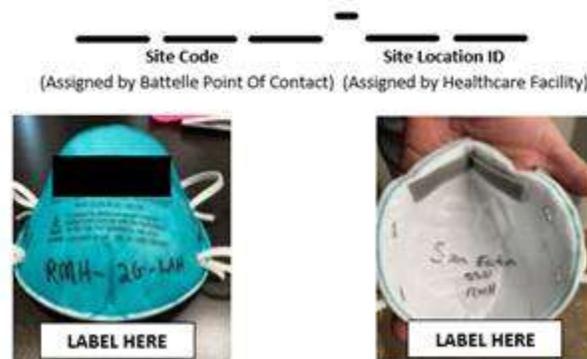
PARTICIPATING AGENCY:

STEP # 1 – Register for Program

Call Lewis County Emergency Management at 360-740-1153 or 360-740-1157 to register and obtain a required Site Location ID Number. This number will be the same number that is used for all subsequent shipments.

STEP # 2 – Label

Prior to drop off, each Participating Agency will be responsible for using a permanent marker to label their own individual compatible N95 respirators with a three-digit site code, a 2-digit location identifier and their first and last name (see example below).



STEP # 3 – Bag & Package Masks

After labeling the N-95 masks, placed them in a bag, which will go in another bag, the outer bag being sprayed with disinfectant (e.g. ethanol). Then that bag is placed in a rigid container, marked for biohazard and labelled (see below):

WRITE INSTITUTION NAME HERE	
<hr/>	
MARK CONTENTS BELOW	
<input type="checkbox"/>	N95 Masks

VALLEY VIEW HEALTH CLINIC STAFF:

Step # 4

A screener at the front entrance of the Chehalis Clinic will be the point person who will accept the drop off of the N95 masks from other agencies. They can help answer questions about the process.

Healthcare personnel should follow the instructions provided by Battelle in Instructions for Healthcare Personnel: Preparation of Compatible N95 Respirators for Decontamination by the Battelle Memorial Institute Using the Battelle Decontamination.

The masks will be boxed for delivery and labeled by the screener (wearing PPE) and the boxes will be housed under the breezeway outdoors at the front of the Chehalis clinic where a screener is present from the hours of 7:30 a.m.- 6:00 p.m. Boxes will be labelled on exterior.

The screener will fill out a receipt for the agency dropping off (Chehalis will keep the carbon copy) as well as provide a chain of custody form.

	A	B	C	D	E	F	G	H	I	J
1	Chain of Custody Form - PPE Decontamination Treatment									
2										
3	Delivery to Battelle from Care Site:									
4										
5										
6	Location									
7	Masks (Number of boxes)									
8										
9										
10	Care Site Release				Battelle		Receipt			
11	Signature		Date		Signature		Date			
12										
13										
14	Battelle Receiving Barcodes:									
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Upon drop off, boxes will be labeled with a barcode (that will be used as VVHC's identifier)
– The screener will use a receipt book to provide a copy with the agency name & address and # of masks (1 copy to agency dropping off. 1 copy for VVHC records).



STEP # 5 – MASK RETURN

Once the N95 masks are returned from being decontaminated, the Chehalis clinic will take point on notifying agencies the masks are ready for pick up.