Battelle CCDS™ Process

HEALTH CARE PROVIDER SIGN-UP PROCESS
Battelle CCDS Critical Care Decontamination System™

1. **Sign up with Battelle**
   - Visit [battelle.org/decon](http://battelle.org/decon) to fill out the enrollment form
   - Battelle emails enrolled links to the enrollment contract, instructions, and the Battelle POC

2. **Contact Us to Get Your Code**
   - Enrollee signs contract and contacts Battelle POC to receive their 3-digit codes for each facility

3. **Properly Label Respirators**
   - Once the 3-digit codes are received from Battelle, enrollee collects N95 respirators
   - N95 respirators must be unsullied (free of blood, mucus, make-up, lip balm, etc.) and labeled with a permanent marker

4. **Collect & Bag All N95 Respirators**
   - Enrollee collects all N95 respirators into a single plastic bag
   - Once the plastic bag is filled, tie off the bag and put it into another plastic bag

5. **Properly Package**
   - Clean the outside bag with disinfectant
   - Shipping box must be labeled with the 3-digit code and a biohazard sticker

6. **Ship to CCDS Site**
   - Enrollee contacts their chosen logistics provider to coordinate pick-up and delivery of their N95 respirators
   - Enrollee can either use a logistics provider of their choice or Battelle’s preferred logistics provider

7. **Decontaminated & Returned**
   - Your shipments are barcoded to ensure chain of custody
   - Your N95 respirators are processed and then verified to ensure they are free of decontaminant
   - Your decontaminated N95 respirators are returned to your facility

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**HOW IT WORKS**
Battelle CCDS Critical Care Decontamination System™

**Your Facility’s Responsibility**
- Your Battelle POC will provide you with 3-digit codes for each facility
- The 3-digit code must be written on each individual N95
- Collect all N95 respirators into a single plastic bag
- Once the plastic bag is filled, tie off the bag and put it into another plastic bag
- Clean the outside bag with disinfectant
- Shipping box must be labeled with the 3-digit code and a biohazard sticker
- You can either use a logistics provider of your choice or Battelle’s preferred logistics provider

**Battelle CCDS™ Process**
- Your shipments are barcoded to ensure chain of custody
- Your N95 respirators are exposed to the vapor phase hydrogen peroxide process
- After processing, your N95 respirators are verified to ensure they are free of decontaminant
- The logistics provider returns your decontaminated N95 respirators back to your facility

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