

Getting Started with Battelle CCDS Critical Care Decontamination System™

Welcome to the Battelle CCDS™ program! This guide will help you get started.

STEP 1: Check your email for your first 3-digit site code

Your 3-digit site code is a unique identifier for the facility location you listed on your agreement. It enables Battelle CCDS™ to track and return your PPE to your location.

You will use your 3-digit site code to label (with a black permanent marker) each N95 respirator you collect, mark the outside of each shipping box you send, and print your FedEx labels.

If you have more than one facility location, and need more than a single 3-digit site code, you will be provided a CCDS™ account where you will create a password to generate additional site codes.

STEP 2: Collect and label your N95 respirators

Each N95 respirator must be marked properly for Battelle to decontaminate it.

Not all N95s can be decontaminated! A guide to help you identify N95s that Battelle is authorized to decontaminate is found at [Battelle CCDS N95 Guidance](#)

Required 3-digit identifier: Mark each mask with your 3-digit site code. Your 3-digit code will also go on the outside of your shipping box near the FedEx label. Check out the [best practices for respirator markings](#)

Optional 2-digit identifier: Some health care facilities add a 2-digit code to help them with their own process to identify a unit, floor or ward. This is completely optional.



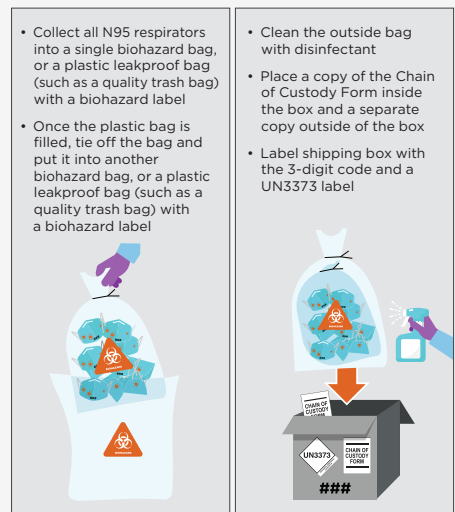
It is VERY IMPORTANT that every N95 is properly labeled and free of any visible soiling such as blood, bodily fluids and makeup. We cannot decontaminate N95s that do not meet these requirements.

This is a photo of a mask with makeup on it. Makeup is the No. 1 reason for masks being discarded and not returned.

Step 3: Pack and box your masks for shipping

Please follow these steps to safely package and box your N95s for shipping.

- Place your N95s in a large, biohazard plastic bag or a heavy-duty plastic trash bag, and then tie at the top to seal it.
- Place a biohazard label on this bag.
- Next, place that bag into another biohazard bag or a heavy-duty trash bag to double bag it. Seal this second bag.
- Wipe off the entire outside of the second bag with disinfectant.
- Place a biohazard label on the outside of the second plastic bag.
([You can download the standard biohazard label here](#) if you aren't using biohazard bags).
- **Download, fill out and print 2 copies** of the [Chain of Custody Form](#) per shipping box, per shipment. Place 1 copy of the completed form inside each shipping box. Place the second completed copy on the outside of the shipping box where it can be seen.
- **Download and print** the required [UN3373 label form \[pdf\]](#). Place the whole UN3373 label form on the outside of each shipping box, on the same side as the FedEx shipping label.



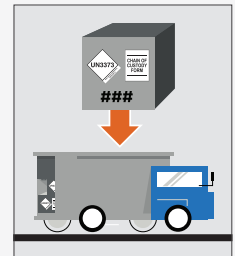
Step 4: Ship your masks

Battelle offers no-cost, end-to-end shipping logistics.

FedEx shipping service is available for immediate use, with on-demand label printing through the Battelle CCDS™ Client Shipping Portal at <https://www.battelle.org/ccds-shipping>. You can print your pre-paid shipping labels and schedule a pickup using this portal, or add your shipment to a regular pickup.

With the FedEx option, you are responsible for labeling, bagging and packaging your N95s. FedEx will pick up and drop off your packages.

If you want to drop off your masks to your CCDS site, you may do so.



If you want to learn more

Watch the CCDS video on our website that explains the process: www.battelle.org/decon.

Other important details about the service are located on the [Battelle CCDS™ FAQs](#).

If you have customer service questions, please email us at CCDScustomerservice@battelle.org.

Thank you for being part of this program. It is a privilege to support your efforts at the forefront of this pandemic.

To learn more about Battelle, visit: www.battelle.org

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