

How to initiate Battelle N95 Decontamination:

STEP 1: Register online start the sign up at www.battelle.org/decon you should receive an email with the information below within an hour.

STEP 2: Complete Services Agreement

Please go to <https://www.battelle.org/gf/ccds-agreement> to read and digitally sign the Services Agreement using Adobe Sign.

For an editable version, please email your request to

PPEDecontaminationContracts@battelle.org

Please be aware, requesting changes to the Services Agreement will greatly delay enrollment completion.

STEP 3: Get your 3-digit site code(s)

Please complete [the Site Locations and POC Information form \[xlsx\]](#) and return by email to CCDSSiteCodes@battelle.org to receive your 3-digit site code(s).

Please note: When you click the [Site Locations and POC Information form \[xlsx\]](#) it will download the form directly to your computer. Please look in your Downloads folder.

Once received, we will provide you a 3-digit site code for each location you listed on your form. The 3-digit codes are to be marked on each N95 respirator you collect, and on the shipping boxes. These 3-digit site codes allow Battelle to identify your N95s.

STEP 4: Begin collecting and labeling your N95 respirators: Each N95 respirator must be handled and labeled properly for Battelle to decontaminate it. The instructions below provide details on how to collect, label, and package your respirators for shipment.

- [Instructions for Healthcare Facilities \[pdf\]](#)
- [HCP - Fact Sheet \[pdf\]](#)
- [Instructions for Healthcare Personnel \[pdf\]](#)

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.

STEP 5: When you prepare to send your N95s, you will need to download and fill out the [Chain of Custody Form \[xlsx\]](#). Please provide one form per shipment.

CCDS enrolled organizations will not be charged for decontamination services. End-to-end logistics support is available to enrolled organizations at no cost through Cardinal Health or FedEx. The options available to you are dependent on whether you are a hospital/hospital system or another type of organization. Hospitals may use Cardinal Health or FedEx. Other enrolled organizations may use FedEx. Any organization may choose to use their own logistics provider at their own expense. More information will be provided when your enrollment is complete.

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