

## How to PREPARE your N95 respirator for disinfection

July 16, 2020

Follow these steps to prepare your “Dirty” or USED N95 Respirator for disinfection by Hydrogen Peroxide Vapor or UVC using the BROWN BAG and TAN TOTE.

### 1. Label your own N95.

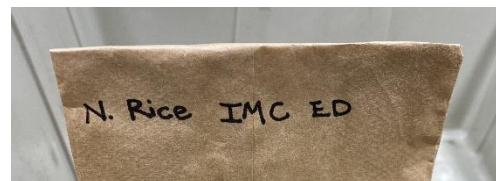
Using Sharpie, on exterior of the N95 respirator, clearly write either your Intermountain Employee number **OR** first initial and last name, facility abbreviation (IMC, PCH, UVH, MKD, DX, etc.), and department return location, and N95 date of first use. Only write on **edge** of respirator, keeping text size to a minimum with no drawings or decorations. Use of a ballpoint or hard tipped pen could damage the respirator. If N95 respirators are not fully identified, it may not be possible to return to the department or caregiver.



### 2. Ensure your brown bag is labeled correctly.

On brown paper bag, clearly write your Intermountain Employee number **OR** first initial and last name, facility abbreviation (IMC, PCH, UVH, MKD, DX, etc.), and department return location. Use this bag to place the N95 respirator in while you use it during your shift. Only handle N95 brown storage bag with clean hands and/or clean gloves. Brown paper bag with N95 respirator is only to be stored in the department area free from potential contamination or cross/contamination.

[Reuse N95 respirator during your shift.](#)

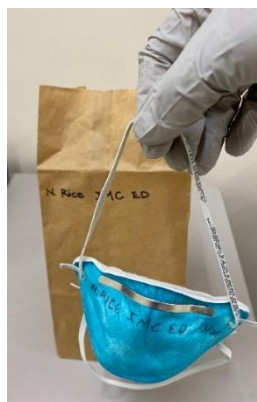


### 3. At the end of your shift, place N95 in the brown bag, then in tan tote for reprocessing.

Visually inspect the N95 for soiling and structural integrity. (Discard if not fit for reuse after disinfection.) Carefully place N95 respirator in your labeled brown bag with the exterior surface of N95 down.

Place labeled brown bag in the tan tote labeled ‘Dirty’ in your department’s Dirty-N95 staged area. Do not stack brown bags—only one layer (max 10) of brown bags per tan tote. Only handle brown bags with clean gloves.

Please put your used N95 mask into the disinfecting process cycle after each shift.



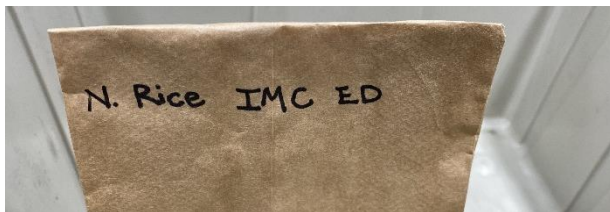
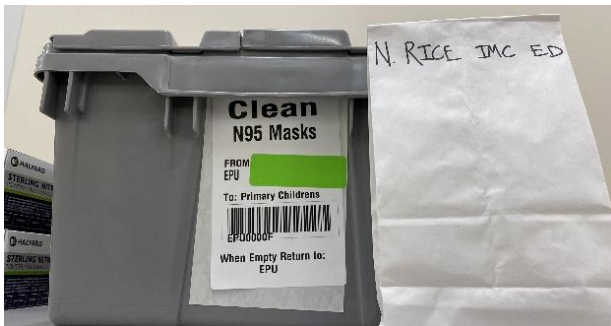
# How to RETRIEVE your N95 respirator FOLLOWING disinfection

July 16, 2020

Follow these steps to retrieve your disinfected N95 Respirator from the GRAY TOTE labeled “CLEAN.”

## 1. Locate your reprocessed N95 in white bag in grey tote.

‘Clean’ disinfected N95s are returned in a gray tote labeled ‘Clean’ with each caregiver’s reprocessed N95 inside a labeled white bag.



- At the beginning of your shift, retrieve the white paper bag with your Intermountain Employee number **OR** first initial and last name on it containing your labeled N95 respirator. Discard white paper bag.
- Inside the white paper bag with the disinfected N95 will be a new brown paper bag.
- On the new brown paper bag, clearly write your Intermountain Employee number **OR** first initial and last name, and facility abbreviation (IMC, PCH, UVH, MKD, DX, etc.), and department return location. **Use this bag to place the N95 respirator in while you use it during your shift.** Only handle brown storage bag with clean hands and clean gloves. Brown paper bag with N95 respirator is only to be stored in the department area free from potential contamination or cross/contamination.
- On your disinfected N95 respirator, the hash marks on the bottom account for the number of times the N95 has been decontaminated. The system disinfection team tracks this closely. **N95s at Intermountain are limited to 5 shifts of reuse to minimize wear impacts on fit.**

- If there isn't a returned disinfected N95 to use at the beginning of your shift, obtain a new N95 to use. It is likely there will be two or three N95 respirators per caregiver circulating in the disinfecting cycle (such as one in use, one in transit, one in disinfection).

## 2. Inspect your N95.

**Visually inspect N95 respirator.** Discard if elastic strap breaks when stretched. Discard if soiled, torn, or otherwise damaged.

- **Don N95 and perform user seal check.** Discard if fails seal check.
- [Reuse N95 respirator during your shift.](#)