

State of Kansas COVID-19 Response

Kansas N95 Respirator Decontamination Program

Operations Plan

The following information should be used by any agency who plans to take advantage of the Kansas N95 Respirator Decontamination Program (Battelle system). If you have questions about the N95 Respirator Decontamination Program, please see the Frequently Asked Questions document about this program or contact your local county emergency manager.

Initial Steps

The following steps must be followed during the initial account set-up phase.

In the state of Kansas, we are asking you to wait to start the application process based on the schedule below.

Agency/Organization Type	Application Start Date
Hospitals	On or after April 28, 2020
Long Term Care Facilities	On or after April 29, 2020
First Responders, Local Public Health and state of Kansas Agencies	On or after May 1, 2020
All other N95 users with personal care interactions	On or after May 4, 2020

Step 1 – Apply

Responsible party for this step: Local/State Organization or Facility

- a) Apply for your organization/facility by going to:
<https://www.battelle.org/inquiry/offerings-and-services/covid-response>
- b) Fill out all of the required fields.
- c) In the message section include the following - *I would like to sign up to use the State of Kansas Battelle System.*

Step 2 – Complete and Submit Registration Documentation

Responsible party for this step: Local/State Organization or Facility

- a) Review the website you are redirected to after completing the form in Step 1.
- b) Kansas specific information for the documents included on the website:
 - i) **Service Agreement** – One Service Agreement can be submitted by a parent company, county, city, or other oversight agency for multiple facilities or sites under its jurisdiction.

- ii) **On the Site Locations and POC Information** – In this document, please list each site with a different physical address as its own site AND/OR list multiple agencies housed at one address as individual sites. This document is how Battelle Site Codes are assigned.
- c) Submit the documents via the instructions on the website.

Step 3 – Receive Site Code

Responsible party for this step: Battelle

- a) Based on the *Site Locations and POC Information* document, your Point of Contact will receive a Site Code.
- b) This Site Code should be widely shared within your organization to everybody who wears an N95 respirator.

Optional Step - Create Site Locations ID

Responsible party for this step: Local/State Organization or Facility

- This step is optional and is up to each site to determine. If you would like for the mask to be packaged for a specific floor/department/unit/station/etc., within each site, you should develop a Site Locations ID for each of these different places. *If your organization is small enough or you are not worried about getting the respirators back to a specific location within your agency, there is no need to use this.*
- The Site Locations ID can be two alphanumeric characters.

Step 4 – Start marking EACH respirator with appropriate markings

Responsible party for this step: Local/State Organization or Facility

Individuals should label their own compatible N95 respirator with a permanent marker as indicated below:

- a) Site Code - Each mask **must** be marked with the three-digit site code provided by Battelle.
- b) Site Location ID - *If you are using a Site Location ID it should be marked on each mask. See figure 1.*
- c) Employee Identification – If you would like to identify an individual employee's respirator(s), you can do so by using his/her name, initials, employee number or other identifying markings. This should be done away from the Site Code and Location ID.

Step 5 – Prep Your Agency to Start using the Program

Responsible party for this step: Local/State Organization or Facility

- a) See the original email provided by Battelle to ensure you have all of the information needed to start using the program. Below are a few helpful documents:
 - [Instructions for Healthcare Personnel \[pdf\]](#).
 - [Instructions for Healthcare Facilities \[pdf\]](#).

