

Kansas COVID-19 N95 Decontamination Transportation Plan

OVERVIEW

The following information will be used to explain the different transportation options available within the State of Kansas for the N95 decontamination program through the Battelle Critical Care Decontamination System (CCDS). BEFORE proceeding with the transportation process, please ensure your agency has met all of the steps listed to sign up to use the system, and followed the instructions for preparing your respirators for shipment (see below).

PREPARING YOUR SHIPMENT

The following instructions should be performed at the facility level:

1. Bags containing the contaminated compatible N95 respirators ("primary collection bag") should be tied or taped closed.
2. Place the primary collection bag into a secondary collection bag ("double bagged") which is then tied or taped closed.
3. Decontaminate the outside of the double bag with 70% ethanol or other equivalent decontaminant.
4. Place the decontaminated secondary collection bag into a rigid cardboard box. /clearly label the box with a biohazard symbol and tape the box securely shut.
5. Label the outside of each box with the 3-digit site code that was issued (required) and 2-digit location ID (if used).
6. Gather all boxes and complete one chain of custody form (provided by Battelle) per shipment, noting the number of boxes. Tape the chain of custody form to the side of one box or put form in a plastic shipping sleeve/envelope attached to one of the boxes.
7. Arrange for your facility's preferred shipping method (see options below).

These instructions were provided by Battelle when you signed up to use the system. Additional resources for facilities and N95 users can be found at - <https://www.battelle.org/inb/battelle-critical-care-decontamination-system-for-covid19>

Caution - When preparing the shipment, please be aware of cross contamination from the bag to the outside of the box. Please consider decontaminating the outer bag on a separate surface from where the box is prepped. Consider changing gloves and/or washing hands in-between handling the bag and closing the box.

OVERVIEW OF SHIPPING OPTIONS

The following chart provides a quick view of the options available within the State of Kansas based on your type of agency and location.

	FedEx	Cardinal Health	County Drop-off Location and State Courier
Hospitals	See option 1 below	See option 2 below	Working through details to possibly open a county drop-off location for: - <u>KC Metro Route</u> – Johnson, Leavenworth, and Wyandotte - <u>Sedgwick Route</u> – Sedgwick - <u>Southwest Route</u> – Finney, Ford, and Seward - Shawnee County See option 3 below <i>Options to the left are also available in these counties</i>
Long-Term Care Facilities	See option 1 below	See option 2 below	
State, County and City Agencies**	See option 1 below	Not Available	
Non-Government First Response Agencies	See option 1 below	Not Available	
Estimated Turnaround time	4-5 days	7 days	1-2 days

*** Please note State, County or City owned hospitals and/or long-term care facilities are able to use the hospitals and long-term care facility options.*

OPTION 1 - FEDEX SHIPPING OPTIONS

Any facility using the FedEx shipping method will use the following steps to get their shipment to and from Topeka. This will be the primary method for most non-hospital or long-term care facilities.

Step 1 – During your sign-up process with Battelle, you will be asked which method of shipping you prefer. *Even if you plan to use a county drop-off location, you should sign-up to have this option available.*

Step 2 – Battelle will email your site point of contact 10 labels. These will be in 10 separate emails. The labels can be printed on regular 8.5" x 11" white paper. The labels can only be used once for one box. Each box will need its own label.

Step 3 – Tape the FedEx label to the top of your box. Remember to use one new label per box.

Step 4 – Ensure the box is turned over to FedEx. This can be done through one of the following methods:

- Give the prepared package to a FedEx driver when they deliver other packages to your facility.
- Contact FedEx to arrange a pick-up.
- Drop off the boxes at a FedEx authorized shipping locations – See www.FedEx.com for a list of locations.

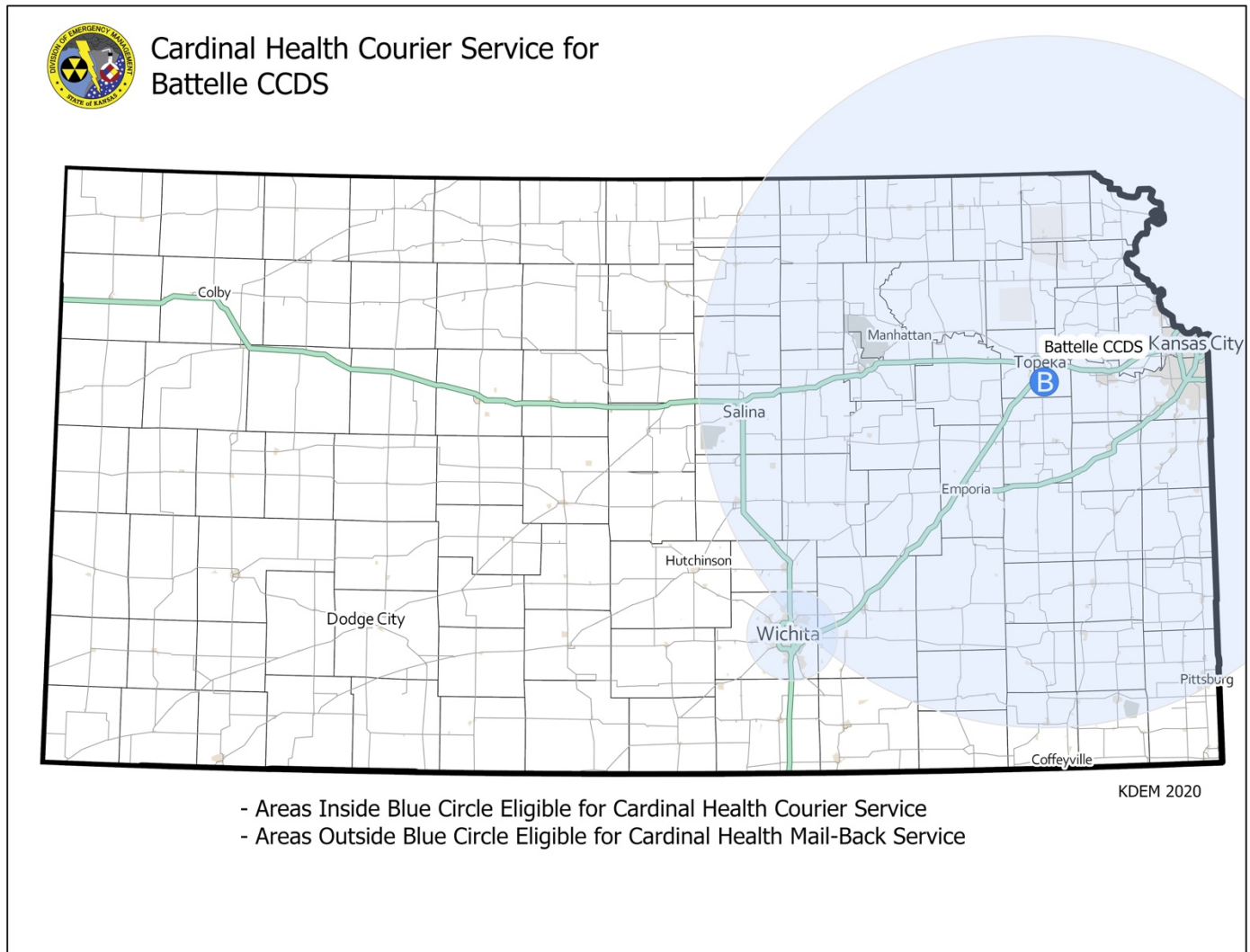
Step 5 – Items are shipped to Topeka. The N95 respirators will be decontaminated and returned to you via FedEx. This process should take 4-5 business days to be returned to you.

If you need additional FedEx shipping labels for this option, please email solutions@battelle.org to ask for more.

OPTION 2 – A & B - CARDINAL HEALTH SHIPPING OPTIONS

Cardinal Health – Options A & B

See map below. If you are inside of the blue circles, please look at Option 2A. If you are outside of the blue circles, please look at option 2B



Option 2A - Cardinal Courier Method

This option is **ONLY** for hospitals and long-term care facilities within a 120-mile radius from Topeka plus Wichita (blue circles on the above map). This option is not available if you are outside of the blue circles.

Step 1 – Cardinal Health will call the point of contact listed for each site code to discuss the shipping options. This call should happen within 1-2 days of receiving your site code. If you have waited longer than 1-2 days and haven't received a call, please reach out to Cardinal Health using the numbers listed at the end of this section for the Cardinal Health Representatives.

Step 2 – Cardinal Health will ship to your location, collection and packing supplies (bags, boxes and stickers). Usually takes 7-10 business days to receive this initial shipment of supplies provided by Cardinal Health.

Step 3 – Package collected respirators via instructions from Battelle, see instructions above in “PREPARING YOUR SHIPMENT” section.

Step 4 – Have shipment ready for the scheduled pickup date, which will be determined by Cardinal. Cardinal will conduct the pick-up. *Please note: The chain of custody form must be completed before the pick-up can take place.*

Step 5 – Boxes are couriered by Cardinal to the Topeka CCDS. The respirators will be decontaminated and returned to your facility during the next Cardinal pick-up/drop off day.

If you have questions, concerns or need additional supplies, please contact a Cardinal Point of Contact listed below.

Option 2B - Cardinal Mail Back Method

This option is for hospitals and long-term care facilities outside of a 120-mile radius from Topeka plus Wichita (outside of the blue circles on the above map).

Step 1 – Cardinal Health will call the point of contact listed for each site code to discuss the shipping options. This call should happen within 1-2 days of receiving your site code. If you have waited longer than 1-2 days and haven’t received a call, please reach out to Cardinal Health using the numbers listed at the end of this section for the Cardinal Health Representatives.

Step 2 – Cardinal Health will ship to your location, collection and packing supplies (bags, boxes and stickers). Usually takes 7-10 business days to receive this initial shipment of supplies provided by Cardinal.

Step 3 – Package collected respirators via instructions from Battelle, see instructions above in “PREPARING YOUR SHIPMENT” section.

Step 4 – Attach shipping label (provided in initial Cardinal supply drop to mail back accounts only) to the top of the box.

Step 5 – Ensure the box is turned over to FedEx. This can be done through one of the following methods:

- Give the prepared package to a FedEx driver during their regular visit to your facility.
- Contact FedEx to arrange a pick-up.
- Drop off the boxes at a FedEx authorized shipping locations – See www.FedEx.com for a list of locations.

Step 6 – Items are shipped to the Topeka decontamination unit. The N95 respirators will be decontaminated and returned to you via FedEx. This process should take 4-5 business days to be returned to you.

If you have questions, concerns or need additional supplies, please contact a Cardinal Point of Contact listed below.

Point of Contact Information for Cardinal Health	
Primary	Secondary
Jake Lyonfields jacob.lyonfields@sustainabletechnologies.com 314.230.4525	General Customer Service stcollect@cardinalhealth.com 1-844-268-2583

OPTION 3 – County Drop-off Location & State Courier

Options are to be addressed to have a county drop-off site and state courier transport the boxes of respirators to and from Topeka. Once a site is officially up and running, the following information will be available below:

Site Address

Days & hours of operation

Site Point of Contact and contact info

State Courier Schedule