Standard Work Sheet

Process:	N95 Collection Process for Decontamination

Only follow new N95 Mask Unit Collection Process after confirming no re-processed N95 masks available for use.

New N95 Mask Unit Collection Process

Step	Description	Key Point/Reason/Picture
1	Obtain N95 mask per unit process.	
2	Obtain brown paper bag per unit process.	
3	Clearly write username (do not include @iuhealth) and unit on **the <u>outside of the mask</u>** with a permanent marker.	
4	Utilize N95 per isolation guidelines and PPE re-use guidelines throughout shift. If mask becomes soiled/saturated/or compromised, discard and return to Step 1 of the New N95 Mask Unit Collection Process.	
5	After your shift: a. Place N95 into brown paper bag b. Fold brown paper bag closed c. Take brown paper bag to soiled utility area d. Place in identified return bin	