




Document #: CO-13	 Standard Operating Procedure (SOP)	Status: v 1.0 Revised: Jan. 2021 Owner: Shared Health
Reprocessed Single Use N95 Respirators due to COVID-19 Inventory of the reprocessed N95 Respirators		Page 1 of 2


Purpose	To outline process on packaging, storing and inventory of reprocessed N95 respirators. These will be stored and used as a backup supply to regular inventory on the direction of the Provincial Ministry or Health Authority.
Background	<ul style="list-style-type: none"> Compatible N95 respirators are those that are compatible with vaporized hydrogen peroxide gas sterilization and can safely and effectively be reprocessed (x) times after initial use without detrimentally impacting respirator form, fit, or function. Disinfected N95 Respirators are not sterile. Follow existing policies and CSA standards for proper operating documentation.
Marking on the reprocessed N95 respirators	Label on the pouch or bag indicating a mask model
Required	Inventory # for each model to track inventory

The Process:

	1) Inventory of reprocessed N95 respirators sealed in pouch
1.1	Reprocessed N95 respirator will be in the MDR area individually pouched and sorted by model 
1.2	Each N95 Respirator in pouch will be clearly marked with label
1.3	Materials management will take them and package them pouched into storage boxes
1.4	Materials will enter quantity into inventory with assigned inventory number for that model
1.5	Send to secure storage. Storage should meet original manufacturers storage conditions which include temperatures from -4 °F (-20 °C) to +86 °F (+30 °C) and not exceeding 80% RH.

Document #: CO-13	 Standard Operating Procedure (SOP)	Status: v 1.0 Revised: Jan. 2021 Owner: Shared Health
--	---	---

Reprocessed Single Use N95 Respirators due to COVID-19 Inventory of the reprocessed N95 Respirators	Page 2 of 2
--	-------------

Step	2) Inventory of reprocessed N95 respirators with CLEAN WORKS
2.1	Reprocessed N95 respirator will be in the MDR area sorted by model
2.2	<p>N95 Respirator will be bagged into clear bag depending on the original packaging quantities.</p> 
2.3	Materials management will take them and package into boxes.
2.4	Materials will enter quantity into inventory with assigned inventory number for that model
2.5	Send to secure storage

Step	3) Re-issue of N95 respirators
3.1	We are storing reprocessed N95 masks only as there is no direction to issue at this time