**Station ONE:**

1. Remove the mask from the bin and place a tic mark on the lower edge of the outside of the mask
2. Write the staff member name and department on a new bag.
3. Check the mask for integrity post disinfection process
	* 1. Makeup/Gross Debris/Discoloration
			1. Large amounts visible or grime and sweat marks
		2. Elasticity, Strength, and Integrity of bands
			1. Do the bands stretch back and recoil back to original position
			2. Are the bands free of Knicks or small tears
		3. Fiber Integrity/Light Testing
			1. Hold up to the light and look for thinning areas or pinholes
		4. Stitching
			1. Make sure the stitching around the edges is intact
		5. Nose Piece
			1. Make sure it still holds its form and is not broken in places or flimsy
4. Place mask in the nacho boat and set on top of bag then pass to station two

**Station TWO:**

1. Write the name and integrity status of the mask on our Internal Audit sheet
	* 1. Makeup/Gross Debris/Discoloration
			1. Large amounts visible or grime and sweat marks
		2. Elasticity, Strength, and Integrity of bands
			1. Do the bands stretch back and recoil back to original position
			2. Are the bands free of Knicks or small tears
		3. Fiber Integrity/Light Testing
			1. Hold up to the light and look for thinning areas or pinholes
		4. Stitching
			1. Make sure the stitching around the edges is intact
		5. Nose Piece
			1. Make sure it still holds its form and is not broken in places or flimsy
2. Place nacho boat in bag
3. Place the mask in the blue bin for the designated unit
4. Make copies of the audit sheet for the department

**RESTOCKING CHECK LIST**

* Sharpie markers 10
* Post it Notes 5
* Paper Bags 500
* Nacho Boats 500
* Clear plastic bags 250
* Tape for Door 1 case
* Gowns 20
* Gloves
	+ XS 2 boxes
	+ S 4 boxes
	+ M 6 boxes
	+ L 6 boxes
	+ XL 4 boxes
* Mask 2 boxes
* Red Bins 20 for returns
* Blue Bins 10 for transport
* Bioquell CI 60 (3 Packages)

**Supplies Needed on Assembly**

Sharpie Marker

Post it Notes

Nacho Boats

Paper Bags

Audit log of N95 mask

Blue Bin on Rubbermaid