Hand Sanitizer Bottle Reprocess and Refill

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Document Purpose
This document is to provide guidance for the reuse and refill of hand sanitizer bottles.

Due to a national shortage of hand sanitizer bottles, MercyOne has been receiving shipments of hand sanitizer in bulk. In order to allow colleagues safe access to hand sanitizer, a decision has been made to reprocess and refill hand sanitizer bottles.

Key Considerations
1. National shortage of hand sanitizer bottles.
2. Productivity needs of colleagues.
3. Provide hand hygiene access to clinical colleagues.
4. The refilled product is not required to be the same product that was previously in the bottle.
5. All bottles must be labeled with product name, ingredient list and expiration date.
6. Safety Data Sheet must be available.
7. In order to accept donations of hand sanitizer, the manufacturer must be able to supply a complete ingredient list, including inactive ingredients.
   a. HMs must make a good faith effort to obtain a Safety Data Sheet for donated hand sanitizer.
   b. HMs must track donations of hand sanitizer:
      i. Manufacturer
      ii. Quantity
      iii. Safety Data Sheet (load into MSDSOnline if not already available online)
      iv. Date received from the donor
      v. Expiration date, if the manufacturer states one

Process
1. Set up collection areas for empty hand sanitizer bottles. Do not top off bottles.
2. Transport to the designated area in Sterile Processing.
   a. If the bottle doesn’t have a pump, proceed to step c.
   b. If the bottle had a pump mechanism
      i. Remove the pump and wash by hand with hot water, soap and a brush.
      ii. Pump the soapy water through the pump
      iii. Rinse by pumping clean hot water through the mechanism until the water runs clear
   c. Wash the bottle in hot water and soap, using a brush to wash all interior and exterior surfaces.
   d. Allow to dry
3. Transport to designated area for refill
   a. Refilling areas must be clean.
4. Refill bottles with bulk hand sanitizer
   a. Rotate shelf inventory so that oldest stock is used first
b. If the bottle has a pump mechanism, pump the mechanism until product is delivered three times.

5. Label the bottle with:
   a. Product name
   b. Ingredients, including inactive ingredients
   c. Expiration date
      i. Use the expiration date provided by the manufacturer, if provided
      ii. If the manufacturer does not provide an expiration date, label the bottle with a date 14 days in the future from the date the bottle is re-filled.
   d. The following text: *Exercise caution when dispensing – product consistency may vary.*