SUNY OSWEGO
ENVIRONMENTAL HEALTH AND SAFETY

Respiratory Protection Program

Procedure Number	Revision Number	Effective Date
EHS-RPP-2020	02	June 15, 2020
Approval Signature J. Mitchell Fields AVP-Facilities Service		Approval Date 6/15/2020

I. Purpose

This policy will provide the guidance necessary to implement the provisions of the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.134 as adopted by the New York State Department of Labor.

The policy of SUNY Oswego is to utilize engineering, administrative controls as the primary means to protect employees from hazardous conditions or dangerous atmospheres that may be encountered in routine operations or in maintenance related emergencies. Air purifying and air supplying respirators are considered an acceptable method of protection for the health of employees/students only under the following circumstances:

A. When it has been determined to the satisfaction of the Environmental Health and Safety Department that there are no feasible engineering or administrative controls that can be used to adequately control the hazard.
B. During the interim periods when engineering and administrative controls are being discussed, designed and/or installed.
C. Use as required for the Asbestos Removal Team.
D. During maintenance related emergencies.
E. During class/work as needed and during housekeeping actives.

II. Scope

This program applies to all employees/students who need to wear respirators during normal work operations. It may also be necessary to wear respiratory protection during non-routine operations in which individuals could be exposed to short-term high concentrations of a hazardous substance. For example, during maintenance or repair activities, spill cleanup or classroom activity.

The use of respirators is subject to prior review and approval by the Program Coordinator in the Environmental Health and Safety Department (EHS). Any individual who has received approval by the Program Coordinator to use a respirator must enroll in the Respiratory Protection Program or if voluntary use by an employee/student they must fill out the **"Information for Employees/Students Using Respirators Not Required by the Standard".**

Respiratory protection will be used only where engineering or administrative controls are not feasible, cannot reduce exposure to acceptable levels, or while engineering controls are being installed. The need for respiratory protection is dependent upon the type of operation and the nature and quantity of material(s) in use and must be assessed on a case-by-case basis.

Contractors are responsible for providing their own respiratory protection programs and respiratory protective equipment that meet the requirements of OSHA 1926.103.

III. Applicability

This program applies to all employees and students required or who voluntary wants to use a respirator or one who oversee/supervise staff that are required to use respiratory protection.

IV. Regulatory Requirements

This program is required under **29 CFR 1910.134 Respiratory Protection.**

V. Definitions

For the purpose of this program the definitions as found in **29CFR 1910.134(b)** will be used. This OSHA Regulation can be found in Appendix A and at **29 CFR 1910.134.**

VI. Responsibilities

The EHS Department will have overall responsibility of the program to ensure that: authorized employees receive adequate information and training, that annual requirements are met, the procedures of this program are being followed and that the program is evaluated at least every three years. The Facilities Maintenance Operations Department will have the responsibility to insure that respective shops and employees are complying with this program.

For this program to be effective various divisions and departments in Facilities Services will have responsibilities as follows:

6.1 Program Coordinator (EHS)

The Chief EHS Officer and or Chemical Hygiene Officer will serve as the Program Coordinator. The Program Coordinator or designee will:

- Help evaluate hazards as much as possible.
- Assist in selection of suitable respiratory protection options.
- Arrange for initial and annual training and fit-testing.
- Perform periodic reevaluations of exposures.
- Maintain records of fit testing and training.
- Periodically audit department programs and procedures.
- Track and schedule annual medical evaluations.
- Updating written program, as needed.
- Ensures all responsibilities assigned under the program are met

6.2 Departments, Director, Asst. Dir. or Dean

- Recognize potential hazards and contact the Program Coordinator for evaluation.
- Purchase respirators and associated equipment.
- Develop and implement department specific procedures to comply with this program.
- Notify the Program Coordinator of new individuals requiring respiratory protection.
- Budget for annual medical evaluations and equipment as needed for their program.

6.3 Supervisors, Professors, Instructors

- Recognize the potential hazards and notify the department director or the Program Coordinator.
- Enforce the use of respiratory protection, as necessary.
- Act as or appoint a Respiratory Protection Coordinator to serve as a point of contact between the department and the EHS Program Coordinator.

6.4 Employees, Students

- Recognize and report potential hazards to supervisor or instructor.
- Use respiratory protection equipment as instructed and per manufactures recommendation.
- Attend annual Medical, fit testing and training. If appointment is missed and the employee has not canceled with the Medical Provider they will paid the missed appointment fee.
- Inspect respirators for defects or missing parts. Report all defects respirators to their supervisor for replacement.
- Clean and store respirator as instructed per manufactures guidelines.
- Voluntary use by an employee or student will require them to purchase the respirator recommended by the EHS Program Coordinator.

VII. Procedures/Implementation

Anyone who believes that respiratory protection is needed during the course of his or her work/class must notify the Program Coordinator/EHS.

Where respirators are required to be used, SUNY Oswego will select and provide, at no cost to the employee the appropriate respirator. Respirators will be selected based on hazard assessments. Employees in the respiratory protection program are required to wear respirators when performing tasks indicated by the hazard assessments or whenever there is a probability that the worker will be exposed to a known contaminant above the Permissible Exposure Limit (PEL) or the threshold limit value (TLV).

7.1 PURCHASE OF APPROVED EQUIPMENT

In order to comply with the provisions of OSHA's Standard on Respiratory Protection 29 CFR 1910.134, all respiratory protective equipment purchased by SUNY Oswego will have been tested by the National Institute of Occupational Safety and Health and will carry a joint NIOSH/MSHA approval number for that specific respirator assembly. Each Department will purchase items for their department including medical tests for their personnel.

7.2 RESPIRATOR SELECTION

In selecting the correct respirator for a given circumstance, the following factors must be taken into consideration:

Nature of the Hazard – In order to make subsequent decisions, the nature of the hazard must be identified to ensure that an over exposure does not occur. These include oxygen deficiency, physical properties of the hazard and actual concentrations of the toxic substances, the PEL's and/or TLV's, and the warning characteristics.

Nature of the Hazardous Operations – For proper respirator selection it is necessary to know the details of the operations, which require employees to use respiratory devices. These include operations or process characteristics, and work area characteristics, which may necessitate alternate respiratory selection.

Location of the Hazardous Area – This is important in the selection process so that a backup system may be planned, if necessary.

Time Respiratory Protection is Required – The length of time a respirator will have to be worn by an employee is a factor which must be evaluated. This is most important when using SCBA equipment, which has a limited air supply. However, time is also a factor during routine use of air purifying respirators when the employee's breathing and comfort become affected by loading of filter cartridges, which may need changing.

Employee's Health – Effective usage of a respirator is dependent on an individual's ability to wear a respirator by a physician. Most respiratory devices increase physical stress on the body, especially the heart and lung.

Work Activity – The type of work activities to be performed while wearing a respirator is vitally important in respirator selection. The proper respirator will be one which is least disruptive to the task being conducted, and still provide the desired protection.

Protection Factors – The protection afforded by respirators is dependent upon the seal of the facepiece to the face. The degree of protection may be ascertained and a relative safety factor assigned.

Comfort – Once the type of respirator has been selected consideration should be given to the fit and comfort of the respirator. An assessment of comfort will include the following points:

- Proper placement on chin • Fit across nose bridge
- Positioning of mask on nose • Room for safety glasses
- Strap tension • Distance from nose to bridge
- Room to talk • Tendency to slip
- Cheeks filled out • Hindrance to movement

VIII. ISSUANCE OF EQUIPMENT IN GOOD CONDISTION

Respirators will be assigned to individual employees for their exclusive use and labeled for identification in such a way as not to affect the performance of the respirator.

8.1 INSPECTION AND MAINTENANCE

Respirator users are responsible for regular cleaning and inspection of their assigned respirators, including looking for defects and missing parts. Respirators will be stored properly in order to protect them from dust, sunlight, excessive heat or cold, moisture, and chemicals. Worn or deteriorated parts will be replaced.
The department supervisor will periodically spot check respirators to ensure that they are in good condition.

8.2 FITTING

After the employee has been shown how to assess a respirator, he/she shall be shown how to put on the respirator, how it should be positioned on the face, how to set the strap tension, and how to determine a proper fit.

The employee should hold each facepiece up to the face and eliminate those, which obviously do not give a comfortable fit. Normally, fitting should start with a half-face mask and if a good fit cannot be found, the employee should then try a full-face mask.

8.3 FAMILIARIZATION

Once a proper fitting respirator has been selected, the employee should don the device, adjust the facepiece and strap tension. He/she should wear the mask for at least five minutes before taking it off and putting it on several times, adjusting the straps each time to become familiar with the respirator and adept at setting the proper tension on the straps.

8.4 FIT-TESTING REQUIREMENTS

All fit-testing will be conducted by a qualified staff member of EH&S or designated health center. Each user will be fit-tested before initial respirator use and at least annually thereafter.

Employee may use only that make, model and size respirator for which they have successfully been fit-tested. Under no circumstance is a respirator to be used if the fit-testing indicates an unsatisfactory fit. Facial hair, scars, hollow temples, weight gain or loss, protruding cheek bones, absence of teeth or dentures, etc. may result in an unsatisfactory fit.

8.5 FIELD TEST

There are two tests that are used in the field to check the seal of the respirator. These are known as the positive and negative pressure tests. Each of these two tests must be performed every time a respirator is donned.

8.5.1 Positive Pressure Test

1. This test only applies to those respirators, which have an exhalation valve, which can be blocked. The exhalation valve may have to be removed for the test.
2. Close or "block off" the exhalation valve.
3. Exhale gently into the facepiece.
4. If a slight pressure is built up with no apparent outward leakage around the seal, then the facepiece to face seal is assumed to be satisfactory.

8.5.2 Negative Pressure Test

1. Close the inlet opening or hose of the respirator facepiece with the hands, tape or other means.
2. Inhale gently so that the facepiece collapses slightly and hold the breath for ten seconds.
3. If the facepiece remains slightly collapses and no inward leakage occurs, then the facepiece to face seal is assumed satisfactory.

IX. Training

Respirators will not be issued to any individuals who have not received appropriate respirator training and medical clearance. They will be tested and trained annually.

X. Record Keeping

The Program Coordinator (EHS) will maintain records of training and fit-testing. Departments will maintain inspection and maintenance records. See Form RPP-EHS-F3 for a sample inspection and maintenance record.

XI. Exemptions

The voluntary/Non-mandatory use of a dusk masks or particulate respirators does not require an individual to be placed in the University Respiratory Protection Program. However, any person using particulate respirators must review and sign off on the "Information for Employees/Students Using Respirators Not Required by the Standard"

The voluntary use of all other respirators will require the user to:

a. Be medically cleared and tested to use a respirator and purchase a Respirator at their own expense
b. Review and sign off on the "Information for Employees/Students Using Respirators Not Required by the Standard"; and
c. Ensure that their respirator is cleaned, stored, and maintained so its use does not present a health hazard.

XII. Extended use or reuse of N95s:

When respirators must be decontaminated to facilitate their reuse in ways consistent with OSHA's previous COVID-19 enforcement memoranda and the U.S. Centers for Disease Control and Prevention (CDC) Strategies for Optimizing the Supply of N95 Respirators, ensure that decontamination is accomplished according to the methods described above and detailed in CDC's Decontamination and Reuse of Filtering Facepiece Respirators using Contingency and Crisis Capacity Strategies.

In the event extended use or reuse of N95 FFRs becomes necessary, the same worker is permitted to extend use of or reuse the respirator, as long as the respirator maintains its structural and functional integrity and the filter material is not physically damaged, soiled, or contaminated (e.g., with blood, oil, paint).

XIII. Care, Maintenance and Storage

The supervisor will establish a proper maintenance program to ensure that all respirators are maintained at their original effectiveness. The program should be based on the number and types of respirators, working conditions and should include inspection, cleaning and sanitizing, repair and storage.

CLEANING THE RESPIRATOR

Respirators must be cleaned and disinfected after each use when they are assigned to more than one person or after each day's use if they are assigned to only one person. The following procedures are recommended for cleaning and disinfecting the respirator:

- If required, remove and discard filters or cartridges.
- Wash facepiece and breathing tube, if equipped, in detergent and warm water (120° F) or cleaner/disinfectant solution. Use a soft brush to remove dirt. Cleaner/disinfectant solutions are available from respirator manufacturers or it can be made by using a solution of two tablespoons of chlorine bleach to one gallon of water. A two-minute immersion is sufficient for disinfection.
- Rinse completely in clean warm water.
- Air-dry in clean air.

- Clean out other parts, as recommended by the manufacturer.
    - Inspect the valves, headstraps, and other parts and replace with new parts if needed.
    - Place facepiece in a plastic bag or container for storage in an assigned area.
    - Insert new filters or cartridges prior to use making sure that seals are tight.

RESPIRATOR STORAGE

When respirators are not being used they should be stored in individual plastic bags in convenient locations as to protect them against dust, sunlight, extreme temperatures, excessive moisture, or damaging chemicals. They should be stored in such a way that the facepiece and exhalation valves are not being distorted.

RESPIRATOR INSPECTION

All respirators should be inspected before and after each use, and for emergency situations, at least monthly by the supervisor to assure that they are in satisfactory working condition. A record of this inspection will be maintained by the supervisor with a copy provided to EH&S. A general inspection checklist should include:

- Tightness of connections
- Conditions of facepiece straps, connecting tubes, and cartridges
- Condition of exhalation and inhalation valves. If the side of the exhalation valve gaps even slightly, it must be replaced with a new valve.
- Pliability and flexibility or rubber parts. Deteriorated rubber parts must be replaced. Unused rubber parts should be worked, stretched and manipulated, with a massaging motion.
- On full-face pieces, the condition of lenses should be checked. The lenses must be tight, any lenses that are scratched or damaged must be replaced.
- On self-contained breathing apparatus', the charge of the compressed air cylinders should be checked and fully charged.
- Proper function of regulators and warning devices
- On Type C respirators, inspect the compressor, warning devices, hoses, and attachments.

XIV. Appendices/Forms

Form Identification	Form Name
RPP-EHS-A1	Respirator Change Out Schedule
RPP-EHS-F1	Respirator Audit Form
RPP-EHS-F2	Respirator Notification Form
RPP-EHS- F3	Supervisor Respirator Inspection
RPP-EHS-F4	Non-Mandatory Employees/Students Using Respirators
RPP-EHS-Table 1	Respirator Use Table

Document History

Effective Date	Version Number	Author(s)	Description
May 15, 2020	*2*	*Ken Ayhens*	*Major changes made to update the program. Respiratory Protection Program Coordinator to allow flexibility in assigning role.*

RPP-EHS-A1 Respirator Change Out Schedule

Material	TLV TWA (ppm)	TLV STEL (ppm)	IDLH (ppm)	Odor (ppm)	Respirator cartridge change out (hr)
Acetic Acid	10	15	50	0.037-0.15	8
Acetic Anhydride	5	--	200	<0.14	8
Acetone	500	750	2500	3.6-678	0.5
Ammonia	25	35	300	0.043-53	8
n-Butanol	--	50C	1400	0.12-11	8
n-Butyl Acetate	150	200	1700	0.063-7.4	8
Cyclohexanone	25	--	700	3.5	8
Ethyl Acetate	400	--	2000	6.4-50	1
Ethyl Alcohol	1000	--	3300	49-716	0.75
Formaldehyde	--	0.3 (c)	20	0.05-1.0	8
n-Heptane	400	500	750	150	4
Isopropyl Alcohol	400	500	2000	43	1
MIBK	50	75	1600	0.1-7.8	8
MTBE	40	--	NA	0.053	8
Tetrahydrofuran	200	250	2000	20-50	3
Toluene	50	--	500	0.16-37	8

Notes:

This table should be used as guidance on respirator cartridge service life. Respirator cartridges should not be allowed to exceed the recommended time for each of the specific chemicals. At the end of a respirator cartridge service life a new cartridge should replace it.

C: Denotes the Ceiling concentration that should not be exceeded during any part of the working exposure.

NA: Denotes not available

TLV: The American Conference of Governmental Industrial Hygienists' (ACGIH) Threshold Limit Values (TLVs) are listed which represent that airborne concentrations of substances to which workers may be exposed without adverse effect.

TWA: Time-weighted average (TWA) is the average concentration for an 8-hour workday and 40-hour workweek in which workers can be exposed without adverse effect.

STEL: Short-term Exposure Level (STEL) is the 15-minute average concentration which should not be exceeded at any time during the workday.

IDLH: The Immediately Dangerous to Life and Health (IDLH) concentration poses an immediate threat of loss of life, immediate or delayed irreversible adverse effects on health, or acute eye exposure that would prevent escape from a hazardous atmosphere.

Odor: Ranges of odor thresholds are listed. Individuals may respond differently to the same odor. The odor thresholds are typically determined for the single chemical with no other chemicals present in the air. Therefore, caution must be exercised in using odor thresholds.

RPP-EHS-F1
Respiratory Protection Program Self-Audit Checklist

Question	Y/N	Explanation
1. Are supervisors aware of who has been approved to wear respirators in their area?		
2. Are supervisors aware of respiratory hazards in their area?		
3. Have identified respirator users received annual training?		
4. Are users of negative pressure respirators fit tested annually?		
5. Are respirators stored in a clean and sanitary location?		
6. Are respirator users aware of the respirator cartridge change out schedule?		
7. Are wearers of negative pressure respirators clean shaven?		
8. Do PAPR users check the flow rate before use?		
9. Are respirators inspected before each use?		
10. Do supervisors routinely check the storage of respirators?		

Respirator Notification Form

1. Supervisor Name	First:	Last:		**2. Email:**	
3. New Process?	☐ Yes ☐ No	**4. Dept**		**5.Bldg/room**	
6. Hazards / Agents/ Products					
7. Activities / Processes					
8. Form of Contaminants (Check all that apply)	☐ Dust	☐ Mist	☐ Smoke	☐ Gas	
	☐ Fumes	☐ Spray	☐ Aerosol	☐ Vapor	

9. Engineering Controls in Place			
☐ Substitution by a less toxic material	☐ Isolation or enclosure of process or operation	☐ General dilution ventilation	☐ Local exhaust, chemical fume hoods, special ventilation systems
☐ Tools or equipment designed to minimize emissions	☐ Other (specify)		

10. Administrative Controls in Place	
☐ Standard Operating Procedures (Specify)	☐ Employee Training
☐ Other (specify)	

12. Physical Demands of Work		
☐ Light, like standing	☐ Moderate, like walking	☐ Heavy, like digging
☐ Other (specify)		

13. Other PPE or Equipment				
☐ Safety Goggles	☐ Face Shield	☐ Coveralls (Tyvek)	☐ Gloves	☐ Hard Hat
☐ Other (specify)				

14. Temperature Extremes		
☐ None	☐ High temperature extreme (ex. high heat furnace)	☐ Low temperature extreme (ex. walk-in freezer)

15. Frequency of Use of Respirator		
☐ Rarely (specify)	☐ Occasionally (Specify)	☐ Daily (Specify)

RPP-EHS-F2
Respirator Notification Form

	First / Last	Chemical Exposure(s)	Job Function/Title	Department (If different than supervisor's)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
17. Supervisor Signature (may type name)				

ATTACH ADDITIONAL PAGES IF NEEDED

RPP-EHS-F2

Respirator Notification Form

Environment, Health and Safety Use Only **INDUSTRIAL HYGIENE ASSESSMENT**				
18. Respirator(s) Selected	☐ Half-Face cartridge	☐ Full-Face cartridge	☐ PAPR	☐ SCBA
☐ Disposable filtering face piece: (Select) N,R, P – 95, 100		☐ Air-line	Other (specify)	
19. Required or Voluntary Use (attach applicable documentation)				
☐ Required (Explain)		☐ Voluntary (Explain)		
20. Change Out Schedule (attach applicable documentation)		**Cartridge(s)**		
☐ When it becomes harder to breathe or sooner if cartridge becomes wet or damaged		☐ P100, HEPA *(Purple)* ☐ Other (specify) Activities:		
☐ 8 hours from the time the cartridges are opened		☐ Certain organic vapors *(Black)* ☐ Certain acid gases (chlorine, sulfur dioxide, chlorine dioxide, hydrogen chloride) *(White)* ☐ Certain organic vapors and acid gases *(Yellow)* ☐ Multi-contaminant (certain organic vapors, certain acid gases, hydrogen sulfide, ammonia, methylamine, formaldehyde, hydrogen fluoride) *(Olive)* ☐ Other (specify) Activities:		
☐ Whichever comes first: - When it becomes harder to breathe - Cartridge becomes wet or damaged - 8 hours from the time the cartridges are opened		P100 plus: ☐ Certain organic vapors *(Purple/Black)* ☐ Certain acid gases *(Purple/White)* ☐ Certain organic vapors and acid gases *(Purple/Yellow)* ☐ Multi-contaminant *(Purple/Olive)* ☐ Other (specify) Activities:		
☐ 3 hours (e.g., formaldehyde)		☐ Certain acid gases *(White)* ☐ Multi-contaminant *(Olive)* ☐ Other (specify) Activities:		
☐ Dispose after each use (e.g., infectious agents)		☐ Disposable filtering face piece: (Select) N,R,P - 95, 100 ☐ Other (specify) Activities:		
☐ Other (specify)		Cartridge: Activities:		
21. Reviewed Assessment with Supervisor (required) ☐		**22. Comments**		
23. Industrial Hygienist Signature (may type name)				**Date**

Send completed form to EHS, Mailstop: Shineman G83:
Phone: 315-312-3157

RPP-EHS-F3

Supervisor Respirator Inspection

Date of Inspection: _____

Dept.: _____

Name of Person: _____

Type of Mask: _____

Supervisor: _____

1. Is the respirator stored in a clean storage bag or container? Y/N

   If no, how is it stored?

2. Is the respirator assigned to an individual? Y/N

   Respirators are individually assigned and not shared, the only exception would be new unassigned respirators.

3. Does the respirator have cartridges attached? Y/N

   Cartridges should be disposed of after use.

4. Is the respirator stored in an area where it is not crushed or misshapen? Y/N

   Respirators must be stored in a manner that does not cause it to become misshapen. It should not be crammed into an area or stored underneath components.

5. Is the respirator visibly clean? Y/N

   Respirators must be cleaned after each use, if the respirator is visibly dirty, request the owner to clean the respirator.

OSWEGO
STATE UNIVERSITY OF NEW YORK

RPP-EHS-F4

Voluntary Use of N-95 Respirators Employee Safety Information

Instructions: Review the following information, including Appendix D on the reverse, with the employee, have employee initial each box, sign the form (both employee and reviewer) and maintain a readily retrievable copy of the signed form.

1. *FILTERING FACEPIECE RESPIRATORS AND OSHA REQUIREMENTS*

[ ] OSHA considers NIOSH-certified filtering facepiece respirators, such as N-95 (also called dust masks) as true respirators. N-95 is the most common type of filtering facepiece respirator available for use at Oswego University. The letter **N** means that it is not oil resistant and 95 refers to it being 95% effective at filtering particles at the 0.3 micron level. Other NIOSH-certified filtering facepiece respirators include R-95, P-95, N-100 and P-100.

[ ] OSHA requires that employees voluntarily wearing filtering facepiece respirators receive basic information on respirators as provided in Appendix D of OSHA Respirator Standard, 1910.134.

[ ] Voluntary use of a respirator is defined as use for employee comfort purposes only. This means that no actual hazard exists that requires use of a respirator and the use of the respirator does not produce any additional hazard to the user. At Oswego University, the only acceptable respirator for voluntary use is the filtering facepiece respirator. Use of any other types of respirator, for example, a half-face or full-face respirator with cartridges, requires full compliance with the University's Respiratory Protection Program.

[ ] If an employee is required to wear a filtering facepiece respirator to protect against a respiratory hazard, as determined by EH&S, full compliance with the University's Respiratory Protection Program is required, which includes a medical evaluation by a licensed health care professional, respirator training and respirator fit testing.

2. *HOW TO USE AND WEAR A FILTERING FACEPIECE RESPIRATOR*

[ ] Inspect the respirator prior to use, including brand new respirators. Check for rips and tears. Make sure straps are securely attached, nose piece is attached properly, and that no obvious defects exist.

[ ] Proper use of the respirator is important. If not used properly, the respirator may be ineffective against airborne contaminants. Always follow manufacturers' instructions for use. – **Review manufacturer's instructions with the employee and have employee demonstrate proper use.**

[ ] Beards and other facial hair prevent an adequate seal between the respirator and the face, rendering the respirator ineffective. Skin afflictions, such as dermatitis, or scars, could affect the ability to produce a good seal.

[ ] A "seal check" should be performed by the user every time the mask is put on and every time it is re-adjusted on the face. A user seal check confirms that an adequate seal with the face is achieved when the mask is applied – **Review manufacturers' instructions for conducting user seal checks with employee.**

3. *LIMITATIONS OF PPE*
[ ] Filtering facepiece respirators are only useful for protection against particulates (e.g., dust), NOT gases or vapors. Odors will still be noted when using the respirator. Respirators are not to be used in oxygen-deficient atmospheres or atmospheres that contain hazards that are Immediately Dangerous to Life and Health (IDLH).

4. *CARE, MAINTENANCE, USEFUL LIFE AND DISPOSAL OF PPE*
[ ] Filtering facepiece respirators are considered disposable PPE and can be disposed of in regular trash after use, unless otherwise directed. They cannot be cleaned, especially when they become wet or soiled. They must not be shared with other employees.
[ ] Respirators should be stored in a clean, dry location, protected from sunlight, chemicals, water, and physical damage.

Appendix D to OSHA Standard Section 1910.134 (Mandatory)
Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Certification: I have reviewed this memo and take full responsibility to follow the directions. If there is any change in my work conditions or health I will immediately notify my supervisor or EH&S.

Employee's Name: _____
Dept.: _____

Signature: _____
Date: _____ *Phone:* _____

**Reviewer's Name:* _____
Dept.: _____

Signature: _____
Date: _____ *Phone:* _____

***Reviewer can be the employee's supervisor, departmental administrator, safety representative or other individual familiar with respirator use and able to verify the user's comprehension of the manufacturer's instructions, the benefits and limitations of a voluntary use respirator and ability to properly use a respirator.**

Table 1 – Respirator Use Table

Airborne Exposures	**Cartridge Type** [respirators are half-face except for powered air purifying respirators (PAPR)]	**Affected Offices**
Asbestos (includes disturbances, removals, clean-up, accessing posted areas)	High Efficiency Particulate Air (HEPA) cartridge, or PAPR with HEPA cartridge	EHS ACM Abatement Personnel- HVAC, BTF BTC Plumbers Electrical
Chemicals	Defender cartridge with HEPA cartridge; or OV cartridge with HEPA cartridge	Art Department Chemistry CHP EHS Plumbers
Clay Mixing	HEPA cartridge	Art Department
Dusts (includes certain exposures to wood dust, plaster, textile fibers, silica dust and soot)	HEPA cartridge; Chemical cartridge with HEPA cartridge; PAPR with HEPA cartridge; or P100 respirator	Art Department Custodial Services HVAC BTC, BTF
Forging, Grinding, Welding (includes exposures to fumes and metal dust)	HEPA cartridge; or P100 respirator	Art Department Wielder Garage
Painting	PAPR with organic vapor cartridge; Organic vapor cartridge with HEPA cartridge; or organic vapor cartridge and paint mist filter	Art Department Paint Shop Performing Arts
Pesticides	Organic vapor and HEPA cartridge pre-filter	Grounds
Sand Blasting	HEPA cartridge	Art Department
Pathogens	N-95	Student Health Services Custodial Services