



Evaluation and Certification Procedure

1 Purpose

The purpose of this procedure is to ensure that respirators are used appropriately and safely. It covers evaluating a worker's need for a respirator; selecting the appropriate respirator type and cartridge type and changeout schedule; medically evaluating and training workers; and fit testing. It applies to workers, supervisors, ESH coordinators, the Occupational Health Center, and the program manager.

2 Procedure

This procedure is to be performed when

1. Adding a worker to the respiratory protection program (deciding for the first time a worker needs a respirator)
2. Renewing a worker (updating training, fit testing, and medical evaluation, required every year)
3. Removing a worker from the program (deciding a worker no longer needs a respirator)

Step	Person	Action
1.	Worker	Completes the requester section of the Respiratory Protection: Respirator User Form , describing need (or not) for a respirator, and submits form to supervisor
2.	Supervisor	Reviews need for a respirator; completes supervisor section and submits form to the ESH coordinator
3.	ESH coordinator	<div>Reviews need for a respirator, based on<ul style="list-style-type: none">▪ Worker justification▪ Knowledge of operations▪ Existing or new industrial hygiene survey</div> <div>Completes authorization section; if a respirator is justified recommends model and cartridge type</div> <div>Respirators are required when an <i>occupational exposure limit (OEL)</i> is or could be exceeded</div> <div>Returns form to supervisor</div>
4.	Supervisor	If adding (or renewing) a worker, enters (or confirms) the following courses in the worker's <i>Atlas</i> Training Assessment (ATA)

Step	Person	Action
		<ul style="list-style-type: none"> ▪ ESH Course 241, Respiratory Protection Training (ESH Course 241) ▪ ESH Course 241ME, Respirator Safety Medical Exam (ESH Course 241ME) ▪ ESH Course 241PRA, Respirator Fit Test (ESH Course 241PRA) <p>Returns form to worker</p> <p>If removing a worker from the program, deletes these course assignments and sends form to the Occupational Health Center (procedure is complete)</p>
5.	Worker	Successfully completes ESH Course 241
6.	Worker	<p>New respirator wearer acquires respirator and cartridges from his or her ESH coordinator</p> <p>Note: ESH coordinators will select the appropriate size for the worker</p>
7.	Worker	Contacts the Occupational Health Center to schedule respirator medical evaluation (ESH Course 241ME) and practical fit test (ESH Course 241PRA)
8.	Worker	Ensures face is clean-shaven before the respirator practical fit test to ensure an effective face seal. Brings respirator to Occupational Health Center appointment.
9.	Occupational Health Center	<p>Conducts respirator medical evaluation with individual. If exam passed, clears individual to wear respirator by completing the medical section of the form; notes any restrictions on type of respirator or use.</p> <p>Conducts practical exam with individual (includes quantitative fit test, donning procedures, cartridge selection, pre-use inspections, and face seal checks)</p> <p>Fit testing is conducted in compliance with 29 CFR 1910.134 (f). A record of the fit test must be kept until the worker's next one. Records must include the following:</p> <ul style="list-style-type: none"> ▪ The name or identification of the person tested ▪ Type of fit test performed ▪ Specific make, model, style, and size of respirator tested ▪ Date of test ▪ The pass/fail results for qualitative fit tests or the fit factor of the test results for quantitative fit tests
10.	Occupational Health Center	Updates individual's STA to reflect that fit testing and respiratory medical requirements complete

2.1 Additional Requirements

2.1.1 Fit Testing

In addition to initial and annual tests, a fit test must be administered whenever an individual selects a different respirator or when changes occur to the person's physical condition that could prevent an effective face seal. Such conditions include facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight (a guideline is the loss or gain of 20 pounds).

2.1.2 Medical Reevaluation

Supervisors must immediately refer workers who experience difficulty in respirator use to the [Occupational Health Center](#) for medical reevaluation before allowing further respirator use. Conditions that would indicate a need for reevaluation include the following:

- Worker has difficulty breathing, shortness of breath, dizziness, or a severe psychological reaction during respirator use or any phase of fit testing.
- Worker reports signs or symptoms that are related to respirator use.
- Any change in individual exposure or stress, physical difficulty in respirator use, or change in work conditions such as physical work effort, protective clothing, or temperature.

2.1.3 Voluntary Respirator and Dust Mask Use

2.1.3.1 Voluntary Respirator Use

Workers who wish to wear a respirator voluntarily, when a survey or other determination has shown that a respirator is not required, must follow the procedure above and must meet all requirements of this program.

2.1.3.2 Voluntary Dust Mask Use

When a respirator is not required, an individual may choose to use a dust mask instead for comfort. Dust mask users may elect to take the respirator safety training course ([ESH Course 241](#)) but will not undergo a medical evaluation, spirometry test, or practical fit test unless required for other respirator use. There is no formal approval process for wearing a dust mask.

Voluntary dust mask users must become familiar with and follow the guidance of [29 CFR 1910.134, Appendix D](#), “Information for Employees Using Respirators When Not Required under Standard”, before wearing a dust mask.

If voluntary dust mask use is elected, Atlas will provide the wearer with a National Institute of Occupational Safety and Health (NIOSH) approved dust mask.

Warning Dust masks are not to be worn as protection against harmful gases or vapor, toxic contaminants, high concentrations of contaminants (such as those released during sandblasting) or in atmospheres that are *immediately dangerous to life or health (IDLH)* or *oxygen deficient*.

3 Forms

The following forms are required by this procedure:

- [Respiratory Protection: Respirator User Form](#). Form for documenting authorization to use a respirator and completion of required training, medical evaluation, and fit testing

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The Occupational Health Center maintains

- Completed respirator user forms
- Respirator fit test results until the next fit test for the subject worker
- Medical history questionnaire forms and medical exam records for the duration of the affected worker’s employment plus 30 years

5 References

[SLAC Environment, Safety, and Health Manual](#)

- [Atlas Respiratory Protection](#)
 - [Respiratory Protection: Use, Inspection, Maintenance, and Storage Requirements](#)
- [Atlas Industrial Hygiene](#)
 - [Industrial Hygiene Document Database](#)

Other Documents

- ESH Course 241, Respiratory Protection Training ([ESH Course 241](#))
- ESH Course 241ME, Respirator Safety Medical Exam ([ESH Course 241ME](#))
- ESH Course 241PRA, Respirator Fit Test ([ESH Course 241PRA](#))
- Atlas Training Assessment ([ATA](#))

Other Documents

- Title 29, *Code of Federal Regulations*, “Labor”, Subtitle B, “Regulations Relating to Labor (Continued)”, Chapter 17, “Occupational Safety and Health Administration, Department of Labor”, Part 1910, “Occupational Safety and Health Standards”, Subpart I, “Personal Protective Equipment”, Section 134, “Respiratory Protection” ([29 CFR 1910.134](#))
 - Appendix C, “OSHA Respirator Medical Evaluation Questionnaire” ([29 CFR 1910.134, Appendix C](#))
 - Appendix D, “Information for Employees Using Respirators When Not Required under Standard” ([29 CFR 1910.134, Appendix D](#))