

**Office of Secure Transportation
Standard Operating Procedure Document**

SOP Background

Document Title: OST Respiratory Protection Program (RPP)	Document Number: <i>(Assigned by POPD)</i> OST SOP 7.00.01
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OST Offices, Divisions/Commands and Federal Agents

Document(s) : *(Documents used as reference or for input into SOP; documents developed as a result of the SOP; and Forms utilized in the performance of the SOP)*

- 29 CFR 1910.134, *Respiratory Protection Standard*
- 42 CFR Part 84, *Approved Respiratory Protection Devices*
- American National Standards Institute – ANSI Z88.3, *Practices for Respiratory Protection*
- DOE O 440.1A, *Worker Protection Management for DOE Federal and Contractor Employees*
- OST Worker Protection Management Program*
- Respiratory Protection Training, Air-Purifying Respirators, Department of Energy/Office of Secure Transportation*
- OST P 1.12H, Uniform Standards*
- OSHA Respirator Medical Evaluation Questionnaire*

Document History

Rev.	Date	Description of Change <i>(Include name of individual making the revision)</i>
0	7/12/07	New SOP; Dean Triebel.

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I. Purpose

This SOP details Office of Secure Transportation (OST) implementation of the Respiratory Protection Program (RPP).

II. Scope

This SOP applies to all OST Federal Agents. Additionally, selected OST federal staff will have actions under this SOP, as described in Appendix I.

III. Responsibilities

Federal Agent (FA) - Completes the initial questionnaire and submits to the medical evaluator; submits to a medical screening; attends training as needed; submits to being fit tested and recertified per requirements. When qualified to use Protective Mask, conducts cleaning, maintenance, and storage per requirements.

Medical Evaluator - A physician, assigned by OST, conducts medical evaluations of FA and FA Candidates to ensure they can use the Protective Mask.

Program Administrator or designee - Provides oversight to fit testing, according to the procedures as outlined in 29 CFR 1910.134 and evaluates and updates the Respiratory Protection Program (RPP), as needed.

Exercise Physiologists (EP) or designee - Perform quantitative Protective Mask fit testing of FA using the Portacount, according to the requirement of 29 CFR 1910.134

Training Staff/Unit Training Staff - Provide Protective Mask Training using materials provided by the Training and Logistics Command (TRACOM) and maintain RPP training records.

IV. Definitions

Protective Mask (PM): A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element. They are not suitable for use in oxygen deficient atmospheres.

Canister or cartridge: Container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Fit test: An assessment of the adequacy of a PM fit by measuring the amount of leakage into the PM. The amount of leakage can be measured numerically (quantitative fit test) or the fit can be measured qualitatively. *Note: OST will perform quantitative fit testing for Federal Agents.*

High Efficiency Particulate Air (HEPA) filter: A filter that is at least 99.97% efficient in removing monodispersed particles of 0.3 micrometers in diameter. The equivalent National Institute of Occupational Safety and Health (NIOSH) 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

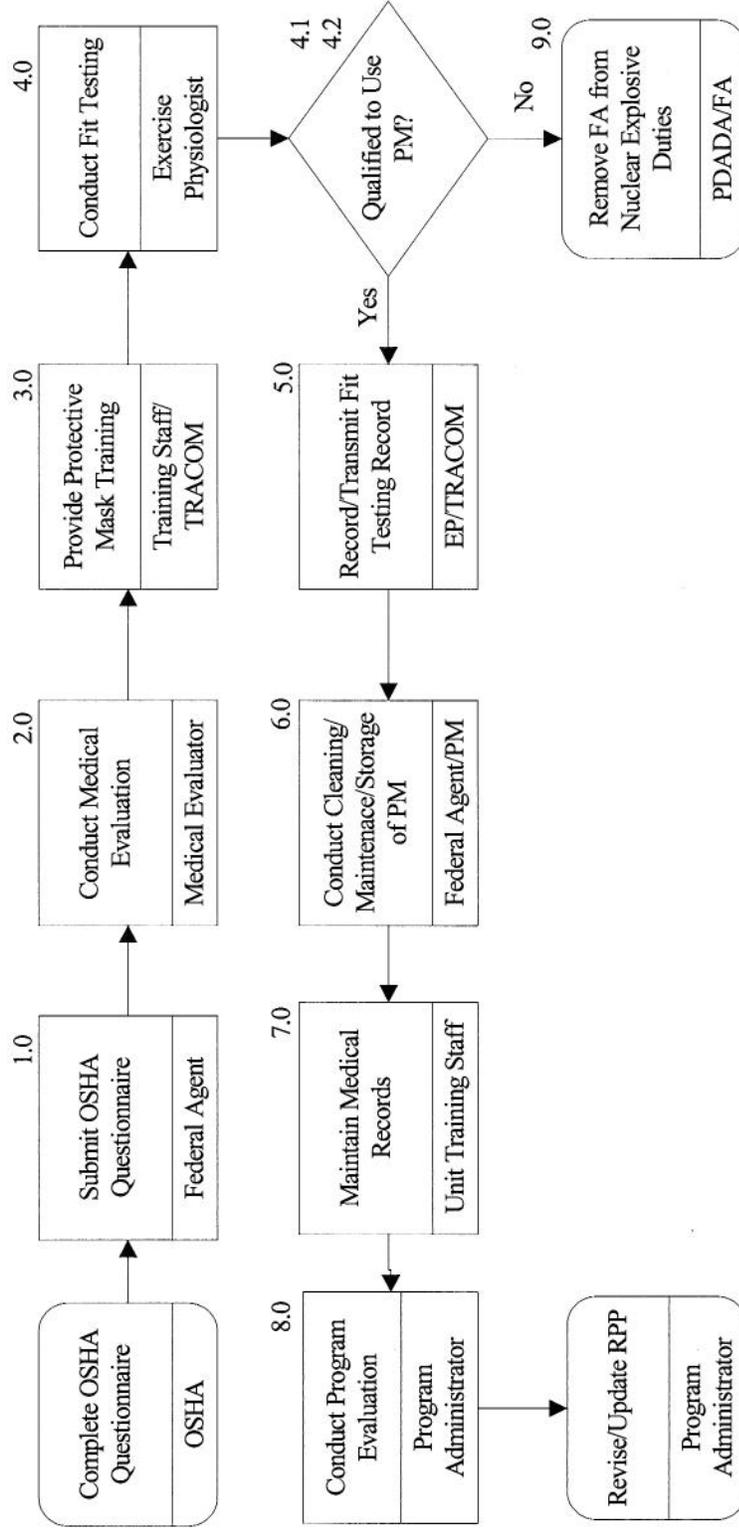
Immediately Dangerous to Life or Health (IDLH): An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Oxygen deficient atmosphere: An atmosphere with oxygen content below 19.5% by volume.

Quantitative fit test (QNFT): An assessment of the adequacy of PM fit by numerically measuring the amount of leakage into the PM.

Qualitative fit test (QFT): An assessment of the adequacy of the PM fit by relying on the senses of the subject being tested to detect leakage into the PM and therefore determine an adequate seal.

V. Process



1.0 SUBMIT OSHA QUESTIONNAIRE

In accordance with 29 CFR 1919.134, the FA will complete the OSHA Respirator Medical Evaluation Questionnaire (Appendix C of the Training Manual) initially upon entry into the OST RPP and will submit the questionnaire to the medical evaluator. The questionnaire will be retained in the FA's medical file by the medical evaluator.

2.0 CONDUCT MEDICAL EVALUATION

The Medical Evaluator will determine each FA's ability to wear a PM by conducting a medical evaluation of the FA that considers the following:

- Cardiovascular fitness and history.
- Current respiratory problems.
- General work limitations or health restrictions.
- Physical stress of the tasks for which the PM are to be used.
- Claustrophobic tendency.

Medical evaluations shall also include:

- Changes to the initial OSHA questionnaire
- The opportunity for employees to speak with the medical evaluator about the questionnaire or their medical evaluation.
- A copy of this RPP Procedure.

Additional medical exams may be required when:

- An employee reports signs and/or symptoms related to their ability to use PM, such as shortness of breath, dizziness, chest pains, or wheezing.
- Observations made during fit testing and program evaluation indicate a need for reevaluation.
- A change in workplace conditions may result in an increased physiological burden on the employee.
- An employee who gives a positive response to any question among questions 1 through 8 in Section 2, Part A of Appendix C of the Training Manual or whose initial medical examination demonstrates the need for a follow-up medical examination.
- Follow-up medical exams for employees that are required and/or deemed necessary by the medical evaluator or the Program Administrator.
- The Medical Evaluator or FA's supervisor informs the Program Administrator that the employee needs to be reevaluated.

3.0 PROVIDE PROTECTIVE MASK (PM) TRAINING

OST RPP training, developed by TRACOM, will be provided at Agent Candidate Training. TRACOM will develop a Web-Based Training module that will be required to be taken by the FAs annually. The initial and annual training will include:

- The OST RPP.
- Proper use and wear of PM and consequences of improper use.
- Limitations of PM types.
- Proper use and fit of PM.
- Fit testing procedures.
- Cleaning and sanitizing, storage and maintenance procedures.
- Protection capability of PM and filter.
- Recognizing medical signs and symptoms that may limit or prevent the effective use of PM.

4.0 CONDUCT FIT TESTING

The Exercise Physiologist (EP) or designated personnel, will conduct PM fit testing following the OSHA approved methods as outlined in the 29 CFR 1910.134, *Respiratory Protection*. Each FA will be fit tested with the same make, model, style, and size of PM that will be worn during the deployment prior to their initial use of the PM. FAs will be fit tested by an OSHA approved fit testing method.

Any condition that compromises the seal of the face piece may render the PM ineffective. For this reason, persons with facial characteristics or facial hair that prevents a good facepiece-to-face seal are prohibited from wearing a PM.

The EP or designated personnel will record information on the Fit Testing Record Form.

4.1 If the FA is qualified to use the PM, the EP proceeds to step 5.0.

4.2 If the FA is not qualified to use the PM, the EP proceeds to step 9.0.

5.0 TRANSMIT FIT TESTING RECORD

The EP will transmit the Fit Testing Record Form to the training staff for entry into the OST Qualification and Training System (QTS).

6.0 CONDUCT CLEANING, MAINTENANCE/STORAGE

The FA will clean and disinfect PM in accordance with the manufacturer instructions and OSHA after each use, or as often as necessary to be maintained in a sanitary condition.

FAs will properly maintain their PM at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. The FA will perform any replacement/repair of worn or deteriorated components. Worn or deteriorated components shall be replaced prior to use. No components will be replaced or repaired beyond those recommended by the manufacturer. Maintenance to the PM will include:

- Washing their face and/or PM facepiece to prevent eye or skin irritation
- Replacing the filter, cartridge or canister
- Detection of vapor or gas breakthrough or leakage in the facepiece
- Detection of any other damage to the PM or its components

FAs will inspect their PM prior to and after each mission or training use, and after cleaning and disinfecting. The FAs will store the PM according to the manufacturer specifications.

The Office of Mission Operations will determine the canister change schedule, based on the manufacturer specifications or if the following occurs:

- Directed by higher authority
- Breakthrough occurs
- Excessive breathing resistance
- Evidence of mechanical damage
- Immersed in water
- Expired canister
- Exposed to contaminants (end of event)

7.0 MAINTAIN MEDICAL RECORDS

The Unit Training Staff will maintain all RPP records in the FA's training file and annotate in QTS. Records for each FA to include:

- Medical clearances
- Training
- Fit testing
- PM type

Medical records will be maintained in the individual FA's medical file. These records include confidential medical information gathered and reviewed during the medical clearance process in accordance with 29 CFR 1910.1020. FAs will have access to their medical questionnaire upon request.

8.0 CONDUCT PROGRAM EVALUATION

The Program Administrator or designee shall evaluate the effectiveness of this RPP during and after each deployment using the PM and at least annually. This will be accomplished by reviewing and revising, if necessary, PM training lesson plans. The RPP will be revised accordingly. All records pertaining to this SOP are maintained by the Program Administrator.

9.0 REMOVE FA FROM NUCLEAR EXPLOSIVES DUTIES

The Principal Deputy Assistant Deputy Administrator (PDADA) will consider Fit Testing Records when determining Federal Agent removal from Nuclear Explosives Duties. The PDADA will also determine when and at what location of the RPP a FA is reevaluated for PM certification.

APPENDIX I

Non-Federal Agent Requirements

OST has staff other than FAs that need to comply with the OST RPP, however, there are different requirements. Designated OST staff need to be in the OST RPP because of potential exposure to hazardous chemicals associated with training with smoke. Transportation and Emergency Control Center (TECC) staff have respiratory protection requirements that are administered through Kirtland AFB.

Matrix of Medical Requirements

Service	Agents	Agent Candidates	HRP Staff (Training, Safety, Management)	Non-HRP Staff
1.0 OSHA Questionnaire	Once	Once	Once	Annually or prior to issue of PM
2.0 Spirometry	Annually	Initial	Annually or prior to issue of PM	Annually or prior to issue of PM
2.0 Chest x-ray-FAs Only	Every 2 yrs	Initial	NA	No
2.0 Physical Exam	Annually	Initial	Annually	No
3.0 Conduct PM Training	Initial/WBT	Initial	Initial/WBT or upon issue of PM	Initial/WBT or upon issue of PM
4.0 Provide Fit Testing	Annually	Initial	Annually or upon issue of PM	Annually or upon issue of PM
6.0 Authorization for RPP Clearance and Spirometry	On HRP Authorization	On HRP Authorization	On HRP Authorization	On RPP Authorization
6.0 Maintaining RPP Records	QTS and Medical record	QTS and Medical record	QTS and Medical record	QTS
6.0 Job Task Analysis (JTA)	Includes respirator requirement.	Includes respirator requirement.	Includes respirator requirement.	Includes respirator requirement.

6.0 Conduct Cleaning, Maintenance/Storage of PM – Some OST staff (Safety, Training, and Leadership) will be issued PM, only as needed, so this task does not apply.

APPENDIX II

Respiratory Protection Requirements Matrix, by Location

Service	AOWC/ABQ	AOCC	AOEC	TRACOM
OSHA Questionnaire	Turned in to doctor at Health Unit	Turned in to doctor at Concentra	Turned in to doctor at Concentra	Turned in to doctor at Cooper Clinic
Recommendation from doctor	Turned in to RPP POC prior to testing at AOWC	Turned in to RPP POC prior to testing at AOCC	Turned in to RPP POC prior to testing at AOEC	Turned in to RPP POC prior to testing at TRACOM
Spirometry	No Charge at Health Unit	Billed by Concentra	Billed by Concentra	Billed by Cooper Clinic
Chest x-ray FAs Only	Billed by X-Ray Associates	Billed by Concentra	Billed by Concentra	NA
Physical Exam	No Charge at Health Unit	Billed by Concentra	Billed by Concentra	Billed by Cooper Clinic
Fit Testing	Done at AOWC by EP or designee	Done at AOCC by EP or designee	Done at AOEC by EP or designee	Done by either EP, Paramedic or designee
PM Training	Initial and WBT per TRACOM			
Tracked by:	QTS	QTS	QTS	QTS