

Purpose:

To establish a mechanism for risk assessment, medical clearance, and fit testing for use of loose-fitting PAPR and N95 respirators for MU staff members.

Scope:

OHSP—Research Lab Staff (Loose-Fitting Respirators)

Procedures:**A. Supervisor Responsibility**

1. The supervisor has direct knowledge of research plans in the laboratory including hazards involved with those activities. The supervisor must assess the risk of activities in the laboratory to decide if respiratory protection is needed. The supervisor may contact MU Industrial Hygiene staff for a consult concerning potential use of loose-fitting vs. tight-fitting respirators.
2. The supervisor must enroll the participant in the MU Occupational Health & Safety Program.
3. If respiratory PPE is required, the supervisor shall maintain an adequate supply of the N95 respirators in that exact model and size for use by the staff member.
4. After the initial fit testing is complete the supervisor must assure the staff member returns for annual fit testing.

B. Staff Member Responsibility

If a supervisor, OHSP physician, OHSP nursing staff, MU Biosafety Staff, or MU Industrial Hygiene staff identify a hazard which requires a staff member to wear a loose-fitting (PAPR or an N95) respirator as a part of their daily job responsibilities, the employee must complete the following:

1. Staff member must complete a Respirator Medical Evaluation Questionnaire provided by the MU OHSP Nurse 884-1048.
2. After the MU OHSP Nurse reviews the Respirator Medical Evaluation Questionnaire she may clear the staff member to wear a loose fitting respirator. If so, she will provide the staff member with an MU OHSP Respirator Review and Medical Clearance form.
3. The staff member must contact the EHS Industrial Hygiene staff at 882-7018 to schedule an appointment to be fit tested for N95 respirator use (no fit testing will be conducted for loose-fitting PAPRs). Information on requirements for the fit test will be provided at the time the appointment is scheduled
 - a. Bring a copy of the medical clearance to the fit test appointment.
 - b. Either know or bring along their Employee ID number.
 - c. Remove facial hair prior to testing (facial hair will interfere with the proper fitting of the respirator).
 - d. Do not smoke for at least 30 minutes prior to the scheduled fit test.
 - e. Call as soon as possible (preferably 24 hours notice) if you must cancel or reschedule your fit test.
 - f. Be at the testing site, Room #21 Research Park Development Building, on time for the test.
4. During the fit testing the staff member will also receive N95 respirator use training. Once the testing is complete the staff member and the tester will sign off on the testing report.

5. The staff member will be provided with a copy of the test report and information on the exact model and size of N95 respirator for which they have been tested. The staff member is responsible for notifying his supervisor of the exact model and size of respirator. The supervisor shall be required to maintain an adequate supply of the N95 respirator in that exact model and size for use by the staff member.
6. After the initial fit testing the staff member must complete the fit testing annually. The staff member must contact the 882-7018 number annually to schedule fit testing.

NOTE: If a tight-fitting respirator (full face or half mask) is required, the staff member must complete a pulmonary function testing as part of the clearance and testing. For a tight-fitting respirator the staff member must contact Mary Anderson/MU Pulmonary Medicine group at 882-9957 rather than the OHSP Nurse.

C. MU Occupational Health & Safety (OHSP) Nurse Responsibilities

1. The MU OHSP Nurse will assess the completed questionnaire and will provide the staff member and ehs@missouri.edu with a copy of an MU OHSP Respirator Review and Medical Clearance form or contact the staff member for further discussion.

D. Environmental Health and Safety (Front Office Staff) Responsibilities

1. EHS Front Office Staff must print the MU OHSP Respirator Review and Medical Clearance form received from the MU OHSP Nurse.
2. EHS Front Office Staff must complete an entry into the HIRE database at EHS>Employee>Medical Examination. The entry must note the EmplID, Exam Date (due one year), Exam Reason (RESP), Exam Result (S—satisfactory), and Hosp/Clinic (UHC). The comments section must be completed with a notation the staff member received a medical clearance from the MU OSHP Nurse and have been cleared for either “loose-fitting PAPR” or “N95” respirator use.
3. After the staff member has completed N95 respirator testing with the EHS Industrial Hygiene Staff a signed copy of the testing will be provided to the EHS Front Office Staff for filing in the fit test records file.

E. Environmental Health and Safety (Industrial Hygiene Staff) Responsibilities

1. EHS Industrial Hygiene Staff will schedule an appointment to conduct the fit testing and provide the staff member with information required the date of the testing.
2. EHS Industrial Hygiene Staff will provide N95 respirator use training during the N95 respirator fit testing.
3. Following the N95 respirator testing, the report generated must be signed by the EHS Industrial Hygiene Staff Member administering the test and the staff member being tested. A copy of the signed report will be provided to the staff member and a second copy will be provided to the EHS Front Office Staff.

NOTE: The MU computer support staff member will transfer data from N95 respirator fit testings into the HIRE database on a weekly basis. This will be done at the same time testing results from tight fitting respirators is transferred.

Step by Step Procedures (in order of occurrence):

1. Supervisor, OHSP Physician, OHSP Nurse, Biosafety Staff and or Industrial Hygiene staff conduct a risk assessment of lab procedures for a staff member.
2. The need for respiratory protection is identified during the risk assessment and the staff member is referred for medical clearance.
3. For medical clearance to wear a:
 - a. Tight-fitting respirator (half-mask or full face) medical clearance is scheduled through Pulmonary Medicine Clinic at 882-9957. One copy of clearance is provided to the staff member and a second copy is sent to EHS.
 - b. Loose-fitting respirator (N95 or PAPR) medical clearance is scheduled through OHSP at 884-1048. Once copy of the clearance is provided to the staff member and a second copy is sent to ehs@missouri.edu.
4. EHS Front Office staff enter the medical clearance information into HIRE.
5. Staff member calls 882-7018 to schedule a fit testing appointment with Industrial Hygiene staff.
6. On the date/time of the fit testing the staff member arrives at Room #21 Research Park Development Building with the following: medical clearance document, Employee ID number, clean shaving (no facial hair) and no smoking 30 minutes prior to testing time.
7. EHS Industrial Hygiene staff provide training and fit test the staff member.
8. EHS Industrial Hygiene staff provide specific model and size number of the mask to the staff member.
9. EHS Industrial Hygiene staff provide the EHS Front Office staff with a copy of the fit test for filing.
10. Staff member provides the Supervisor with the specific model and size of the mask.
11. Supervisor orders the specific size and model of mask and assures they are maintained in good supply for staff member use.
12. Staff member wears the specific N95 respirator each time he/she conducts the lab procedures for which he/she is required to wear the respirator.
13. EHS computer support staff transfer electronic fit test information from fit test computer to HIRE database.
14. Staff member returns annually for repeat of fit testing.

1. FOR UNIVERSITY STAFF MEMBERS:

- ✓ If this is your **First Fit Testing** you must bring a copy of a physician's written opinion that you may wear a respirator. **All respirators require a yearly fit test that you are responsible for scheduling.**
- ✓ If this is a **Re-fit** (you have had a fit test previously at MU Environmental Health & Safety) you are not required to bring a physician's written opinion that you may wear a respirator. **EXCEPTION: Asbestos workers** are required to undergo fit testing and medical monitoring annually and must provide a physician's written opinion that you may wear a respirator prior to each annual testing.
- ✓ If you are a **Campus Facilities** staff member you must bring a Fit Test Request Form with you to your visit. Contact your supervisor for the form.
- ✓ If you already have a respirator, you must bring your equipment with you to the fit test for inspection and repair, if needed.
- ✓ Bring your Employee ID number with you. Your Employee ID number is on your paystub. The number is 8-digits being with a "0" or a "1". We will use the ID number to enter your information into our system.
- ✓ If you do not have a parking permit for any location on Campus, you will need to stop by the front office at EHS in room 8 and purchase a parking permit at the current rate of \$4.00. If your department is going to pay for the permit, please have the departmental fiscal person call EHS at 882-7018 with billing information. If you choose not to obtain a parking permit, you will be responsible for any parking tickets/fines you receive from MUPD.

2. FOR NON UNIVERSITY STAFF MEMBERS

- ✓ If this is your initial (first) fit test at MU Environmental Health & Safety you may consider getting a physician's assessment to be medically cleared to wear a respirator---OSHA regulations require a Physician's opinion. You may contact Mary Andersen in the Department of Medicine-Pulmonary & Environmental Medicine (573) 882-9957 to schedule a medical clearance appointment.
 - ✓ The University has an adapter to complete fit testing for North Respirator equipment. We are able to complete testing for other equipment; however, you must provide your own quantitative fit test adapter. You may contact us at (573) 882-7018 to make special arrangements.
 - ✓ The fit test scheduled with the MU Environmental Health & Safety staff will be a fit testing only. EHS staff will not provide training on the use or limitations of a respirator.
 - ✓ Stop by the front office at EHS in Room 8 and purchase a parking permit at the current rate of \$4.00. If you choose not to obtain a parking permit, you will be responsible for any parking tickets/fines you receive from MUPD.
3. You must have no facial hair that interferes with the mask. When in doubt, remove facial hair.
 4. You must not smoke for at least 30 minutes before the scheduled fit test.
 5. You must provide 24 hours notice if the fit test is to be cancelled or rescheduled.
 6. Fit tests are administered by EHS Industrial Hygiene staff in Room 21 of the Research Park Development Building.

Please contact Environmental Health & Safety if you have any other questions at 573-882-7018.