

**Commander Navy Region Southwest
(CNRSW)**



**PROCEDURES AND GUIDELINES
GOVERNING THE CNRSW REGIONAL
RESPIRATORY PROTECTION PROGRAM**

- Ref:** (a) OPNAVINST 5100.23 Series
(b) CNRSWINST 5100.11 Series
(c) 29 CFR 1910.134
(d) 42 CFR 84

1. Program Administration. CNRSW Safety Headquarters is responsible for establishing a comprehensive Respiratory Protection Program (RPP) and appointing a qualified Regional Respiratory Protection Program Manager (RPPM). Assigned Assistant Respiratory Protection Program Managers (ARPPMs) are responsible for implementation, execution, and auditing of the Regional RPP at their Site. The customer activity's designated Respiratory Protection Program Assistant (RPPA) is responsible to administer and coordinate the Regional RPP at the workcenter level.

2. Medical Evaluation. All respirator users must be medically qualified prior to being issued respiratory protection equipment and periodically thereafter per the following schedule.

>35 years old	every 5 years
>35-45 years old	every 2 years
>45 years old	every year

Medical certification is obtained through the servicing medical treatment facility and must be documented in the individual's health record. A respirator user card or other certifying document will be issued by the servicing medical treatment facility to qualified individuals depicting the date of physical qualification.

3. Approved Respirators. Only respirators which are currently approved by the National Institute for Occupational Safety and Health (NIOSH) or NIOSH/Mine Safety and Health Administration (MSHA) shall be used.

4. Respirator Selection. Respirator selection is determined by assessing the nature of the hazard requiring respiratory protection. The cognizant Industrial Hygiene survey shall be used to determine the proper respirator and cartridge selection whenever possible. Navy policy no longer permits reliance on odor threshold and other warning properties as the sole basis for determining that an air-purifying respirator will afford adequate protection against exposure to gas or vapor contaminants. The three basic types of respirators are air-purifying, supplied-air, and self-contained.

5. Training and Fit Testing. The RPPM, ARPPM, and RPPA shall maintain a list of all personnel enrolled in the RPP.

Supervisors shall ensure their employees are current with the required medical certification, when required, and shall schedule training and fit testing on an annual basis. The servicing Site Safety Office will be fully responsible to provide ALL initial and annual refresher training and/or fit testing requirements.

a. The RPPM and ARPPM shall successfully complete one of the following training courses:

(1) Navy RPPM course, Respiratory Protection Program Management (A-493-0072)

(2) OSHA Training Institute Course 222 or 222A

(3) NIOSH Course 593

b. The RPPA shall successfully complete the Regional Respiratory Protection Program Assistant course.

c. Supervisors of respirator users shall successfully complete the Regional Respiratory Protection for Users course; this must be accomplished on an annual basis.

d. **All respirator users** shall successfully complete the Regional Respiratory Protection for Users course; this must be accomplished on an annual basis.

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6. Conditions for Respirator Users.

a. A person, who has facial hair (stubble, mustache, sideburns, beard, low hairline or bangs) which interferes with the face to facepiece sealing surface, or the proper functions of the respirator, shall not be permitted to wear a tight fitting respirator.

b. If scars, hollow temples, excessively protruding cheek bones, deep creases in facial skin, the absence of teeth or dentures or unusual facial configurations prevent a seal of a respirator facepiece to wearer's face, the person shall not be permitted to wear a tight fitting respirator.

7. Care of Respirator.

a. Cleaning/Sanitizing. Respirators issued for the exclusive use of an employee shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition. Respirators issued to more than one person for emergency purposes shall be cleaned and disinfected after each use.

b. Maintenance. Respirators must be checked for missing, deteriorated, and/or non-functioning parts.

c. Storage. Storage area shall be clean, cool, dry and away from damaging or contaminating chemicals and particulates (i.e. dust and dirt).

8. Emergency Situations.

a. Do not enter atmospheres of unknown concentration or confined spaces with a dust/ mist/fume or organic vapor respirator.

b. If respirator user feels dizzy or faint, leave the work area immediately and seek fresh air and medical attention.

9. Issuance of Respirators.

a. The respirator user's **supervisor** or **designated RPPA** will order and issue the appropriate respiratory protection equipment.

b. Respiratory protection equipment will not be issued for use until verification of successfully completing the following items: (Respirator Fit Test Card)

- (1) Periodic medical evaluation
- (2) Annual training
- (3) Annual fit testing

10. Voluntary Respirator Use. When respirators are not required, voluntary use of respiratory protection is allowed, if the respirators are **issued and controlled by** the ARPPM or RPPA and the following criteria are met.

(1) Annually provide respirator users with training, fit testing and a medical evaluation. **Personnel may not supply their own respirators.**

(2) NIOSH or NIOSH/MSHA approved respirators must be selected for the perceived hazard. **Only elastomeric respirators** (facepieces that are made of rubber-like synthetic polymer, such as silicone rubber) may be selected, approved and issued with the appropriate respirator cartridge for the perceived hazard.

(3) Filtering facepiece respirators (air-purifying respirators) with facepieces consisting of filter media are prohibited for use.

(4) Issuance of voluntary use respirators shall not be used as a justification for avoiding further evaluation of health hazards.

(5) Surgical masks do not provide protection against air contaminants and shall NEVER be used in place of a respirator.

11. Responsibilities.

a. Regional Respiratory Protection Program Manager (Headquarters):

(1) Develop training lesson plans and associated information.

(2) Evaluate annually, the regional respiratory protection program to ensure compliance with OPNAVINST 5100.23 (series), COMNAVREGINST 5100.11 (series), 29 CFR 1910.134 and 42 CFR 84.

(3) Establish and maintain current a COMNAVREGSW Respiratory Protection Guide.

(4) Ensure that the respiratory protection program provides a change schedule for chemical canisters/cartridges based on objective information or data that will ensure that canisters and cartridges are changed before the end of their service life.

b. Regional Safety Training Department (Headquarters). Distribute training materials to the Site Safety Offices.

c. Regional Metrics Department (Headquarters). Audit the effectiveness of the respiratory protection program at each Site.

d. Assistant Respiratory Protection Program Managers (Site Safety Office).

(1) Ensure that RPPAs are appointed in writing and qualified.

(2) Evaluate annually, the respiratory protection program at their Site to ensure compliance with OPNAVINST 5100.23 (series), COMNAVREGINST 5100.11 (series), 29 CFR 1910.134 and 42 CFR 84.

(3) Review and approve respiratory protection equipment purchase order requests including respirators issued for humanitarian / morale purposes (voluntary respiratory use).

(4) Conduct initial and annual refresher training and/or fit testing of all respirator users including respirators issued for humanitarian / morale purposes (voluntary respirator use).

(5) Conduct training for all designated RPPAs.

(6) Develop, in coordination with the RPPAs, Standard Operating Procedures (SOPs) governing the selection, care, issue and use of respirators.

(7) Coordinate with the servicing Industrial Hygiene Department to ensure they provide support to evaluate applicable work operations and processes requiring change schedules for chemical canisters/cartridges.

(8) Input all respirator data into the "OSHMAP" program, (i.e. medical exam date, training date, fit test date, respirator type, model, size and stressors exposed to requiring respirator usage).

(9) Provide a current Respirator User Roster to RPPAs, as required by the COMNAVREGSW Respiratory Protection Guide.

(10) Evaluate, with the assistance of the designated RPPA and the Industrial Hygienist, all operations that may cause or create respiratory hazards to determine the extent of hazards present and the need for respiratory protection.

e. Customer Activities/Program Managers/Department Managers:

(1) Appoint in writing, a RPPA to act as the activity's workcenter program coordinator.

(2) Ensure compliance with the CNRSW Respiratory Protection Program.

(3) Only fund and purchase respiratory protection equipment that has been approved by the CNRSW Site Safety Office ARPPM.

(4) Arrange and fund quarterly monitoring of compressed breathing air supplies (when applicable).

f. Respiratory Protection Program Assistants (Workcenter Program Coordinators):

(1) Complete Regional RPPA course (one time course, no periodic refresher required).

(2) Establish, staff, and maintain respirator equipment issue points ensuring proper storage.

(3) Issue only respirators and equipment that are currently approved by the National Institute for Occupational

Safety and Health (NIOSH) or NIOSH/Mine Safety and Health Administration (MSHA) including respirators issued for humanitarian/morale purposes (voluntary respirator use).

(4) Ensure the servicing Site Safety Office ARPPM approves purchase requests prior to ordering. One-time review and approval for recurring items.

(5) Inspect, maintain and store all respiratory protection equipment in a clean and sanitary condition.

(6) Track and monitor compliance with the recommended change schedules for chemical canisters/cartridges ensuring that canisters and cartridges are changed before the end of their service life.

(7) Complete and sign the Medical Evaluation Form. (Forward completed copy to Site Safety Office.)

(8) Ensure that all employees required to wear a respirator have been trained and fit tested prior to wearing a respirator and that employees receive refresher training and fit testing annually thereafter.

(9) Perform and document annual refresher training and quantitative fit testing. (Forward completed copy of roster to Site Safety Office.)

(10) Perform and document annual refresher training and qualitative fit testing. (Forward completed copy of roster to Site Safety Office.)

NOTE: Training provided to RPPAs will ONLY qualify them to conduct annual refresher training and fit testing, NOT initial training and/or fit testing. However, it is NOT REQUIRED of them to conduct, but provides activities the option for efficiency (i.e.. Not having employees to leave the job site and travel to classroom), at the request of several activities. This includes training for personnel who are issued respirators for humanitarian/morale purposes (voluntary respirator use).

(11) Maintain training rosters and fit test cards for all qualified employees.

(12) Maintain workcenter respiratory protection program COMNAVREGSW Respiratory Protection Guide as instructed during RPPA training.

(13) Develop, in coordination with the ARPPM Site Safety Office, worksite standard operating procedures (SOPs) and ensure that they are posted at the worksite.

(14) Where necessary, ensure that quarterly monitoring of Grade D breathing air is performed.

(15) Evaluate all operations, with the assistance of the ARPPM and the Industrial Hygienist, that may cause or create respiratory hazards to determine the extent of hazards present and the need for respiratory protection.

g. Supervisory Personnel:

(1) Ensure that all respirator users under their jurisdiction are provided with and wear the proper type of respiratory protection.

(2) Ensure that all respirator users are scheduled for medical appointments and attend respirator training and fit test.

(3) Ensure that all personnel issued respiratory protection equipment for humanitarian/morale purposes (voluntary respirator use) receive initial and annual training, fit testing and medical evaluations.

(4) Attend an initial Regional Respiratory Protection for Users course and annually thereafter.

(5) Inspect worksites to ensure that respiratory equipment is being used in accordance with the requirements of COMNAVREGSWINST 5100.11 (series).

(6) Ensure compliance with the recommended change schedules for chemical canisters/cartridges ensuring that canisters and cartridges are changed before the end of their service life.

h. Employees:

(1) Attend an initial Regional Respiratory Protection for Users course and annually thereafter.

(2) Use only the respiratory protection equipment approved by the Site Safety Office ARPPM.

(3) Follow the recommended change schedules for chemical canisters/cartridges ensuring that canisters and cartridges are changed before the end of their service life.

(4) Inspect, use, and maintain respiratory protection equipment as instructed during training received.

(5) Inspect respiratory protection equipment before and after each use and return equipment to the RPPA when no longer required or when any malfunction is noted.

(6) Attend scheduled medical appointments, respirator training, and fit testing.

(7) Perform user seal checks every time the respirator is donned (when applicable).

i. Servicing Medical Treatment Facility:

(1) Ensure that the medical qualification requirements of the Respiratory Protection program (RPP) are met per reference 15-1

(2) Provide occupational health professional support to evaluate applicable work operations and processes to develop required change schedules for chemical canisters/cartridges based on objective information or data.

RESPIRATORY PROTECTION FLOWCHART

