



2-4 USE OF RESPIRATORS

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 1-36 Officer Wellness Program
- ~~2-96 Clandestine Drug Laboratory and Indoor Marijuana Grow Investigations~~
- ~~6-11 Open Space Section~~

B. Form(s)

- Concerta Physical Examination
- ~~OSHA Respirator Medical Questionnaire~~ Concerta OSHA Respirator Medical Evaluation Questionnaire
- PD 4712 Respirator Fit Test Record

C. Other Resource(s)

- 29 C.F.R. § 1910.134 Respiratory Protection
- National Institute for Occupational Safety and Health (NIOSH)
- Occupational Safety and Health Administration (OSHA)

D. Rescinded Special Order(s)

None

2-4-1 Purpose

The purpose of this policy is to outline the procedures for the training, fitting, use, cleaning, and storage of air-purifying respirators issued and used by Albuquerque Police Department (Department) personnel. Procedures for ~~supplied~~ supplied ~~air systems~~ respirator are addressed separately in special unit policies and procedures.

2-4-2 Policy

It is the policy of the Department to provide the procedures for the selection, issuance, and use of air-purifying respirators to protect Department personnel from inhaling airborne hazards. It is also the policy of the Department to provide respirators to Department personnel to protect them from airborne hazards, and, therefore, must shall have a written respiratory protection program. ~~Respiratory Protection Program.~~

N/A

~~2-4-3~~ ~~2-4-3~~ Definitions

~~B.~~



A. The Program Administrator

The OSHA requires that one (1) person is designated as the Program Administrator who shall be responsible for the oversight of the respiratory program. The Program Administrator is the designated Department Safety Officer who meets the OSHA requirement to have one (1) person designated as the Program Administrator Department employee who has

The Program Administrator should be reasonably knowledgeable about airborne hazards, chemical exposure, respirators, and their uses and limitations.

B. Respiratory Protection Program Respiratory Protection Program

A written Department program that is compliant with the OSHA respiratory protection standard and provides respirators suitable for their intended purpose. The program provides procedures specific to the worksite intended to prevent Department personnel from inhaling harmful contaminants in the workplace. while on duty.

None

2-4-4 2-4-4 Medical Evaluations

Department personnel who are required to wear a respirator must shall pass a medical evaluation before being fit tested and permitted to wear a respirator on the job.

A.

1. Department personnel who show signs or symptoms that affect their ability to wear a respirator shall have a medical evaluation.

B. The mMedical Evaluation Procedures are as follows:

1. The medical evaluation will be conducted at by the City of Albuquerque Employee Health Center and is not valid for two (2) years.

2. The Program Administrator shall provide Department personnel with the Concentra's using the OSHA Respirator Medical Evaluation Questionnaire Certification questionnaire provided to the employee by the Program Administrator. Alternatively, Department personnel may obtain the questionnaire by requesting a copy from City or Employee Health Center employees personnel or at OSHA Certification Questionnaire OSHA Respirator Medical Evaluation Questionnaire Concentra OSHA Respirator Medical Evaluation Questionnaire, consistent with SOP Officer Wellness Program.

3. The Program Administrator shall get a recommendation from the Department's medical provider on whether or not personnel are medically able to wear a respirator.



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~~4. Department personnel shall be permitted to fill out the questionnaire in private, and on-duty. Department personnel shall either email or fax their completed questionnaires to the City Employee Health Center at (505) 768-2823 or call the Employee Health Center at (505) 768-4630, PLucero@Concentra.com or erika_vigil@concentra.com. Completed OSHA Certification Questionnaires are confidential and shall be either emailed or faxed to Employee Health at 505-768-2823.~~

~~a. If the Employee Health Center Department medical provider determines that a further medical exam is required, Employee Health Center personnel will contact the employee.~~

~~b. It will be given to a The form is to be emailed to the Department's medical provider without review by management.~~

~~If the OSHA Certification Questionnaire indicates to the Department medical provider that a further medical exam is required, employee health personnel will contact the employee;~~

~~The OSHA certification is valid for two (2) years.~~

~~5. Additional medical evaluations shall be done in the following situations when:~~

~~a. When Recommended by the Department medical provider;~~

~~b. A Department employee has Personnel difficulty shows signs of breathing difficulty; and~~

~~c. When There are Changes in work conditions that increase a Department employee's physical stress, such as high temperatures or greater physical exertion.; and~~

~~1. The Program Administrator shall get a recommendation from the Department medical provider on whether or not personnel are medically able to wear a respirator.~~

~~a. The OSHA certification is valid for two (2) years.~~

5 2-4-5 Selection and Fitting

A. Selection of Respirators

1. Respirators are selected on the basis of the hazards to which Department personnel are exposed and consistent with Occupational Safety and Health Administration (OSHA) requirements. Only National Institute for Occupational Safety and Health (NIOSH) certified respirators shall be selected and used.



2. The Department shall identify the potential of Department personnel to be exposed to airborne hazards as per consistent with their unit policies and procedures, and provide Department personnel with equipment sufficient for their protection.

The Program Administrator Shall:

The Program Administrator

OSHA requires that one (1) person is designated as the Program Administrator who shall be responsible for the oversight of the respiratory program. The Program Administrator is the designated Department Safety Officer.

The Program Administrator should be reasonably knowledgeable about airborne hazards, chemical exposure, respirators, and their uses and limitations.

The Program Administrator shall:

Keep track of respirator fit testing, use, storage, cleaning, and maintenance.;

The Department's respirator Program Administrator is the designated Department Safety Officer.

Other responsible supervisors include:

The Emergency Response Team (ERT) supervisors;

The Tactical Team supervisor;

The Crime Scene Specialist (CSS) supervisors & Major Crime Scene Team supervisors; and Field Services Bureau (FSB) supervisors.

Clandestine Lab Team's specialized procedures and Dive Team procedures for air supplied respirator shall be consistent with SOP Clandestine Drug Laboratory and Indoor Marijuana Grow Investigations and SOP Open Space.

The Department's respirator Program Administrator is the designated Department Safety Officer.

Other responsible supervisors include:

The Emergency Response Team (ERT) supervisors;

The Tactical Team supervisor;

The Crime Scene Specialist (CSS) supervisors & Major Crime Scene Team supervisors; and Field Services Bureau (FSB) supervisors.

Clandestine Lab Team's specialized procedures and Dive Team procedures for air supplied respirator shall be consistent with SOP Clandestine Drug Laboratory and Indoor Marijuana Grow Investigations and SOP Open Space.

Oversee the development of the respiratory program.;



~~The Program Administrator shall work with the chain of command of each unit that wears respirators, and make sure the respirator program is properly carried out at the workplace.~~

~~Evaluate the program regularly to make sure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change.; and~~

~~Ensure supervisors are trained and approved to conduct fit tests.~~

Fit Testing Procedures

C. Respirator Fitting Testing

1. Department Personnel who are required to wear respirators shall:

~~Be~~ be fit tested :

~~Prior to being allowed to wear any respirator with a tight fitting face piece; or w~~
a. When there are changes in Department personnel the employee's physical condition that could affect how the respiratory fits (e.g., significant change in body weight, facial scarring, etc.); :

~~Be~~

~~Personnel shall be f~~
b. Personnel shall be fit tested with the make, model, and size of respirator that they shall actually wear in the field; and

~~Personnel shall be~~
c. Personnel shall be provided with different sizes and available models of respirators so that they may find an optimal fit.; and

2. The Program Administrator shall:

~~irritant smoke shall be used~~
a. Use irritant smoke shall be used to accomplish the qualitative fit-testing protocol; and

~~Follow~~

~~The Program Administrator shall u~~
b. Use fit test procedures shall be that are consistent with OSHA r Regulations on regulatory protection Section 1910.134.

7 2-4-6 Training

A. Training on the Use of Respirators

1. The Program Administrator shall:

~~P~~
a. Provide training to respirator users and their supervisors on the contents of the Respiratory Protection Program Respiratory Protection Program and their supervisory responsibilities under the program; and

~~b~~
b. Document respirator training.



i. The documentation shall include the type, model, and size of respirator that personnel have been trained and fit tested for.

2. Department personnel shall:

a. ~~Be are~~ trained prior to using a respirator in the workplace on:

- i. Proper respirator selection for ~~the~~ particular hazards; and
- ii. The ~~p~~rocedures for the proper use of respirators in routine and reasonably foreseeable emergencies, such as clandestine laboratory hazardous materials (HAZ-MAT) handling, crime scene processing, or riot control situations.

b. ~~Department p~~ersonnel ~~must~~ shall ~~d~~emonstrate their understanding of the topics covered in the training.

3. Supervisors over the following areas ~~of the specific units~~ within the Department shall assist the Program Administrator with training of the specific hazards associated with their special capacities of law enforcement. ~~The units include:~~

- a. ~~including the~~ Clandestine Laboratory Team;
- b. Crime Scene Specialist (CSS) Unit;
- c. Emergency Response Team (ERT);
- d. Field Services Bureau (FSB) personnel.
- e. Major Crime Scene Team (MCST);
- f. ~~Open Space Unit Dive Team; and~~
- g. ~~Special Weapons and Tactics (SWAT) Special Operations Division;~~
- ~~Emergency Response Team (ERT);~~
- ~~Crime Scene Specialist (CSS) Unit;~~
- ~~Major Crime Scene Team (MCST); and~~
- ~~Field Services Bureau (FSB) personnel.~~

The Program Administrator shall ~~documents~~ respirator training.

The documentation shall include the type, model, and size of respirator that personnel have been trained and fit tested for.

7 2-4-6 Use of Respirators
2-4-7

N/A Training on the use of respirators

Respirators are typically used in three (3) different situations:

Routine or regular exposure to processes or activities involving airborne hazards;



~~Infrequent, but predictable occasions where there is an airborne hazard exposure and emergencies; and~~

~~Respirator use by employees shall be mandatory where respiratory hazards exist, to protect the employee's health.~~

The Program Administrator

~~OSHA requires that one (1) person is designated as the Program Administrator who shall be responsible for the oversight of the respiratory program.~~

~~The Program Administrator should be reasonably knowledgeable about chemical exposure, respirators, and their uses and limitations.~~

Respirator Training

~~The Program Administrator shall provide training to respirator users and their supervisors on the contents of the Respiratory Protection Program and their responsibilities under it.~~

~~Department personnel shall be trained prior to using a respirator in the workplace on:~~

- ~~a. Proper respirator selection for the particular hazards; and~~
- ~~b. Procedures for proper use of respirators in routine and reasonably foreseeable emergencies, such as clandestine lab hazardous materials (HAZMAT) handling, crime scene processing, or riot control situations;~~

~~Personnel must demonstrate their understanding of the topics covered in the training.~~

~~Supervisors of the specific units within the Department shall assist the Program Administrator with training of the specific hazards associated with their special capacities of law enforcement including the Clandestine Lab, Dive Team, SWAT, ERT, CSS, and FSB.~~

~~Personnel must demonstrate their understanding of the topics covered in the training.~~

~~The Program Administrator shall document respirator training.~~

~~and the documentation shall include the type, model, and size of respirator for which these personnel have been trained and fit tested for.~~

~~Personnel Responsibilities for Use of Respirators General Rules~~

~~A. Respirators are typically used in three (3) different types of situations:~~



—Routine or regular exposure to processes or activities involving airborne hazards;
and

1.

—Infrequent but predictable occasions where there is an airborne hazard exposure and emergencies; and

2.

—Department personnel must use a respirator where respiratory hazards exist in order to protect the employee’s health.

B.

5

The Program Administrator

OSHA requires that one (1) person is designated as the Program Administrator who shall be responsible for the oversight of the respiratory program. The Program Administrator is the designated Department Safety Officer.

The Program Administrator should be reasonably knowledgeable about airborne hazards, chemical exposure, respirators, and their uses and limitations.

C. The Program Administrator shall:

1. Keep track of respirator fit-testing, use, storage, cleaning, and maintenance;

2. Oversee the development of the ~~respiratory protection program~~ Respiratory Protection Program;

a. The Program Administrator shall work with the chain of command of each unit that wears respirators, and make sure the ~~respiratory protection program~~ Respiratory Protection Program is properly carried out at the workplace.

3. Evaluate the ~~respiratory protection program~~ Respiratory Protection Program regularly to make sure procedures are followed, respirator use is monitored and respirators continue to provide adequate protection when job conditions change; ~~and and~~

4. Ensure supervisors are trained and approved to conduct fit tests; ~~and; and~~

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—

5. ~~Ensure supervisors over of the following bureau, divisions, units, and teams~~ areas assist with adhering to the Respiratory Protection Program requirements. ~~Responsible Supervisors:~~



- ~~— The Emergency Response Team (ERT) supervisors;~~
- ~~— The Tactical Team Special Operations Divisions supervisor;~~
- ~~— The Crime Scene Specialist (CSS) Unit;~~
- ~~— supervisors & Major Crime Scene Team (MCST) supervisors; and;~~
- ~~— Field Services Bureau (FSB) supervisors;~~
- ~~— Clandestine Lab Team; and~~
- a. ~~Open Space Unit's specialized procedures and Dive Team. Clandestine Laboratory Team;~~
- b. Crime Scene Specialist (CSS) Unit;
- c. Emergency Response Team (ERT);
- d. Field Services Bureau (FSB) personnel.
- e. Major Crime Scene Team (MCST);
- f. Open Space Unit Dive Team; and
- g. Special Operations Division.

~~procedures for air supplied respirator shall be consistent with SOP Clandestine Drug Laboratory and Indoor Marijuana Grow Investigations and SOP Open Space~~

~~Personnel shall not wear tight-fitting respirators if they have any condition that prevents them from achieving a good seal; and~~

~~Personnel shall not wear headphones, jewelry, or other articles that may interfere with the face piece to face seal.~~

D. Supervisors shall:

1. Be responsible for ensuring that the ~~respiratory protection program~~ Respiratory Protection Program is implemented in their units;
2. Be knowledgeable about the ~~respiratory protection program~~ Respiratory Protection Program and ensure that the ~~respiratory protection program~~ Respiratory Protection Program is understood and followed by the personnel in their chain of command;
3. Ensure that personnel under their supervision have received appropriate training, fit testing, and a medical evaluation;
4. Ensure the availability of appropriate respirators and accessories;
5. Be aware of tasks requiring the use of respiratory protection, as well as other necessary Personal Protection Equipment (PPE);
6. Enforce the proper use of respiratory protection when necessary;
7. Ensure that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan and manufacturer instructions which are included with the respirators, or available on the manufacturers web page;



8. Ensure that respirators fit well and do not cause discomfort;
9. Continually monitor work areas and operations to identify possible respiratory hazards; and
10. Coordinate with the Program Administrator on how to address respiratory hazards or other concerns regarding the ~~respiratory protection program~~ Respiratory Protection Program.

E. Maintenance

1. ~~The~~ Department personnel shall:

- a. ~~have the responsibility~~ Be responsible for wearing their respirator when and where they are required and in the manner in which they were trained;
~~Personnel must also:~~
- b. Care for and maintain their respirators as instructed;
- c. Store respirators in a cool, clean, secure dry area, and consistent with the manufacturer's recommendations; =
~~and Store them in a clean, sanitary location;~~
- d. ~~Personnel shall~~ Ensure respirators are cleaned, maintained, and disinfected after use in a hazardous environment, and as often as necessary consistent with the manufacturer recommendations; =
- e. Change canisters after use in hazardous environments per the manufactures requirement;
- f. Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly;
- g. Inform their supervisor or the Program Administrator of any respiratory hazards that they feel may not be adequately addressed in the workplace and of any other concerns that they have regarding the ~~respiratory protection program~~ Respiratory Protection Program; and
- h. Inform their supervisor of a need for a medical reevaluation; =
- i. Leave the work area and go to a safe area to maintain their respirator for the following reasons:
 - i. To clean their respirator if the respirator is impeding their ability to work;
 - ii. To change filters or cartridges; and
 - iii. To inspect the respirator if it stops functioning as intended.
- j. ~~Personnel shall~~ Use their respirators under conditions specified by the respiratory protection ~~is~~ program, under the direction of the manufacturer's recommendations, and consistent with the training they receive on the use of the particular model;
- k. ~~Personnel must~~ Conduct positive or negative pressure user seal checks each time that they wear their respirator; and



~~Personnel must leave the work area and go to a safe area to maintain their respirator for the following reasons:~~

- ~~To clean their respirator if the respirator is impeding their ability to work;~~
- ~~To change filters or cartridges; and~~
- ~~To inspect the respirator if it stops functioning as intended.~~

~~1. Personnel shall, when feasible, notify their supervisor prior to leaving the work area to perform respirator safety checks or maintenance.~~

2. Department Personnel shall not:

a. Use the respirator in a manner for which it is not certified by NIOSH or by its manufacturer;

1. Personnel shall not wear tight-fitting respirators if they have any condition that prevents them from achieving a good seal; or and

b.

c. Personnel shall not wear headphones, jewelry, or other articles that may interfere with the face piece-to-face seal.

~~C. Personnel must conduct positive or negative pressure user seal checks each time that they wear their respirator;~~

~~C.~~

~~C. Personnel must leave the work area and go to a safe area to maintain their respirator for the following reasons;~~

~~C.~~

~~C. To clean their respirator if the respirator is impeding their ability to work;~~

~~C. To change filters or cartridges; and~~

~~C. To inspect the respirator if it stops functioning as intended.~~

~~C.~~

~~C. Personnel shall, when feasible, notify their supervisor prior to leaving the work area to perform respirator safety checks or maintenance;~~

~~_____~~

~~The supervisor duties include Responsible Supervisors;~~

~~_____~~

~~_____~~

~~_____~~

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The Emergency Response Team (ERT) supervisors;

The Tactical Team supervisor;



~~The Crime Scene Specialist (CSS) supervisors & Major Crime Scene Team supervisors; and~~

~~Field Services Bureau (FSB) supervisors;~~

~~Supervisors shall:~~

~~Supervisors areBe responsible for ensuring that the respiratory protection program is implemented in their units;~~

~~Supervisors mustBe be knowledgeable about the program and ensure that the program is understood and followed by the personnel under their charge;~~

~~Ensuring that personnel under their supervision have received appropriate training, fit testing, and medical evaluation;~~

~~Ensuring the availability of appropriate respirators and accessories;~~

~~Being aware of tasks requiring the use of respiratory protection, as well as other necessary Personal Protection Equipment (PPE);~~

~~Enforcing the proper use of respiratory protection when necessary;~~

~~Ensuring that respirators are properly cleaned, maintained, and stored according to the respiratory protection plan and manufacturer instructions which are included with the respirators, or available on the manufacturers web page;~~

~~Ensuring that respirators fit well and do not cause discomfort;~~

~~Continually monitoring work areas and operations to identify possible respiratory hazards; and~~

~~Coordinateing with the Program Administrator on how to address respiratory hazards or other concerns regarding the program.~~

~~Clandestine Lab Team's specialized procedures and Dive Team procedures for air supplied respirator shall be consistent with SOP Clandestine Drug Laboratory and Indoor Marijuana Grow Investigations and SOP Open Space~~

~~Department Personnel DutiesResponsibilities for Respirator Use:~~

~~Department personnel have the responsibility to wear their respirator when and where required and in the manner in which they were trained. Personnel must also:~~

~~Care for and maintain their respirators as instructed and store them in a clean, sanitary location;~~



- ~~Inform their supervisor if the respirator no longer fits well, and request a new one that fits properly;~~
- ~~Inform their supervisor or the program administrator of any respiratory hazards that they feel may not be adequately addressed in the workplace and of any other concerns that they have regarding the program; and~~
- ~~Inform their supervisor of a need for a medical reevaluation.~~

Personnel Responsibilities for Respirator Use:

~~Personnel shall use their respirators under conditions specified by this program, under the direction of the manufacturer's recommendations, and consistent with the training they receive on the use of the particular model;~~

~~Personnel shall not use the respirator in a manner for which it is not certified by NIOSH or by its manufacturer;~~

~~The employee Personnel must conduct positive or negative pressure user seal checks each time that they wear their respirator;~~

~~The employee Personnel must leave the work area and go to a safe area to maintain their respirator for the following reasons;~~

- ~~To clean their respirator if the respirator is impeding their ability to work;~~
- ~~To change filters or cartridges; and~~
- ~~To inspect the respirator if it stops functioning as intended.~~

~~Personnel shall, when feasible, notify their supervisor prior to leaving the work area to perform respirator safety checks or maintenance;~~

~~Personnel shall not wear tight fitting respirators if they have any condition that prevents them from achieving a good seal; and~~

~~Personnel shall not wear headphones, jewelry, or other articles that may interfere with the face piece to face seal.~~

7

Cleaning and

Maintenance of Respirators

~~Personnel shall ensure respirators are cleaned, maintained, and disinfected after use in a hazardous environment, and as often as necessary consistent with the manufacturer recommendations.~~

7

Storage of Respirators

~~Personnel shall store respirators in a cool, clean, secure dry area, and consistent with the manufacturer's recommendations.~~



7

~~Change Schedule~~

~~Personnel shall change canisters after use in a hazardous environments per the manufactures requirement.~~

~~Storage of Respirators~~

~~Personnel shall store respirators in a cool, clean, secure dry area, and consistent with the manufacturer's recommendations.~~

7

F. Defective Respirators

1. Department personnel shall immediately take respirators that are defective or have defective parts out-of-service.

a. Respirators that are removed from service shall be stored separately or otherwise marked so that they are not inadvertently reissued prior to repairs being conducted.

2. If, during an inspection, Department personnel discover a defect in a respirator, they are to shall bring the defect to their supervisor's attention of their supervisor.

a. Department personnel shall be given a replacement of the same make, model, and size.

5 2-4-8 2-4-7 Regular Evaluation of the Effectiveness of the Respiratory Protection Program
~~Program Evaluation~~

Program Evaluation

~~Procedures for Regularly Evaluation of ng the eEffectiveness of the Rrespiratory Pprogram;~~

~~The Program Administrator and sSupervisors shall conduct periodic evaluations of the workplace to ensure that the provisions of the is respiratory protection program Respiratory Protection Program are being implemented.~~

A.

The evaluations shall include regular consultations with Department personnel who use respirators and their supervisors, site inspections, air monitoring, and a review of records; and:

1.



The Program Administrator shall identify and address and problems and note it the inspection log.

2.

These findings shall be reported to the employee's chain of command.

a. The report shall list plans to correct deficiencies in the respiratory protection program Respiratory Protection Program and target dates for the implementation of those corrections.

~~2-4-8~~ Documentation and Record Keeping

2-4-9

5 A. ~~The Program Administrator shall: Documentation and Record Keeping~~

~~The Program Administrator shall maintain copies of training materials and fit test records; and~~

1.

a. These records shall be updated as new personnel are trained, as existing personnel receive refresher training, and as new fit tests are conducted.

~~2. The Program Administrator shall only retain the physician's written recommendation regarding personnel's ability to wear a respirator.~~

B. The completed medical questionnaire OSHA Respirator Medical Evaluation Questionnaire and the physician's documented findings are confidential and shall remain at the Employee Health Center.

~~The Program Administrator shall only retain the physician's written recommendation regarding personnel's ability to wear a respirator~~