University of Arizona Respiratory Protection Process

All UA employees must use the following process to be evaluated, cleared, trained, fit tested, and purchase respirators at the University of Arizona in response to the COVID-19 pandemic:

Complete the online respiratory protection assessment form
Complete the online medical evaluation questionnaire
Schedule and complete training and fit testing
Purchase respirators from FM Warehouse

Research Laboratory and Safety Services (RLSS), Risk Management Services (RMS), Occupational Health (OH), and Facilities Management (FM), have partnered together to ensure a safe and compliant respiratory protection program at the University of Arizona.

<table>
<thead>
<tr>
<th>Department</th>
<th>Roles &amp; Responsibilities</th>
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<tbody>
<tr>
<td>Research Laboratory &amp; Safety Services (RLSS)</td>
<td>Perform hazard assessments, select appropriate respiratory protection equipment, and provide limited respirators for fit-testing procedures.</td>
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<tr>
<td>RESEARCH STAFF &amp; STUDENTS</td>
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<tr>
<td>Risk Management Services (RMS)</td>
<td>Perform hazard assessments, select appropriate respiratory protection equipment, and provide limited respirators for fit-testing procedures.</td>
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<tr>
<td>NON-RESEARCH STAFF &amp; STUDENTS</td>
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<tr>
<td>Occupational Health (OH)</td>
<td>Provides the OSHA mandated medical clearances.</td>
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<tr>
<td>Facilities Management (FM)</td>
<td>Procures and distributes personal protective equipment (PPE) in response to the COVID-19 pandemic.</td>
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Last updated 1/19/2021
Respiratory protection can only be supplied to users if all OSHA-mandated steps are followed:

1. **Hazard Assessment**

   In order to determine if and what type of respiratory protection is needed, Research Laboratory and Safety Services (RLSS) or Risk Management Services (RMS) must provide a documented (official letter, email, etc.) hazard assessment to UA Occupational Health.
   
   a. Due to extreme PPE shortages caused by the COVID-19 pandemic, part of the assessment will be to determine if you currently or will have an adequate supply of respiratory protection for fit-testing and regular use.
   
   b. **To begin the process, complete the online respiratory protection assessment form as soon as possible.**
      
      i. Research lab staff may alternatively contact RLSS at rlss-ppe@arizona.edu.
      
      ii. Other University staff may alternatively contact RMS at RMS-risk@arizona.edu.
      
      iii. For questions or concerns, please email RLSS or RMS; remember to include your name, reason for respirator, and number of employees needing respiratory protection.

2. **Medical Evaluation and Clearance**

   The next OSHA requirement for use of respirators in the workplace is to have all workers evaluated and medically cleared to use respiratory protection.

   a. This is completed after you have submitted your request for a hazard assessment, as per the step above.

   b. **Once your hazard assessment is complete and approved (as confirmed by RLSS or RMS staff via phone or email), complete and submit the online OSHA medical evaluation questionnaire.**

   c. You will need a UA NetID to login in. Please log in if/when prompted.

   d. Create an account if you have not already done so. Please enter your UA email address in the appropriate field
      
      - Click on "My Forms"
      
      - Choose 105 - OSHA Respirator.
      
      - Click "Initiate Form"
      
      - Please complete the form
      
      - **Click "Submit Form" when finished.**

3. **Training and Fit testing**

   Once medically cleared, OSHA mandates that all workers receive a fit test to ensure the respirator will protect the worker from their workplace hazards.

   a. You will be provided the information to register for fit testing either directly from Occupational Health once you have been medically cleared (via email) OR directly by RLSS (researchers) or RMS (non-researchers). Respirator training is provided concurrently with the fit testing (online training currently in development).

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i. You must either:
   1. **Bring your own respirators** to your appointment, **OR**
   2. **Purchase a single respirator** via Account-to-Account transfer. This will occur after the appointment has been concluded.
      a. Please be aware that the style and sizes available from RLSS and FM are extremely limited, and you may not be able to successfully fit test into those available. Workers must never use a respirator that has not passed a fit test as there is no verification that it will adequately protect them.
      b. Purchases may be covered by FM and the CARES act if respirators will be used to furnish a safe workplace, NOT for routine activities like research experiments that have always required respiratory protection.

b. Once you have had a successful fit test, you are authorized to wear your respiratory protection at work and may **contact FM** to purchase a supply of respirators.
   i. The respirator that is used for a successful fit test will be sent with you at the time of fit testing. You will then be charged for the price of that respirator along with additional respirators purchased directly from FM.
   ii. You must provide proof of your fit test (fit test wallet card, provided to you after a successful fit test) to FM at the time of purchase or your order will not be fulfilled.

4. **Annual recertification**

OSHA mandates that this process be **completed on at least an annual basis**, to ensure the respiratory protection is still required and adequate for the intended uses and that the respirator still properly fits the worker.
   a. **Annual fit testing requirements for N95s or other “face-filtering respirators” are delayed due to the COVID-19 pandemic.**
   b. If you utilize a gas mask/non-N95 respirator, believe your respirator no longer fits you, and/or you are performing a task with new respiratory hazards, please rlss-ppe@arizona.edu request an annual fit-test.
PPE Form received by Facilities Management

N95 or other respiratory protection
- Contact RLSS or RMS for assessment and fit-testing
  - NOTE: FM will not fulfill orders without proof of fit-testing
- Furnish fit-test card to FM for fulfillment and PPE distribution

All other PPE
- Fulfill request and distribute PPE