Directions for Enrolling in the UCSB Respiratory Protection Program

Per the UCSB Respiratory Protection Policy (P-5440), the Office of Environmental, Health and Safety (EH&S) must issue, and approve the use of, all respiratory protection equipment used by campus personnel. Furthermore, all individuals required to use respiratory protection equipment to reduce exposure below applicable exposure limits, shall be enrolled UCSB Respiratory Protection Program (RPP). In order to be enrolled in the RPP individuals must complete all training, medical evaluation and fit testing requirements outlined below. Please contact the RPP using the contact information at the bottom of the page if you have any questions.

Step 1: Email the RPP (RPP@ehs.ucsb.edu) with the following information regarding the prospective respirator user:

   a. Employee’s full name.
   b. Supervisor and department name.
   c. A valid Recharge Number (8-_____ - ____-____-__) for medical evaluation (currently $28 if necessary) and any respiratory protection equipment issued by EH&S.
   d. Name and Safety Data Sheets (SDSs) for the hazardous substance(s) which it is believed will necessitate the use of respiratory protection.
   e. Summary of the operation(s) to be performed while using the respirator.
   f. Estimated frequency and duration of respirator use.
   g. If humidity and/or temperature extremes will be encountered while wearing the respirator.
   h. Additional Personal Protective Equipment (PPE) to be required during respirator use if applicable.

This information will be used to determine if respiratory protection is required, and if so, which type. If additional information is required you will be notified. If not, a login ID number for the online respirator medical evaluation will be provided.

Step 2: Once you have a login ID number, go to www.respexam.com and click on the link for employees. Enter your login ID and complete the medical questionnaire. Please contact the RPP or 3M at 1-800-383-3393 if you have any questions regarding the medical evaluation process.

Step 3: If you are cleared for respirator use, proceed to Step 4. If you are not cleared for use, contact the RPP for further directions.

Step 4: Review and familiarize yourself with UCSB’s Respiratory Protection Manual which can be accessed online at:
**Step 5:** Complete the online Respiratory Protection Program Training by following the steps below:

1. Using a compatible internet browser (Internet Explorer 6.0 and above, Google Chrome, Firefox 2.0 on Windows XP, not Netscape) enter http://learningcenter.ucsb.edu/default.aspx in the Address box and press Enter. **Important Note:** The browser must be set to allow/enable cookies (small text files that store messages). It is also recommended that you disable pop-up blockers, which can affect the function of the Learning Center application. Upon first login to the Learning Center, the program may detect the existence of pop-up blockers and remind you to disable them.

2. Follow the instruction for logging into the Learning Center. (For UCSB employees your UCSBnetID is your online identity for accessing the UCSB Directory, Corporate Time, Kronos, and other UCSB online systems and services.)

3. To find the Respiratory Protection course, search for: Respiratory

4. Click on the little arrow next to the title "Using Respiratory Protection" then click on the "Using Respiratory Protection" eCourse and click "Submit"

5. Check the box at the bottom of the window and click "Submit"

6. Click "Start" and follow the prompts to complete the training.

**Step 6:** Make an appointment for respirator fit testing by emailing the RPP at RPP@ehs.ucsb.edu or call 893-3743, you will be issued your respirator at this time. **There may be no facial hair between the respirator’s seal and the user’s face. Men must be clean shaven at the time of fit testing and whenever they use their respirator.** Per OSHA regulations, fit testing will not be conducted for employees with interfering facial hair. Fit-testing typically takes less than 30 minutes but on rare occasions it may take longer.

If you have any questions regarding these directions please email the Respiratory Protection Program at RPP@ehs.ucsb.edu or call 893-3743 or 893-8787.