

## 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 UCSB 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 the 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:** Per Cal/OSHA regulations, a documented Job Hazard Assessment (JHA) or Standard Operating Procedure (SOP) shall be developed for each job task using hazardous substances or requiring the use of Personal Protective Equipment (PPE). At a minimum, the JHA/SOP must include a description of the job task, its frequency and duration, a list of real and potential hazards, and required PPE. The JHA/SOP process should focus on eliminating or reducing hazards where possible through the use of product substitution, and engineering and administrative controls. Employees must receive documented training covering hazards and required PPE related to their job tasks. To assist supervisors in this process, the Respiratory Protection Program has created the Respiratory Protection Job Hazard Assessment and PPE Training Tool available here:

[https://www.ehs.ucsb.edu/files/docs/ih/Respirator\\_Job\\_Hazard\\_Assessment\\_&\\_PPE\\_Training\\_Tool.pdf](https://www.ehs.ucsb.edu/files/docs/ih/Respirator_Job_Hazard_Assessment_&_PPE_Training_Tool.pdf)

EH&S will provide JHA/SOP development assistance upon request. Additional information on completing a JHA can be found here: <http://www.osha.gov/Publications/osha3071.pdf>

**Step 2:** Email the RPP ([RPP@ehs.ucsb.edu](mailto:RPP@ehs.ucsb.edu)) with the following information regarding the prospective respirator user:

- a. Individual's full name.
- b. Employee or Student ID number.
- c. Supervisor's and department's name.
- d. A valid Recharge Number (8-\_\_\_\_\_ - \_\_\_\_\_ - \_) for medical evaluation (currently \$28) and any respiratory protection equipment issued by EH&S.
- e. A completed JHA or SOP for the task(s) to be performed while using respiratory protection, with documentation of employee training included.
- f. Safety Data Sheets (SDSs), or other hazard information for the materials which it is believed the use of respiratory protection will be needed.
- g. If humidity (less than 30% or greater than 65%) or temperature (less than 50F or greater than 77F) extremes will be encountered while wearing the respirator.

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 3:** Once you have a login ID number, go to [www.respexam.com](http://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 4:** If you are cleared for respirator use, proceed to Step 5. If you are not cleared for use, contact the RPP for further directions.

**Step 5:** Review and familiarize yourself with UCSB's Respiratory Protection Manual which can be accessed online at: [www.ehs.ucsb.edu/files/docs/ih/Resp\\_Protection\\_Manual.pdf](http://www.ehs.ucsb.edu/files/docs/ih/Resp_Protection_Manual.pdf)

**Step 6:** Employees working with hazardous substances outside of a laboratory must be included in the UCSB Hazard Communication Program (HCP). HCP requirements include training, an inventory of hazardous substances, proper labeling and readily available SDS sheets. Below are instructions on how to complete documented Hazard Communication training online through the UCSB Learning Management System (LMS). Additional HPC information and requirements can be found here:

<http://www.ehs.ucsb.edu/ih/hazard-communication-program>

- a. Using a compatible internet browser (see link below for updated list) enter <https://www.learningcenter.ucsb.edu/> in the Address box and press Enter.

**Important Note: Browsers 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. For more information about Learning Center computer requirements and compatible browsers go to:**

<https://www.learningcenter.ucsb.edu/faq/learning-center-computer-requirements>

- b. 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.
- c. To find the Hazard Communication course, search for: Hazard Communication
- d. Click on the little arrow to the left of the training you would like to complete, click on the title of the eCourse, then click on the register button.
- e. Check the box at the bottom of the window and click "Submit."
- f. Click "Start" and follow the prompts to complete the training.

**Step 7:** Make an appointment for respirator fit testing by emailing the RPP at [RPP@ehs.ucsb.edu](mailto: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 users 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 individuals 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](mailto:RPP@ehs.ucsb.edu) or call 893-3743 or 893-8787.