

Directions for Enrolling in the UCSB Respiratory Protection Program

Per the UCSB Respiratory Protection Policy (P-5440), supervisors must ensure that all use of respiratory protection equipment by their direct reports has been reviewed and approved by the Office of Environmental, Health, and Safety (EH&S). All individuals required to use respiratory must be enrolled [UCSB Respiratory Protection Program](#) (RPP) and up to date on all requirements. To enroll in the program, individuals must complete a respirator medical evaluation, respirator fit testing, and the training requirements outlined below. Please contact the RPP using the contact information at the bottom of the page if you have any questions.

Step 1: Obtain a JHA or SOP from your supervisor\PI

Per Cal/OSHA regulations, a documented Job Hazard Assessment (JHA) or Standard Operating Procedure (SOP) must be developed for each job task using hazardous substances or requiring the use of Personal Protective Equipment (PPE). At a minimum, the JHA or 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 identifying and reducing hazards by following the [Hierarchy of Controls](#). Employees must receive documented training covering hazards and required PPE related to each job task. 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/ih/respiratory-protection-program>

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: Submit a UCSB RPP Enrollment Form using the link below:

<https://forms.gle/fAF46eh6Y1ehaeqa7>

You will need the following information to complete the form:

- a) Respirator User's full name, UCSB ID number, and email address;
- b) Department and Supervisor's name;
- c) A valid Recharge Number (8-_____ - _____ - _) for medical evaluation (currently \$29) and any respiratory protection equipment issued by EH&S.
- d) A completed JHA or SOP for the task(s) to be performed while using respiratory protection, with documentation of employee training included.
- e) Safety Data Sheets (SDSs), or other hazard information for the materials to which individuals may be exposed.
- f) Find out if humidity (less than 30% or greater than 65%), temperature (less than 50F or greater than 77F), or oxygen-deficient atmospheres will be encountered while wearing the respirator.
- g) Attain a list of PPE that will be worn in addition to respirator when performing tasks.

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 to the User.

Step 3: Complete the online medical evaluation

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 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 the RPP Manual

Familiarize yourself with the “UCSB Respiratory Protection Manual” which can be accessed online at:

<https://www.ehs.ucsb.edu/programs-services/industrial-hygiene/respiratory-protection-program>

As an employee/student please pay special attention to “G. Fit testing” pg. 13, “H. Respiratory Use” pg. 13, and “I. Equipment Maintenance and Care” pg. 15. in order to better prepare for fit test.

Step 6: Enroll in the UCSB Hazard Communication Program (non-laboratory personnel only)

Employees working with hazardous substances not covered by a laboratory Chemical Hygiene Plan must be included in the UCSB Hazard Communication Program (HCP). HCP requirements include training, an inventory of hazardous substances, proper labeling, and readily available safety data sheets. Below are instructions on how to complete documented Hazard Communication Program training online through the UCSB Learning Management System (LMS). Additional HCP 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). We also recommend that you disable pop-up blockers, which can affect the function of the Learning Center application. Upon the 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: Respirator Fit Test and Training

Make an appointment for respirator fit testing by emailing the RPP at ehs-ih@ucsb.edu or by calling (805)893-3743; you will be issued your respirator at the time of your fit test. There must be no facial hair between the user's respirator's seal and their face. Please review the [CDC's Guide to Acceptable Facial Hair](#) and ensure that you have shaved according prior to coming to your appointment. Per OSHA regulations, fit testing will not be conducted for individuals with interfering facial hair. Users must also bring any PPE or other equipment/clothing that may interfere with respirator fit. 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 ehs-ih@ucsb.edu or call 893-3743 or 893-8787.