



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-4

Effective: 11/10/2021

Review: 11/10/2022

Replaces: 05/10/2019

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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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

B. Form(s)

[Concentra Physical Examination](#)

[Concentra 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D. Rescinded Special Order(s)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 air respirator are addressed separately in special unit policies and procedures.

2-4-2 Policy

It is the policy of the Department to be in compliance with Occupational Safety and Health Administration (OSHA) regulations and 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, shall have a written Respiratory Protection Program.

N/A

2-4-3 Definitions

A. Program Administrator

The Department Safety Officer who meets the OSHA requirement to have one (1) person designated as the Department employee who has reasonable knowledge about airborne hazards, chemical exposure, respirators, and their uses and limitations.



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B. Respiratory Hazards

A threat that can include airborne contaminants, such as biological contaminants, dusts, mists, fumes, and gases, or oxygen-deficient atmospheres.

C. 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.

2-4-4 Medical Evaluations

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

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

B. Medical Evaluation Procedures

1. The medical evaluation will be conducted at the City of Albuquerque Employee Health Center and is valid for two (2) years.

2. The Program Administrator shall provide Department personnel with Concentra's OSHA Respirator Medical Evaluation Questionnaire. Alternatively, Department personnel may obtain the questionnaire by requesting a copy from City Employee Health Center personnel or at [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.

4. Department personnel shall be permitted to fill out the questionnaire in private, and on-duty. Department personnel shall either fax their completed questionnaires to the Employee Health Center at (505) 768-2823 or call the Employee Health Center at (505) 768-4630. Completed OSHA Certification Questionnaires are confidential.

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

b. The form is to be faxed to the Department's medical provider without review by management. Department personnel should contact the Employee Health Center if they would like to email the form.



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5. Additional medical evaluations shall be done when:

- a. Recommended by the Department medical provider;
- b. A Department employee has difficulty breathing; and
- c. There are changes in work conditions that increase a Department employee's physical stress, such as high temperatures or greater physical exertion.

5 2-4-5 Selection and Fitting

A. Selection of Respirators

1. Respirators are selected by the Program Administrator, on the basis of the hazards to which Department personnel are exposed and consistent with OSHA requirements. Only National Institute for Occupational Safety and Health (NIOSH) certified respirators shall be selected and used, consistent with 29 C.F.R. § 1910.134D.
2. The Department shall identify the potential of Department personnel to be exposed to airborne hazards consistent with their unit policies and procedures, and provide Department personnel with equipment sufficient for their protection.

B. Respirator Fitting

1. Department personnel who are required to wear respirators shall:
 - a. Be fit tested prior to being allowed to wear any respirator with a tight fitting face piece; or when there are changes in the employee's physical condition that could affect how the respirator fits (e.g., significant change in body weight, facial scarring, etc.);
 - b. Be fit tested with the make, model, and size of respirator that they shall actually wear in the field; and
 - c. Be provided with different sizes and available models of respirators so that they may find an optimal fit.
2. The Program Administrator shall:
 - a. Use irritant smoke to accomplish the qualitative fit-testing protocol; and
 - b. Follow fit test procedures that are consistent with OSHA regulations on respiratory protection.

7 2-4-6 Training

A. Training on the Use of Respirators

1. The Program Administrator shall:



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- a. Provide training to respirator users and their supervisors on the provisions of the Respiratory Protection Program and supervisory responsibilities under the program; and
 - b. Document respirator training.
 - i. The Program Administrator shall record the employee's name and the brand, model, and size of the respirator that was fit tested in the documentation.
2. Department personnel shall:
- a. Attend training prior to using a respirator in the workplace for:
 - i. Proper respirator selection for particular hazards; and
 - ii. The procedures 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. Demonstrate their understanding of the topics covered in the training.
3. Supervisors over the following areas within the Department shall assist the Program Administrator with training of the specific hazards associated with their special capacities of law enforcement:
- a. 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.

7 2-4-7

Use of Respirators

N/A

A. Respirators are typically used in two (2) different types of situations:

1. Routine or regular exposure to processes or activities involving airborne hazards; and
2. Infrequent but predictable occasions where there is an airborne hazard exposure and emergencies.

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

5

C. The Program Administrator shall:

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



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2. Oversee the development of the 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 is properly carried out at the workplace.
3. Evaluate the 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;
4. Ensure supervisors are trained and approved to conduct fit tests; and
5. Ensure supervisors over the following areas assist with adhering to the Respiratory Protection Program requirements:
 - a. 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.

D. Supervisors shall:

1. Be responsible for ensuring that the Respiratory Protection Program is implemented in their units;
2. Be knowledgeable about the Respiratory Protection Program and ensure that the 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;



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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.

E. Maintenance

1. Department personnel shall:

- a. Be responsible for wearing their respirator when and where they are required and in the manner in which they were trained;
- 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;
- d. 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;
- 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. Use their respirators under conditions specified by the respiratory protection program, under the direction of the manufacturer's recommendations, and consistent with the training they receive on the use of the particular model;
- k. Conduct positive or negative pressure user seal checks each time that they wear their respirator; and
- l. 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;
- b. Wear tight-fitting respirators if they have any condition that prevents them from achieving a good seal; or



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- c. Wear headphones, jewelry, or other articles that may interfere with the face piece-to-face seal.

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 shall bring the defect to their supervisor's attention.
 - a. Department personnel shall be given a replacement of the same make, model, and size.

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

- A. The Program Administrator and supervisors shall conduct periodic evaluations of the workplace to ensure that the provisions of the Respiratory Protection Program are being implemented.
 1. 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
 2. The Program Administrator shall identify and address and problems and note it the inspection log.
 - a. The findings shall be reported to the employee's chain of command. The report shall list plans to correct deficiencies in the Respiratory Protection Program and target dates for the implementation of those corrections.

2-4-9 Documentation and Record Keeping

5 A. The Program Administrator shall:

1. Maintain copies of training materials and fit test records; and
 - 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. Only retain the physician's written recommendation regarding personnel's ability to wear a respirator.



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