



MAINE STATE POLICE GENERAL ORDER

E-124

SUBJECT: MAINE STATE POLICE POLICY ESTABLISHING A RESPIRATORY PROTECTION PROGRAM

EFFECTIVE DATE: 09.16.2020

EXPIRATION DATE: 09.16.2027

RECENT HISTORY: AMENDED (09.16.2020); AMENDED (08.01.2020); AMENDED (02.27.2018); CONVERTED TO WEB FORMAT (07.29.2015); TECHNICAL AMENDMENT (NUMERICAL REFERENCE CORRECTION)(01.21.2015); NEW (01.21.2015)

DISTRIBUTION CODE: 2 (MAY BE PUBLICLY DISCLOSED)

APPLICABILITY CODE: S, Z

SIGNATURE OF COLONEL:

A handwritten signature in black ink, appearing to read "W. B. R.", is written over a light blue rectangular background.

I. PURPOSE

1. The purpose of this General Order is to establish the respiratory protection program (RPP) required by 29 C.F.R. § 1910.134, "Respiratory Protection," to ensure for the safety and well-being of Maine State Police personnel.

II. POLICY

1. The policy of the Maine State Police is to ensure that personnel who use respirators in the course of their work are properly trained in the use and wearing of such equipment, in accordance with 29 C.F.R. § 1910.134.

III. DEFINITIONS

1. For the purposes of this General Order, the terms included in this section are defined as follows, unless otherwise indicated in the order.
 - A. APR. "APR" is the acronym for Air-Purifying Respirator.
 - B. ASR. "ASR" is the acronym for Atmosphere-supplying Respirator.
 - C. ESLI. "ESLI" is the acronym for End of Service Life Indicator.
 - D. IDLH. "IDLH" is the acronym for Immediately Dangerous to Life and Health.
 - E. NIOSH. "NIOSH" is the acronym for the National Institute of Occupational Safety and Health.
 - F. OSHA. "OSHA" is the acronym for the Occupational Safety and Health Administration.
 - G. PLHCP. "PLHCP" is the acronym for Physician or other Licensed Health Care Professional.

IV. PROCEDURE

1. GENERAL DISCUSSION

- A. Some Maine State Police personnel are exposed to respiratory hazards during routine operations. The program established by this policy applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such as clean-up of spills of hazardous substances.
- B. This policy and the Maine State Police respiratory protection program apply to any employee who has been determined to have an identified exposure risk. This shall be determined through a hazard analysis of anticipated tasks and activities that may occur during employment for the Maine State Police. This analysis is attached and labeled as Attachment D.
- C. The Maine State Police Crime Laboratory, as a unit within the Maine State Police, has unique applications for the use of respirators and operates within the guidelines of this policy and policies adopted by the Lab pursuant to ISO 17025 standards/certifications.
- D. All expenses associated with this program, to include training, medical reviews, medical evaluations and equipment, are provided by the Maine State Police at no cost to the employee.

2. PROGRAM ADMINISTRATION

A. SPECIAL SERVICES AND TRAINING LIEUTENANT

1. The Special Services and Training Lieutenant is responsible for administering the respiratory protection program (RPP) established by this policy.
2. The Training Lieutenant's duties include, but are not limited to, the following:
 - a. Identifying work areas, processes, and tasks that require workers to wear respirators, and evaluating the associated hazards;
 - b. Selecting appropriate, approved respiratory protection options;
 - c. Monitoring general respirator use by employees to ensure that respirators are used in accordance with this policy and OSHA standards;
 - d. Coordinating training;
 - e. Ensuring proper storage and maintenance of respiratory protection equipment;
 - f. Conducting qualitative or quantitative fit testing as appropriate;
 - g. Administering the medical surveillance program;
 - h. Maintaining required program records;
 - i. Evaluating the respiratory protection program;
 - j. Updating the written program, as necessary.

B. TROOP AND UNIT COMMANDERS

1. Maine State Police Troop and Unit Commanders are responsible for ensuring that the respiratory protection program is implemented in their work areas.
2. In addition to being knowledgeable about the program requirements for their own protection, Troop and Unit Commanders must also ensure that the program is understood and followed by sworn and civilian personnel under their command.
3. Troop and Unit Commanders shall:
 - a. Ensure that employees under their supervision (including new hires) have received appropriate training, fit testing, and annual medical evaluation;
 - b. Ensure the availability of appropriate respirators and accessories;
 - c. Be aware of tasks requiring the use of respiratory protection;
 - d. Enforce the proper use of respiratory protection;
 - e. Ensure that respirators are properly cleaned, maintained, and stored in accordance with the program;
 - f. Monitor work areas and operations with sufficient frequency to identify respiratory hazards and select proper equipment;
 - g. Coordinate with the program administrator on how to address respiratory hazards or other concerns regarding the program.

C. SWORN AND CIVILIAN PERSONNEL

1. Sworn and civilian personnel to whom this policy applies shall wear their respirators when and where they are required to do so, and in the manner in which they were trained.
2. Sworn and civilian personnel also shall:
 - a. Be familiar with the program established by this policy;
 - b. Care for and maintain their respirators as instructed, and store them in a clean, sanitary location;
 - c. Inform their supervisors if their respirators no longer fit well, and request a new one that fits properly;
 - d. Inform their supervisors or the Special Services and Training Lieutenant of any potential respiratory hazards or other concerns regarding the program.

3. RESPIRATORY SELECTION

- A. The Maine State Police has performed an exposure assessment identifying the respiratory hazard(s) found in its workplace. See Appendix D.
- B. The Special Services and Training Lieutenant shall select respirators to be used on the hazards that sworn and civilian personnel encounter, and in accordance with all OSHA standards.

4. MEDICAL EVALUATION

- A. Maine State Police personnel who are required to wear respirators must pass a medical screening through an occupational healthcare provider before being permitted to wear a respirator on the job.
- B. Personnel are not permitted to wear respirators until they are medically approved to do so.
- C. Personnel who refuse the medical evaluation are not permitted to work in an area requiring respirator use.
- D. The medical evaluation is conducted using the questionnaire provided in Appendix C.
- E. Medical evaluation procedures are as follows:
 1. All examinations and questionnaires are confidential and only shall be shared between the Maine State Police employee and a Physician or other Licensed Health Care Professional (PLHCP).
 2. All affected Maine State Police personnel are to be given a copy of the medical questionnaire to complete, along with instructions for submitting the completed document to the PLHCP.

3. The questionnaire may be completed confidentially during the employee's usual work shift.
4. Follow-up medical exams shall be granted to employees as required by the standard, and/or as deemed necessary by the PLHCP.
5. All employees shall be provided the opportunity to speak with the PLHCP about their medical evaluation, if requested.
6. After an employee has received approval and started to use a respirator, additional medical evaluation shall be provided if:
 - a. The employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
 - b. The PLHCP or the employee's supervisor informs the Special Services and Training Lieutenant of a need for reevaluation;
 - c. A change occurs in the workplace conditions that may result in an increased physiological burden on the employee.
7. A PLHCP contracted by the Maine State Police shall evaluate the information found in Appendix C. The PLHCP, prior to making a determination for fitness of duty, shall be provided information for respiratory usage. This includes the type and weight of the respirator, duration and frequency of use, expected work effort, additional personal protective clothing/equipment to be used, and estimated temperature and humidity extremes that may be encountered.
8. If an employee responds positively to any of questions 1 through 8 in Section 2 of the questionnaire, or if the PLHCP upon initial review of the questionnaire deems it necessary, a follow-up medical examination shall be provided. This follow-up exam shall include any medical tests, consultations, or diagnostic procedures that the PLHCP deems necessary to make a final determination for safe respirator usage.
9. In determining an employee's ability to use a respirator, the Maine State Police shall:
 - a. Obtain a written recommendation regarding the employee's ability to use the respirator from the PLHCP. The recommendation shall provide only the following information:
 - (1) Any limitations on respirator use related to the medical condition of the employee, or relating to the workplace conditions in which the respirator will be used, including whether the employee is medically able to use the respirator;
 - (2) The need, if any, for follow-up medical evaluations; and
 - (3) A statement that the PLHCP has provided the employee with a copy of the PLHCP's written recommendation.

5. FIT TESTING

- A. Fit testing is required for Maine State Police personnel wearing respirators with a negative or positive pressure face piece.
- B. The fit test must be conducted prior to the employee being required to use the respirator and must use the same make, model, style, and size of respirator to be used on the job.
- C. The Maine State Police may use a qualitative fit test (QLFT) or a quantitative fit testing (QNFT) approach.
- D. Fit testing must be conducted:
 - 1. Prior to initial use of the respirator;
 - 2. If a different respirator face piece (size, style, model or make) is used;
 - 3. On an annual basis, or as outlined by the Maine Department of Labor;
 - 4. If the employee, employer, PLHCP, supervisor or program administrator makes a visual observation of changes in the employee's physical condition that would affect respirator fit. (This might include facial scarring, dental changes, cosmetic surgery, or a drastic change in weight.);
 - 5. If an employee passes either test, but notifies the employer that the fit is unacceptable, the employee shall be allowed to select a different respirator and then be retested.

6. RESPIRATOR USAGE

- A. Maine State Police personnel shall use their respirators under conditions specified by the program established by this policy, and in accordance with the training they receive on the use of each particular model.
- B. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer. Each time a respirator is put on, employees must conduct a positive and negative pressure user seal check. Additional personal protective equipment, combined with respirator use, may be necessary to adequately prevent exposure. Use of eye, face or skin protection may be required in certain processes.
- C. Tight fitting face piece respirators are not permitted for use if:
 - 1. An employee has facial hair that interferes with the sealing surface of the respirator and the face, or interferes with the valve function;
 - 2. Corrective glasses/goggles or other personal protective equipment interferes with the seal of the face piece;
 - 3. Any other condition interferes with the face piece seal.

D. A Maine State Police employee must vacate the respirator use area:

1. To wash face and respirator face pieces as necessary to prevent respirator induced eye or skin irritation;
2. If vapor or gas breakthrough is detected;
3. If there is a change in breathing resistance;
4. If there is face piece leakage;
5. To replace the respirator or filter, cartridge, or canister elements.

If any of the above conditions are caused by a failure of the respirator or any of its components, or if cartridges or filters need to be changed, the Maine State Police shall provide replacement parts or shall repair the respirator prior to allowing the employee to return to the respirator use area.

7. RESPIRATOR MALFUNCTION

- A. **APR Respirator Malfunction:** In the event of an APR malfunction (such as breakthrough, face piece leakage, or improperly working valve), an employee shall inform her or his supervisor that the respirator is no longer functioning as intended, leave the respirator use area, and repair or replace the defective respirator. The supervisor shall ensure that the employee receives the necessary parts for repair or a new, functional respirator.
- B. **Atmosphere-supplying Respirator (ASR) Malfunction:** Usually employees using atmosphere-supplying respirators work in pairs. If one worker is experiencing an ASR malfunction, by using hand signals, he or she shall notify the partner of the problem. The partner then shall escort the employee with ASR malfunction outside the respirator use area to assess and rectify the malfunction.

8. AIR QUALITY

- A. Supplied-air respirators must use only Grade D breathing air as described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989 meeting the following specifications:
1. Oxygen content (v/v) of 19.5-23.5%;
 2. Hydrocarbon (condensed) content of 5 milligrams per cubic meter of air or less;
 3. Carbon monoxide content of 10 ppm or less;
 4. Carbon dioxide content of 1000 ppm or less;
 5. Lack of noticeable odor.
- B. The Special Services and Training Lieutenant shall maintain a certificate of analysis from the supplier that:

1. Grade D breathing air is contained in the cylinders used to supply breathing air;
 2. Cylinders are tested and maintained as required in the Shipping Container Specification Regulations of the Department of Transportation; and
 3. The moisture content in the cylinder does not exceed a dew point of -50 degrees Fahrenheit at 1 atmosphere pressure.
- C. Compressors used to provide breathing air to respirators shall be constructed and situated to:
1. Prevent entry of contaminated air into the air supply system;
 2. Minimize moisture content so that the dew point at 1 atmosphere pressure is 10 degrees Fahrenheit below the ambient temperature;
 3. Have suitable in-line air purifying sorbent beds and filters to further ensure breathing air quality.
- D. Sorbent beds and filters shall:
1. Be maintained and replaced or refurbished periodically following manufacturer's instructions;
 2. Have a tag containing the most recent change date and the signature of the person authorized to perform the change.
- E. For compressors that are not oil-lubricated, the Maine State Police shall ensure that carbon monoxide levels in the breathing air do not exceed 10 parts per million (ppm).
- F. Breathing air couplings must be incompatible with outlets for nonrespirable work site air or other gas systems.
9. CLEANING, MAINTENANCE, INSPECTION, AND STORAGE
- A. Respirators are to be regularly cleaned and disinfected in accordance with the manufacturer's instructions.
 - B. APR respirators are to be cleaned and disinfected as often as necessary, but at least every day used or as outlined in 29 CFR §1910.134(h)(1) of the standard.
 - C. ASR and emergency use respirators are to be cleaned and disinfected after each use.
 - D. Respirators are to be cleaned and disinfected in accordance with manufacturers' recommendations.
 - E. The Troop or Unit Commanding Officer shall ensure that an adequate supply of the appropriate cleaning and disinfection supplies is available. Respirators are to be properly maintained at all times in

order to ensure that they function properly and can adequately provide protection to an employee.

1. Maintenance involves a thorough visual inspection for cleanliness and defects.
2. Worn or deteriorated parts must be replaced prior to use.
3. No components shall be replaced, and no repairs shall be made, beyond those recommended by the manufacturer.

F. Respirators must be inspected regularly as follows:

1. Employees to whom a respirator is issued shall inspect the respirator monthly.
2. Supervisors shall inspect respirators quarterly for condition and in compliance with this policy.
3. Annually, respirators shall be inspected during required fit testing and training to review this program.
4. The following list shall be used when inspecting respirators:
 - a. **Face piece:** Cracks, tears, or holes, facemask distortion, cracked or loose lenses/face shield;
 - b. **Head straps:** Breaks or tears, broken buckles/clasps, overstretched elastic bands;
 - c. **Valves:** Residue or dirt, cracks or tears in valve material, absence of valve flap;
 - d. **Filter/Cartridges:** Proper cartridge for hazard, approval designation, intact gaskets, cracks or dents in housing;
 - e. **Air Supply Systems:** Breathing air quality/grade, condition of supply hoses, hose connections, settings on regulators and valves.
5. Respirators that are defective or have defective parts must be taken out of service immediately. If an employee discovers a defect in a respirator during an inspection, the employee shall bring the defect to the attention of her or his supervisor. Supervisors shall give all defective respirators to the Special Services and Training Lieutenant or the person otherwise responsible for replacement or repair.
6. That person then shall decide whether to:
 - a. Temporarily take the respirator out of service until it can be repaired;
 - b. Repair the respirator; or
 - c. Dispose of the respirator due to a defect or irreparable problem.

7. Employees shall be permitted to leave a work area to perform limited maintenance on their respirator in an area that is free from respiratory hazards. Situations when this is permitted include:
 - a. Face or respirator washing to prevent skin/eye irritation;
 - b. Replacement of filter, cartridge or canister;
 - c. Leakage is detected in the facepiece;
 - d. Vapor or gas breakthrough is detected; or
 - e. Detection of any damage to the respirator or its components.
8. When a respirator is taken out of service, the respirator shall be tagged as such to prevent accidental use of a malfunctioning device. All defective respirators must be stored separately from functional respirators.
9. APR are stored in a clean, dry area and in accordance with the manufacturer's recommendations.
10. Each employee shall clean and inspect their own respirator in accordance with the provisions of the program established by this policy, and shall store their respirators in accordance with training and manufacturer's recommendations.

10. CARTRIDGE & CANISTER CHANGE OUT SCHEDULES

- A. For atmospheres that are not **Immediately Dangerous to Life and Health (IDLH)**, the Maine State Police shall provide a respirator adequate to protect the health of the employee and ensure compliance with OSHA requirements under routine and reasonably foreseeable emergency situations.
- B. This respirator selected by the Special Services and Training Lieutenant shall be appropriate for the chemical state and physical form of the contaminant.
- C. The use of APRs requires that the respirator be equipped with an **End of Service Life Indicator (ESLI)** certified by NIOSH for the contaminant or if there is no ESLI appropriate for conditions in the workplace, the Maine State Police shall implement a change schedule based on objective information that ensures that canisters and cartridges are changed before the end of their service life.

11. TRAINING

- A. The Special Services and Training Lieutenant shall provide training to respirator users and their supervisors on the contents of the respiratory protection program established by this policy, their responsibilities under it, and the OSHA respiratory protection standard, 29 CFR1910.134.

- B. Employees shall be trained prior to using respirators in the workplace. Supervisors shall be trained prior to using a respirator in the workplace or prior to supervising employees required to use respirators.
- C. The training program shall cover the following topics:
 - 1. The Maine State Police respiratory protection program established by this policy;
 - 2. The OSHA respiratory protection standard;
 - 3. The respiratory hazards encountered at Maine State Police worksites;
 - 4. The proper selection and use of respirators;
 - 5. Additional personal protective equipment;
 - 6. Respirator limitations;
 - 7. How to put-on and perform user seal (fit) checks;
 - 8. Fit testing;
 - 9. Emergency use procedures;
 - 10. Maintenance and storage;
 - 11. Medical signs and symptoms limiting the effective use of respirators.
- D. Employees shall be retrained annually, and as needed (e.g., change in assignment or job responsibilities requiring a different type of respirator).
- E. Respirator training shall be documented by the Special Services and Training Lieutenant. The documentation must include the type, model, and size of respirator for which each employee has been trained and fit tested.

12. PROGRAM EVALUATION

- A. The Special Services and Training Lieutenant and other responsible supervisors shall conduct periodic evaluations of the work practices and activities to ensure that the provisions of the program established by this policy are being implemented. The evaluations must include regular consultations with employees who use respirators and their supervisors for recommendations of improvement or problematic issues.
- B. The Special Services and Training Lieutenant shall annually review this policy as well as any incidents or injuries to determine the effectiveness of this program and any necessary changes.

13. DOCUMENTATION AND RECORDKEEPING

- A. A written copy of this policy and the OSHA standard shall be maintained by the Special Services and Training Lieutenant and shall be available to any employee interested in reviewing the policy.

- B. Training and fit testing records also shall be maintained by the Special Services and Training Lieutenant. These records shall be updated as new employees are trained, when existing employees receive refresher training, and/or new fit testing is conducted.
- C. Medical evaluations shall be maintained in accordance with the OSHA medical records standard 29 C.F.R. § 1910.1020. However, the PLHCP's written recommendation regarding each employee's ability to use a respirator shall be maintained by the Special Services and Training Lieutenant.

REFERENCE

29 C.F.R. Pt. 1910 at:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/>

ATTACHMENTS

APPENDIX A: (MANDATORY) INFORMATION FOR EMPLOYEES USING RESPIRATORS WHEN NOT REQUIRED UNDER THE STANDARD

APPENDIX B: QUALITATIVE RESPIRATOR FIT TEST FORM

APPENDIX C: OSHA RESPIRATOR MEDICAL EVALUATION QUESTIONNAIRE (MANDATORY)

APPENDIX D: RESPIRATORY PROTECTION PROGRAM (RPP) HAZARD ASSESSMENT BY TASK

NOTICE

THIS GENERAL ORDER IS FOR USE OF THE MAINE STATE POLICE AND NOT FOR ANY OTHER AGENCY. THE GENERAL ORDER IS NOT INTENDED TO BE RELIED UPON BY ANY OTHER INDIVIDUAL OR PRIVATE OR PUBLIC AGENCY. THE GENERAL ORDER EXPRESSLY DOES NOT CREATE, AND IS NOT INTENDED TO CREATE, A HIGHER LEGAL STANDARD OF SAFETY OR CARE IN AN EVIDENTIARY SENSE WITH RESPECT TO THIRD-PARTY CLAIMS. VIOLATIONS OF THIS ORDER ONLY MAY FORM THE BASIS FOR ADMINISTRATIVE SANCTIONS BY THE MAINE STATE POLICE.



150729 MSP GO



150729 MSP GO



150729 MSP GO



200827 MSP GO

E-124 - APPENDIX B.dE-124 - APPENDIX C.dE-124 - APPENDIX A.dE-124 - APPENDIX D.c