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BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division	NUMBER IH72100
	REVISION FINAL Rev1
INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	DATE 02/03/06
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Subject: BNL Respiratory Protection Program Service Delivery	

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1.0 PURPOSE & SCOPE

The purpose of this procedure is to document the role of the BNL organizations in the delivery of services that lead to an effective Respiratory Protection program. As a minimum, the BNL program will comply with ANSI Z88.2 and OSHA 1910.134. This SOP documents program components not addressed in SBMS Subject Area *Respiratory Protection*, but is a companion to that subject area and other organizational SOPs and documents.

2.0 RESPONSIBILITIES

- 2.1 The overall BNL program is implemented through the SHSD Industrial Hygiene Group Leader who assigns the duties to a *Respirator Program Administrator*.
- 2.2 Members of the SHSD Industrial Hygiene Group, the Radiological Control Division Facility Support Group, Occupational Medicine Clinic, Waste Management Division, Emergency /Services Division, and Office of Training and Qualification certain roles in this program.

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- 2.3 It is the responsibility of persons with a role in the delivery of services to comply with all provisions in this procedure, organizational procedures, and the SBMS Subject Area.
- 2.4 The duties of organizations participating in the BNL Respiratory Protection Program include:
- 2.4.1 Radiological Control Division (RCD) - Facility Support (FS)
 - 2.4.1.1 Evaluate tasks and specify the appropriate respiratory equipment;
 - 2.4.1.2 Issue the appropriate respiratory equipment to qualified personnel;
 - 2.4.1.3 Maintain a supply of respiratory equipment appropriate for BNL organizations served;
 - 2.4.2 Training and Qualification Program Office (TQPO)
 - 2.4.2.1 Develop training material for equipment used at BNL;
 - 2.4.2.2 Train laboratory personnel on proper use of respiratory equipment.
 - 2.4.3 Waste Management Division (WMD)
 - 2.4.3.1 Decontaminate, clean, and sanitize respiratory equipment;
 - 2.4.3.2 Maintain and repair respirators.
 - 2.4.4 Emergency Services Division
 - 2.4.4.1 Inspect and fill Self Contained Breathing Apparatus (SCBA) air bottles;
 - 2.4.4.2 Inspect respiratory equipment used for emergency purposes owned by Fire Rescue.
 - 2.4.5 Safety and Health Services Division (SHSD) - Industrial Hygiene Group (IH)
 - 2.4.5.1 Serve as Subject Matter Expert (SME) for the SBMS *Respiratory Protection* subject area
 - 2.4.5.2 Conduct an annual audit to insure compliance with the provisions of the program;
 - 2.4.5.3 Assist RCD-FS in evaluating tasks and specifying the appropriate respiratory equipment;
 - 2.4.5.4 Assist the TQPO in preparing training material;

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2.4.5.5 Approve respiratory protection devices for issue at BNL;

2.4.5.6 Perform fit test of personnel on respirators.

2.4.6 Occupational Medicine Clinic (OMC)

2.4.6.1 Provide medical approval for respirator users.

2.4.6.2 Evaluate medical problems related to respirator use.

3.0 DEFINITIONS

none

4.0 PREREQUISITES

none

5.0 PRECAUTIONS

none

6.0 PROCEDURE

BNL maintains a respiratory protection program that contains:

6.1 Written Program and SOP: The *SBMS Respiratory Protection* specifies the requirements and duties for each division and department using respiratory protection equipment. This SOP specifies the activities for service providers. Organizational level SOPs document activities performed by a select group of service providers on a portion of the total program.

6.2 Respiratory Protection Program Administrator (RPPA): The SHSD IH Group Leader designates a person to maintain the written program and have responsibility for the contents of the written program. The respiratory protection program is evaluated by an annual appraisal conducted by the administrator. Deficiencies are identified and corrective actions initiated as part of the evaluation process.

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- 6.3 Medical Approval: The Occupational Medical Clinic (OMC) provides medical approval for respirator users.
- 6.4 Training: TQPO develops and delivers training to persons using respiratory protection equipment. Users of all respiratory protection devices attend annual refresher training courses conducted by TQPO. TQPO maintains records of this training.
- 6.5 Fit Testing: The SHSD IH Group conducts QNFT fit tests on users prior to initial use of equipment. Fit tests are repeated on an annual basis. Documentation of fit testing is forwarded to OTQ.
- 6.6 Air Sampling for Respiratory Hazards: ESH&Q Directorate personnel (FS and IH) conduct personal and area monitoring as necessary to determine the respiratory hazard's concentration and to ensure that the appropriate level of respiratory protection is provided.
- 6.7 Respirator Selection: RCD selects for radiological hazards, and non-radiological hazards. SGSD Safety and Health Representative provides guidance to line organizations and RCD on the selection of respirators for non-radiological hazards. BNL uses only respirators with NIOSH or DOE Respirator Studies Program approval. The program administrator approves new styles of equipment.
- 6.8 Issuers: RCD FS issues respirators. RCD maintains a list of the names of personnel authorized to issue respirators. RCD maintains a *Respirator Requisition Log* of respirator usage.
- 6.9 Maintenance of Respirators: The users of the respirator perform daily cleaning but must return the respirator at least once a month to RCD FS for inspection, and processing for repair and maintenance. WMD performs respirator maintenance and repair. Servicing of air-supplied respirators is limited to personnel within WMD, or off-site vendors, who have specialized, approved training in the particular device to be serviced.

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7.0 IMPLEMENTATION & TRAINING (QUALIFICATIONS)

- 7.1 Only persons who have demonstrated competency, to the satisfaction of the BNL Respiratory Protection Program Administrator are qualified to perform a role in this program.
- 7.2 The qualification criteria are established commensurate with the task to be performed.
- 7.3 Records of qualification of service providers are documented and maintained by the service provider's organization management, as appropriate.

8.0 REFERENCES

- 8.1 American National Standards Institute (ANSI); Practices for Respiratory Protection, Z88.2-1992.
- 8.2 Occupational Safety and Health Administration (OSHA); Respiratory Protection, 29CFR1910.134.

9.0 ATTACHMENTS

none

10.0 DOCUMENTATION

Document Development and Revision Control Tracking		
Prepared By: <i>(signature/date on file)</i> R. Selvey 11/25/02 Certified Industrial Hygienist	Reviewed By / Date: Rev0 distributed to Division Managers for concurrence	Approved By / Date: <i>(signature/date on file)</i> R. Selvey Industrial Hygienist Group Leader
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>none</i>	SHSD Manager / Date <i>none</i>

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QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>none</i>	Filing Code: IH52
Facility Support Rep. / Date: <i>none</i>	Environ. Compliance Rep. / Date: <i>none</i>	Effective Date: 12/11/02
ISM Review - Hazard Categorization <input type="checkbox"/> High <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input type="checkbox"/> Desk Top Review <input type="checkbox"/> SME Review Name / Date:	Implementation: Training Completed: not applicable Procedure posted on Web: 02/03/05 Hard Copy files updated: 02/03/05

Rev 0: Organization Concurrence		
Department/Division	Name/Date	Title
Safety and Health Services Division	Otto White, Jr.	Division Manager
Radiological Control Division	Steve Layendecker 12/10/02	Division Manager
Office of Training and Qualification	<i>(e-mail concurrence on file)</i> Phillip Harrington	Office Manager Delegate
Occupational Medicine Clinic	<i>(e-mail concurrence on file)</i> Laura Sbarra/	Division Manager
Emergency Services Division	<i>(e-mail concurrence on file)</i> John Searing	Division Manager Delegate
Waste Management Division		Division Manager

Revision Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input checked="" type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above		
Section/page and Description of change: Triennial Review. No major changes necessary. Minor changes to 6.7 for S&H Rep role in selection on non-rad. Revised 7.1 to clarify formal qualification programs are approved by the RPPA.		
<i>(signature on file) R. Selvey 02/03/06</i> SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date: