



# **Non-Routine Respirator Use Plan**

This *Non-Routine Respirator Use Plan* for Air-Purifying Respirators provides site-specific procedures for respirator use. All employees using respiratory protection equipment must be familiar with the contents of this plan and the university's Respiratory Protection Program. The following information should be filled out by both the supervisor and FM-OHS, and reviewed by affected employees. Copies of this plan will be retained by the supervisor and FM-OHS for recordkeeping.

A. Departmental Information	
Organization:	Shop:
Supervisor:	Manager:
B. Task Details	
Name of Task:	Location of Task:
Duration of Task:	Frequency of Task:
Equipment Used:	Tools Used:
Task Description:	
C. Respiratory Hazard and Filter Type	
☐ Particulates (HEPA)	☐ Chemical (organic vapor)
☐ Welding Fumes (HEPA)	☐ Other Chemical (acid gas, ammonia, formaldehyde, etc.)
☐ Biological (HEPA)	☐ Asbestos (HEPA)
☐ Nuisance Dust/Odors (N95/P100)	Other:
List chemical names:	Filter Change-out Schedule:
C. Respirator Requirements	
Negative pressure:	Positive pressure:
☐ ½-face APR (elastomeric air purifying respirator)	☐ tight-fitting PAPR (powered air purifying respirator)
☐ full-face APR	☐ loose-fitting PAPR
☐ Filtering facepiece (Voluntary or Required)	
Respirator storage area:	
Comments:	



### Facilities Management Occupational Health and Safety

### D. Inspection Checklist (before and after each use)

Inspect respirator facepiece:

- Look for cracks, tears, or holes in the facepiece or face shield
- Inspect the face mask for distortion

Inspect head straps:

- Check for breaks or tears in the straps
- Inspect the buckles for wear

Inspect respirator valves:

- Look for residue or dirt
- Look for cracks or tears in the valves

Inspect respirator filters/cartridges:

- For new filters and/or cartridges, label the filter and/or cartridge with the date installed
- Ensure that the filter and/or cartridge has been changed out according to the change-out schedule
- Check gaskets and for dents in housing

For powered air-purifying respirators (PAPR):

- Make sure the battery is charged
- Check flow velocity
- Perform leak test on HEPA filter

If any problems are identified, tag the respirator, take it out of service, and notify your supervisor.

## E. Procedures for Cleaning Respirators (after each use)

Remove filters /cartridges

Clean inside and outside of the respirator with wipes

If needed, disassemble the respirator and wash components in warm water (not exceeding 120°F) with a mild detergent or with a cleaner recommended by the manufacturer. A soft bristle brush (not wire) may be used to remove dirt.

Rinse components thoroughly in clean, warm running water

Components should be hand-dried with a clean lint-free cloth or air-dried

Reassemble facepiece, replacing filters/cartridges

Test the respirator to ensure that all components work properly

# Name Type of Respirator Type of filter