BY ORDER OF THE COMMANDER OKLAHOMA CITY AIR LOGISTICS COMPLEX

OKLAHOMA CITY AIR LOGISTICS COMPLEX INSTRUCTION 48-103

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Aerospace Medicine

RESPIRATORY PROTECTION PROGRAM

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This instruction implements and extends the requirements of OSHA Standard 29 CFR 1910.134, *Respiratory Protection*, Air Force Instruction (AFI) 48-137, *Respiratory Protection Program,* and the revised Tinker Air Force Base Instruction (TINKERAFBI) 48-103, *Respiratory Protection Program.* It applies to all Oklahoma City Air Logistics Complex (OC-ALC) personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s through the appropriate functional chain of command. This publication may not be supplemented. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program,* and disposed of in accordance with Air Force Records Information Management System, Records Disposition Schedule. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This interim change implements the recently published Guidance Memorandum (GM) to OC-ALCI 48-103. It revises OC-ALCI 48-103 **paragraph 1.4** by (1) specifying an exemption to the requirement for conical shaped male plugs used with respiratory protection equipment, (2) specifying that retrofitting of existing couplings to the conical style must not compromise the

NIOSH certification of the equipment, and (3) specifying that all deviations from the conical style couplings must be approved in writing by Bioenvironmental Engineering.

Chapter 1

POLICIES

1.1. Group, Squadron, and Unit managers shall: follow AFSCI 21-401, *Hazardous Materials Hierarchy of Controls*, to eliminate or control personnel exposure to below a chemical's Occupational and Environmental Exposure Limit (OEEL).

1.2. All training: is to be recorded in the Training Scheduling System (TSS). Military personnel may also record training on the AF Form 55, *Employee Safety and Health Record*.

1.3. Names listed on an AF IMT 1151 shall: be printed so as to be easily readable in addition to signatures in script.

1.4. Squadron/Unit level commanders and chiefs shall: Ensure that couplings and fittings used within the OC-ALC for breathing air supplied respirators have conical shaped male plugs (Example: Schrader type). Breathing air equipment (e.g., hoses, air supply fittings to hoods, helmets, or compressor/ambient air pumps) shall be procured with conical style couplings. An exception may be made for NIOSH certified supplied air respirators used with low pressure ambient air pumps as long as the couplings are incompatible with outlets for nonrespirable gases/supplied air systems in the shop. Retrofitting of existing couplings to the conical style may be accomplished if the NIOSH certification of the respirator is not compromised; retrofitting must be completed in accordance with (IAW) the equipment manufacturer's instructions, if allowed. All deviations from conical style couplings must be approved in writing by Bioenvironmental Engineering (BE).

1.5. The Workplace Written Respiratory Protection Program (WWRPP) for the OC-ALC shall: be the OC-ALC workplace specific program elements directed by **Chapter 7** (i.e., Workplace/Shop Specific Program Elements) of this instruction.

1.6. An OC-ALC Respiratory Protection Program (RPP) notebook: directed by Chapter 7 of this instruction shall be maintained by shop supervisors whose employees are required to utilize respiratory protection. Required respiratory protection (RP) is listed in the shop specific Industrial Hygiene (IH) Assessment Letter, and the Workplace Respirator Program Supplemental Information (WRPSI) Letter received from Bioenvironmental Engineering (BE).

1.6.1. References to OC-ALC RPP notebook in this document shall mean a shop's RPP notebook maintained by shop supervisors in units throughout the OC-ALC.

1.6.2. Each workplace RPP notebook with the contents required by **Chapter 7** of this instruction must be readily available in the shop to employees and supervisors for reference at any time, and to inspectors when requested.

1.6.3. The annual RPP review and approval by BE shall be documented by the supervisor and BE representative signing and dating the OC-ALC Form 107 Annual Respiratory Protection Program Review and Approval (Attachment 3). The Form 107 shall be maintained in Tab A of the RPP notebook. Contact the OC-ALC Safety Office for guidance regarding the Form 107.

1.6.4. Supervisors are not required to create and maintain a RPP notebook when employees use only filtering facepiece devices (FFPDs).

1.7. In accordance with (IAW) AFI 48-137, 3.1.4.3.: the use of FFPDs must be authorized and approved by the BE. Refer to **Attachment 9** for guidance on authorization to use, and for training regarding FFPDs.

1.8. Authorization and approval by BE for use of FFPDs: is indicated by the listing of Filtering Facepiece Devices (FFPDs) in the shop specific IH Assessment Letter, or in subsequent written documentation from BE (e.g., Addendum or Amendment Letter). The IH Assessment Letter will indicate the Voluntary Use of Filtering Facepiece Devices as "Applies" in the program review table of the letter.

Chapter 2

RESPONSIBILITIES

2.1. Squadron Commanders/Directors.

2.1.1. Ensure the OC-ALC Respiratory Protection Self-Assessment is accomplished every six months as a component of the OC-ALC Self-Assessment Program.

2.1.2. Ensure that personnel enter results from the self-assessment into the Management Internal Control Toolset (MICT) Self-Assessment Program database.

2.1.3. IAW the OSHA standard on respiratory protection, 29 CFR 1910.134(i)(5)(iv), ensure that compressor systems used to supply breathing air have a tag at the compressor with the most recent change date for filters written on the form, and the signature of the person who made the change. The AFTO Form 244 shall be used to comply with this requirement. Filter changes are also recorded in the Facility Equipment Maintenance System (FEMS) by 76th Maintenance Support Group (76 MXSG) personnel.

2.1.4. Squadron and Unit level commanders and chiefs, and the workplace supervisor shall prohibit the issue of "suitable substitutes" for respiratory protection equipment or parts.

2.1.5. Squadron/Unit level commanders and chiefs shall ensure that all compressed breathing air supply sources (e.g., compressors, filter and conditioning equipment, compressed breathing air cylinders) are approved by BE prior to procurement.

2.2. Workplace Supervisors.

2.2.1. IAW AFI 48-137, workplace supervisors are Unit Respiratory Protection Program Administrators for their shop/workplace.

2.2.2. Shall ensure that the RP used by their employees is IAW the required RP directed by BE in the current shop specific WRPSI and IH Assessment Letters.

2.2.3. Shall comply with this instruction (i.e., OC-ALCI 48-103), TINKERAFBI 48-103, AFI 48-137, and 29 CFR 1910.134 (OSHA). Questions regarding this OC-ALC Instruction shall be directed to the OC-ALC Safety Office.

2.2.4. Shall ensure the supervisor initial, and subsequent annual training given by BE is recorded in TSS.

2.2.5. Shall ensure that personnel under their supervision who are in the RPP receive initial workplace specific training before being assigned to perform a task which requires the use of respiratory protection, and at least annually (i.e., every 12 months) thereafter.

2.2.5.1. Shall retrain their personnel when the supervisor believes there is insufficient understanding and skill to use the respiratory protection.

2.2.5.2. Shall retrain personnel when changes occur in the workplace, or type of respiratory protection, which renders previous training obsolete.

2.2.6. Shall ensure sufficient stock levels of tight fitting RP to provide enough respirators on hand to send one out for cleaning while retaining one for use. If the shop has an appointed maintainer for respirator repair the supervisor must ensure enough parts are on hand for the maintainer to keep respirators serviceable. **NOTE:** Reference section **Chapter 3** pertaining to maintainers.

2.2.7. Shall ensure employees inspect their respiratory protection equipment before each use IAW the RPP training received from the shop supervisor. Additional suggested inspection procedures are outlined in **Attachment 5** of this instruction.

2.2.8. Ensure that employees who utilize a Powered Air Purifying Respirator (PAPR) write the date on the face of a cartridge when it is placed in service, except when a cartridge is to be disposed of at, or before, the end of one shift.

2.2.9. Refer to Attachments **7 and 8** of this instruction for assistance regarding the steps in each process for employee medical qualification, training and fit testing. Refer to **Attachment 9** for assistance regarding the process to request a shop evaluation for approval to use FFPDs, and for training.

2.2.10. Ensure employee fit test dates are correctly documented in the TSS electronic database.

2.2.11. Use the employee's current Fitness Test Report to ensure that the tight fitting respirator issued is the same manufacturer, model, and size of tight fitting respirator for which they have been fit tested.

2.2.12. Ensure a new fit test is accomplished whenever an employee experiences any physical changes (e.g., weight gain or loss of 10% or more, injury, surgery or dental work which results in a change to the facial structure or shape, etc.) that could affect the respirator fit. Contact BE directly at (405) 734-7844 if there are any questions. NOTE: Fitness testing will not be conducted for personnel that are not clean shaven.

2.2.13. Supervisor's shall ensure that respirator cleaning wipes used for light duty daily cleaning are IAW the respirator manufacturer's requirement, and do not contain alcohol.

2.2.14. All respiratory protection shall be cleaned and sanitized IAW the procedure specified in the shop specific WRPSI Letter received from BE. The WRPSI letter shall be placed behind Tab B of the shop's RPP notebook.

2.2.15. Supervisors shall utilize the process given in section 2.3.3. of this instruction when corrective lenses are needed while wearing a tight fitting respirator.

2.3. Employees. Personnel who are enrolled in the RPP will be held personally accountable for their actions and decisions regarding the mandatory usage of respirators and shall:

2.3.1. Strictly adhere to this instruction, and their Workplace Specific Written Respiratory Protection Plan (WWRPP).

2.3.2. Reference Attachments **7 and 8** of this instruction for assistance regarding the steps in the process for employee medical qualification, training and fit testing. Refer to **Attachment 9** for assistance regarding the process for approval to use FFPDs.

2.3.3. Use prescription eyewear inserts with full face respirators when the employee requires the use of corrective lenses. The eyewear insert frames will be provided by the employee's work group. Lenses to fit the insert frames will be obtained using OC-ALC Form 103, *Request for Safety Eyewear*, provided by the workplace supervisor. A current optical prescription, no more than one year old (i.e., 12 months), and an OC-ALC Form 103, filled out completely and accurately, are required to order lenses.

2.3.3.1. Complete OC-ALC Form 103 and obtain their supervisor's signature. Reference **Attachment 4** of this instruction for an example of the OC-ALC Form 103.

2.3.3.2. Present the form to the Government Purchase Card (GPC) holder designated by the employee's organization, who will insert the payment tracking code into the designated block.

2.3.3.3. Submit the completed form, and eyewear insert frames, to the prescription safety glasses contractor in Building 3334 to place an order for the eyewear inserts.

2.3.3.4. Ensure that if they must wear corrective lenses, and they elect to wear contact lenses with any respirator, the contact lenses will be purchased by the individual.

2.3.4. Perform a seal check IAW 29 CFR 1910.134(g)(1)(iii) (i.e., the OSHA standard on respiratory protection) each and every time they don a tight fitting air-purifying respirator. Reference **Attachment 5**, Employee Quick Reference Sheet.

2.3.5. Be fit tested again if personnel use tight fitting RP and lose or gain more than 10% of their total body weight, have any facial or dental surgeries, or there is any other condition that may affect the shape of their face and respirator fit.

2.3.6. Inspect their respiratory protection equipment before each use IAW the RPP training received from the shop supervisor. This shall include ensuring the size of tight fitting respirators is IAW the current fit test report received from the BE Office. Additional suggested inspection procedures are outlined in **Attachment 5** of this instruction.

2.3.7. Follow the procedures outlined in the shop specific WRPSI letter received from BE to clean, sanitize, maintain, and store respirators that are individually issued. The guidance on cleaning listed in **Attachment 5** of this instruction may be utilized if needed.

2.3.8. Ask their work place supervisors for guidance; review RPP user instructions and training material; or contact BE or OC-ALC/SE directly if there are any questions or concerns

2.3.9. Write the date when a new PAPR filter cartridge is placed in service on the face of the cartridge, except when a cartridge is disposed of at, or before, the end of one shift.

Chapter 3

MAINTENANCE

3.1. Replacement of parts or repairs shall: be done only by personnel trained in proper respirator maintenance and assembly. Maintenance may be completed by sending RP to the 569 AMXS/MXDPAA respirator cleaning room in Building 2122, by individual users, or by appointed respirator maintainers when properly trained by BE. If respirators are sent to Building 2122 the owning organization must provide replacement parts for required repairs.

3.2. The 569th Aircraft Maintenance Squadron Disassembly/Cleaning Section: 569 AMXS/MXDPAA, (Building 2122, 2nd floor, Post D-32, phone 405-734-8918), will provide cleaning and repair services on request. Work centers must provide a Job Order Number (JON) and replacement parts, as needed. The 569 AMXS/MXDPAA will not release respirators in need of parts or repair, until repairs are completed.

3.3. If respirators are not sent to the respirator cleaning room in Building 2122: the shop supervisor shall appoint an employee or employees, in writing, as a maintainer who will be responsible for the maintenance (i.e., repair and replacement of parts) of respirators. A copy of the appointment letter shall be placed behind Tab H of the shop's RPP notebook.

3.4. Maintenance shall be performed IAW: the manufacturer's instructions. In the absence of manufacturer's instructions, maintenance shall be performed IAW sections 5.3. and 5.4. of **Attachment 5** to this instruction.

Chapter 4

COMMON ISSUE RESPIRATORS.

4.1. Shop Supervisors: with personnel who are issued common use respirators shall at least annually (i.e., once every 12 months) inspect the condition and storage of the respirator issued to an employee.

4.2. The inspection: shall be conducted at the time of issue to an employee, and shall include the elements listed in paragraphs **5.3.1 through 5.3.11** of this instruction.

4.3. Annual inspections: are only required for those employees issued respirators. In a 12-month period some personnel may not perform duties requiring respiratory protection, and consequently not be issued a respirator.

4.4. The inspections shall be documented: on the AFMC Form 315, *Supervisor Safety Inspection Record*. (Reference **Attachment 2** of this instruction for an example) Additional suggested inspection procedures are outlined in **Attachment 5** of this instruction. If no discrepancies are found "No Findings" shall be noted on the Form.

4.5. Tool crib supervisors with personnel who issue respirators from a tool crib shall ensure respirators:

4.5.1. Have no visible defects, and

4.5.2. Stored IAW guidance received from BE in the shop specific WRPSI letter.

Chapter 5

INDIVIDUALLY ISSUED RESPIRATORS

5.1. Shop supervisors: with personnel who have individually issued respirators shall inspect all respirators at least annually (i.e., once every 12 months). This shall include ensuring the size of tight fitting respirators is IAW the current fit test report received from BE.

5.2. All respirators: are not required to be inspected during the same inspection event. Supervisors responsible for a large number of respirator users may inspect a portion of the total number each month. Ensure that all respirators are accounted for in a 12-month period.

5.3. The inspections shall: be documented on the AFMC Form 315, *Supervisor Safety Inspection Record*. (Reference **Attachment 2** of this instruction for an example) Information documented on the AFMC Form 315 for the inspection shall include:

5.3.1. The employee's name,

5.3.2. The type of respirator inspected (e.g., tight fitting full face, PAPR, loose fitting air supplied hood, air supplied helmet),

5.3.3. The required filter cartridges when applicable (e.g., cartridges used with a tight fitting respirator or PAPR)

5.3.4. Discrepancies found at the time of the inspection. Examples include the following:

5.3.5. Incorrect size,

5.3.6. Incorrect cartridge,

5.3.7. Warped face seal area,

5.3.8. Torn, warped or missing exhalation and inhalation valves,

5.3.9. Incorrect hose for PAPR or incorrect air supply hose from ambient air pump or compressed breathing air connection,

5.3.10. Incorrect hood or shroud,

5.3.11. The corrective measures taken. If a discrepancy is corrected at the time of inspection the discrepancy and corrective action shall be documented on the AFMC Form 315. If no discrepancies are found "No Findings" shall be noted on the Form.

Chapter 6

ENGINEERING OFFICE IN EACH OC-ALC GROUP

6.1. The engineering office in each OC-ALC group shall: ensure that all fresh air pumps, carbon monoxide (CO) monitor/sensors, oxygen (O2) monitor/sensors, and breathing air boards are assigned an Oklahoma City Number (OC#).

6.2. The procedure specified in OC-ALCI 21-203 shall: be followed to obtain an OC#. NOTE: The 76 MXSG Equipment Engineering Office is the POC.

Chapter 7

WORKPLACE/SHOP SPECIFIC PROGRAM ELEMENTS

7.1. Ensure printed copies: of standards and regulations maintained in the RPP notebook are current. Contact the BE or OC-ALC/SE for guidance.

7.2. All documentation required by this section shall: be made available in the work center/shop for inspection when requested.

7.3. Senior managers of units (i.e., Section or Branch Chiefs) shall: ensure that individual shop supervisors maintain the following documents listed in paragraphs **7.3.1 through 7.3.13** in an RPP notebook which is accessible to their shop personnel to review at any time. The RPP notebook is for RPP documents only.

7.3.1. Tab A – Annual Respirator Program Review and Approval OC-ALC Form 107. See **Attachment 3** of this instruction.

7.3.2. Tab B – Shop Specific Workplace Respirator Program Supplemental Information (WRPSI) letter received from BE. NOTE: This letter is updated by BE only as needed.

7.3.3. Tab C – OC-ALC Instruction 103, Respiratory Protection Program.

7.3.4. Tab C1 – TINKERAFBI 48-103, Respiratory Protection Program.

7.3.5. Tab D – AFI 48-137, Respiratory Protection Program (or a memo stating how to access the instruction). If employees cannot freely access a copy of the AFI on the internet through a work computer, a paper copy shall be maintained in the notebook.

7.3.6. Tab E – 29 CFR 1910.134 (OSHA Respiratory Protection Standard) (or a memo stating how to access the OSHA Standard). If employees cannot freely access a copy of the OSHA Standard on the internet through a work computer, a paper copy shall be maintained in the notebook.

7.3.7. Tab F1 – Copies of Fit Test Reports, with the employee ID Number (i.e., social security number) blacked out, or a memo stating where the original reports are physically located. Copies of reports are to be made available for inspection in the shop when requested.

7.3.8. Tab F2 – Training materials.

7.3.8.1. Copy of training materials used by the supervisor to conduct initial and annual training for personnel. Contact BE for guidance on what materials are to be used.

7.3.8.2. A copy of the Supervisor Training Lesson Plan used by BE to train supervisors, and a copy of the signed AF IMT 1151 for the supervisor.

7.3.8.3. A copy of the Filtering Facepiece Device Annual/Initial Training Outline from BE (i.e., if applicable).

7.3.9. Tab F3 – Copies of the last two Industrial Hygiene Assessment Letters, including Addendum and Amendment Letters, and any air sampling letters received within the previous 24 months which directly apply to the respiratory protection requirement.

7.3.10. Tab G – Respiratory Protection Program AFMC Form 315 must be maintained until a subsequent Form 315 is completed.

7.3.11. Tab H – Respirator Issuer/Maintainer Appointment Letter and Training Plan, or a memo stating it is not applicable.

7.3.12. Tab I – Current Laboratory Test Report of breathing air quality received from 76th Maintenance Support Squadron Analytical Chemistry Section, (76 MXSS/MXDTA), for compressed breathing air sources, or a memo stating it is not applicable.

7.3.13. Tab J – OC-ALC Forms 104 and 106. The Forms must be maintained until a subsequent Form 104 and 106 are completed.

Chapter 8

EVALUATION OF USER KNOWLEDGE AND THE EFFECTIVENESS OF RESPIRATORY PROTECTION PROGRAM TRAINING

8.1. Supervisors. IAW AFI 48-137, 3.1.8. and TINKERAFBI 48-103, 2.1.20. shall at least annually (i.e., every 12 months) accomplish a meeting with shop personnel to evaluate the effectiveness of the shop specific training, and document demonstration of respirator user knowledge of RPP requirements.

8.1.1. The results of the evaluation and knowledge assessment shall be recorded on an OC-ALC Form 106.

8.1.2. The OSHA Respiratory Protection Standard (29 CFR 1910.134(k)(1)) requires that employees be able to demonstrate knowledge of at least the following items listed here in paragraphs **8.1.2.1 through 8.1.2.8** [NOTE: Contact the BE office for guidance]

8.1.2.1. Why the respirator is necessary.

8.1.2.2. How improper fit, usage, or maintenance would compromise the protective effect of the respirator.

8.1.2.3. The limitations and capabilities of the respiratory protection.

8.1.2.3.1. This includes how the respiratory protection operates. Methods of operation include the following:

8.1.2.3.1.1. The respirator filters air from the area around the user, such as through a HEPA filter.

8.1.2.3.1.2. The respirator absorbs vapors or gas such as through organic vapor or acid gas cartridges.

8.1.2.3.1.3. Breathing air is provided from an uncontaminated source such as from an ambient air (“fresh air”) pump, or an air compressor with proper filtration and sensors.

8.1.2.3.2. Limitations on the use of air-purifying respirators includes prohibiting use in an oxygen deficient or immediately dangerous to life and health atmosphere.

8.1.2.4. How to use the respirator in situations where the respirator malfunctions.

8.1.2.5. How to inspect, put on (i.e., donning), remove (i.e., doffing), and use a respirator. This includes a hands on demonstration by employees.

8.1.2.6. How to check the seal of a tight fitting respirator. This includes a hands on demonstration.

8.1.2.7. The procedures for maintenance and storage of the respirator.

8.1.2.8. How to recognize medical signs and symptoms that may limit or prevent the effective use of the respiratory protection.

8.1.3. The demonstration of knowledge shall include employees demonstrating the hands-on use of respiratory protection. This can be accomplished individually or in a group setting.

8.1.4. Supervisors shall use an OC-ALC Form 106 to record the results, including discrepancies, of the knowledge assessment and evaluation. If no discrepancies are found, "No Findings" shall be noted in the notes section of the Form. The Form 106 shall be retained in Tab J of the shop's RPP notebook until replaced by a subsequent Form 106, and shall be made available for inspection when requested.

Chapter 9

ASSESSMENT OF EMPLOYEE VIEWS ON AND EVALUATION OF EFFECTIVENESS OF THE SHOP RESPIRATORY PROTECTION PROGRAM

9.1. Supervisors shall: at least annually (i.e., every 12 months) conduct worksite specific program evaluations.

9.2. The OSHA Respiratory Protection Standard 29 CFR 1910.134(l): requires assessment of employee views on program effectiveness, the supervisor's identification of problems, and correction of the problems identified.

9.2.1. The results of the assessment of employee views, including any program deficiencies identified, shall be recorded on an OC-ALC Form 104. Identification of deficiencies shall include corrective actions taken on the spot, at the time of the assessment.

9.2.2. The factors listed in items 9.3. through 9.3.4. of this section are required by 29 CFR 1910.134(l)(2) through (l)(2)(iv).

9.2.3. The evaluation shall assess employees' views on the effectiveness of the RPP, and identify any problems.

9.3. Factors to be assessed shall: include, but are not limited to the following.

9.3.1. Respirator fit. This includes the ability to use the respirator without interfering with effective job performance, hearing, vision, or communication.

9.3.2. The appropriate respirator selection for the hazards to which the employee is exposed. [NOTE: BE selects appropriate respiratory protection. Contact the BE office for information regarding respirator selection]

9.3.3. Proper respirator use under the workplace conditions the employee encounters. This includes whether the respirator causes discomfort, and whether employees have confidence in the effectiveness of the respiratory protection.

9.3.4. Proper respirator maintenance.

9.4. A medical evaluation: is required if observations made during this program evaluation indicate a medical evaluation is needed. Observing medical conditions such as difficulty in breathing, fatigue during respirator use, skin rash or irritation may indicate that a medical evaluation is necessary.

9.5. Supervisors shall: use an OC-ALC Form 104 to record the assessment of employee views, identification of problems, and corrective actions. If no discrepancies are found, "No Findings" shall be noted in the notes section of the Form. The Form 104 shall be retained in Tab J of the shop's RPP notebook until replaced by a subsequent Form 104, and shall be made available for inspection when requested.

JEFFREY R. KING, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

29CFR 1910.134, *Respiratory Protection*

AFI 48-137, *Respiratory Protection Program,* 11 September 2018

TINKERAFBI 48-103, *Respiratory Protection Program,* 10 December 2019

AFI 33-360, *Publications and Forms Management,* 1 December 2015

AFI 33-322, *Records Management and Information Governance Program,* 23 March 2020

AFSCI 21-401, *Hazardous Materials Hierarchy of Controls*, 6 October 2015

OC-ALCI 21-203, *Equipment Maintenance/Inspection and Documentation,* 15 July 2014

Prescribed Forms

OC-ALC Form 103, *Request for Safety Eyewear*

OC-ALC Form 104, *Assessment of Employee Views on and Evaluation of Effectiveness of the Shop Respiratory Protection Program*

OC-ALC Form 106, *Annual Evaluation of User Knowledge and the Effectiveness of Respiratory Protection Program Training*

OC-ALC Form 107, *Annual Respirator Program Review and Approval*

Adopted Forms

AF Form 55, *Employee Safety and Health Record*

AFTO Form 244, *Industrial/Support Equipment Record*

AFMC Form 315, *Supervisor Safety Inspection Record*

Abbreviations and Acronyms

569AMXS/MXDPAA—569th Aircraft Maintenance Squadron Disassembly/Cleaning Section

72ABW/CE—72d Air Base Wing Civil Engineering Directorate

76MXSG—76th Maintenance Support Group

76MXSS/MXDTA—Analytical Chemistry Section

776MXSS/MXDVA—Plant Maintenance Production Flight

AF—Air Force

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMETCAL—Air Force Metrology and Calibration Program

AFRIMS—Air Force Records Information Management System

AFSCI—Air Force Sustainment Center Instruction

AFTO—Air Force Technical Order

BE—Bioenvironmental Engineering

CE—Civil Engineering

CFR—Code of Federal Regulations

CO—Carbon Monoxide

EIM—Enterprise Information Management

FEMS—Facility Equipment Maintenance System

FFPD—Filtering Facepiece Device

GPC—Government Purchase Card

HEPA—High Efficiency Particulate Air

IAW—In Accordance With

IH—Industrial Hygiene

IMT—Information Management Tool

JON—Job Order Number

MFR—Memorandum for Record

MICT—Management Internal Control Toolset

O2—Oxygen

OC#—Oklahoma City Number

OC-ALC—Oklahoma City Air Logistics Complex

OC-ALCI—Oklahoma City Air Logistics Complex Instruction

OC—ALC/OBT - OC-ALC Training Branch

OC-ALC RPP—Oklahoma City Air Logistics Complex Respiratory Protection Program

OC-ALC/SE—Oklahoma City Air Logistics Complex Safety Office

OEEL—Occupational and Environmental Exposure Limit

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

PAPR—Powered Air Purifying Respirator

POC—Point of Contact

RDS—Records Disposition Schedule

RP—Respiratory Protection

RPP—Respiratory Protection Program

SEG—Similar Exposure Group

TINKERAFBI—Tinker Air Force Base Instruction

TSS—Training Scheduling System

WIC—Workplace Identifier Code

WRPSI—Workplace Respirator Program Supplemental Information

WWRPP—Workplace Written Respiratory Protection Program

Terms

Air—Purifying Respirator - A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air–purifying element.

Annual—No more than twelve (12) months from the last occurrence.

Expanded Standards—Specific substances outlined in separate sections following 29 CFR 1910.1000, Subpart Z. Exposure programs for these substances require strict adherence to the mandatory procedures contained in the expanded standards. When OSHA adopts additional expanded standards, Air Force operations will comply with the added requirements and BE will monitor compliance.

Filtering Facepiece Device (dust mask)—A negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Fresh Air Pump—An electrical or pneumatically driven positive displacement pump which takes ambient air and provides it to a respirator at pressures of less than 25 pounds per square inch gauge (psig). This is also known as a free-air pump or ambient air pump.

Job Order Number (JON)—A nine-position number used to control workload for the project order period during which funding is provided. The number consists of a five-position control number, a one-position job designator, and a three-position JON suffix.

Multiple User/Common Use Respirator—A respirator that is maintained in a tool crib or in bench stock and is available for check out and use only by authorized individuals. This respirator is used by numerous employees and is not assigned to any specific individual.

Program Letters—Workplace Respirator Program Supplemental Information (WRPSI) letter, Expanded Standard Written Compliance Program, etc.

Attachment 2

AFMC FORM 315 EXAMPLE SUPERVISOR SAFETY INSPECTION RECORD

Figure A2.1. AFMC Form 315 Example Supervisor Safety Inspection Record.

SUPERVISOR SAFETY INSPECTION RECORD

1. ORGANIZATION INSPECTED	2. OFFICE SYMBOL	3. SUPERVISOR NAME
123 MXSS	MXDABC	Sam Supervisor

4. ORGANIZATION LOCATION *(Building, Post/Room Number)*	5. DATE OF INSPECTION
9001/C68	May 29, 2020

6. INSPECTION PARTICIPANTS *(Name and Office Symbols)*

(Insert names of all personnel in the Respiratory Protection Program)

1. SAFETY DISCREPANCIES FOUND	2. CORRECTIVE ACTIONS
3M 6900, Full Face Tight Fitting:	
Visor scratched enough to affect worker's view	Mask removed from service and sent to respirator
- Respirator for John Doe	room in building 2122, 566 AMXS/MXDVAA
3M 7800 Full Face Tight Fitting:	
Warped face seal area - Respirator for Jane Doe	Mask removed from service and discarded
One PAPR unit battery not charging properly	Removed battery from service and replaced with new
PAPR did not meet minimum airflow requirement	Removed unit from service for maintenance/repair
Two packages of filters in stock past their expiration	Removed filters from stock and discarded. Replaced with
	new filters.
All other respirators and filters in good serviceable	
Condition.	

AFMC FORM 315, 19920701 *(IMT-V1)*

Attachment 3

OC-ALC FORM 107 EXAMPLE ANNUAL RESPIRATOR PROGRAM REVIEW AND APPROVAL

Figure A3.1. OC-ALC Form 107 Example Annual Respirator Program Review and Approval

ANNUAL RESPIRATORY PROTECTION PROGRAM (RPP)
REVIEW AND APPROVAL

This Form documents the annual review and approval of the workplace/shop specific respiratory protection program (RPP) for 123 MXSS/MXDAB org/office symbol. WIC# 901Z.

By signing below, the shop supervisor and Bioenvironmental Engineering (BE) representative acknowledge they have reviewed and verified the shop's RPP as current and correct as required by 29 CFR 1910.134 *Respiratory Protection*, AFI 48-137 *Respiratory Protection Program*, Tinker Air Force Base Instruction 48-103 *Respiratory Protection Program*, and the OC-ALC Instruction 48-103 *Respiratory Protection Program*. This Form shall be maintained behind Tab A of the Respiratory Protection Program notebook IAW OC-ALCI 48-103.

Sarah Supervisor	Sarah Supervisor	June 1, 2020
Shop Supervisor (Print)	Shop Supervisor (Sign)	Date
Brenda Bee	Brenda Bee	June 1, 2020
BE (Print)	BE (Sign)	Date
Shop Supervisor (Print)	Shop Supervisor (Sign)	Date
BE (Print)	BE (Sign)	Date
Shop Supervisor (Print)	Shop Supervisor (Sign)	Date
BE (Print)	BE (Sign)	Date
Shop Supervisor (Print)	Shop Supervisor (Sign)	Date
BE (Print)	BE (Sign)	Date

OC-ALC Form 107 2020XXXX
Prescribed by: OC-ALCI 48-103

Attachment 4

OC-ALC FORM 103 EXAMPLE REQUEST FOR SAFETY EYEWEAR

Figure A4.1. OC-ALC Form 103 Example Request For Safety Eyewear.

Don't forget to sign, and send prescription to GPC Holder

REQUEST FOR SAFETY EYEWARE

To: Vision Clinic Bldg 3334, Room 123	Personal Data of 1974 (PL 930379)	1. Tracking Code
2. Employee Name (Print)	3. Date of Birth (MM/DD/YY)	4. Code Date (MM/DD/YY)
5. Full Routing Symbol	6. Global e-mail address	7. Printed Name of GPC Holder
7. Job Title/Description	8. Duty Phone	

9. Prescription Requirements

a. Lenses

- ☐ Clear Lens/No Tint
- ☐ Indoor Tint - Not clear
- ☐ Outdoor Tint - Not clear

b. Inserts (Don't forget to bring inserts to clinic)

☐ 3M ☐ MSA ☐ V2G

c. Type

- ☐ Single
- ☐ Bi/Trifocal
- ☐ Progressive
- ☐ Double Segment

10. Task Performed

- ☐ Grinding
- ☐ Drilling
- ☐ Soldering
- ☐ Safety Wire
- ☐ Hammering
- ☐ Other

11. Eye Hazard

- ☐ Propelled Particle/Dust
- ☐ Sparks
- ☐ Molten Metal
- ☐ Puncture
- ☐ Other

As the employee's supervisor, I certify the above named requires protective eyewear specified on this form.

12. Supervisor's Global E-mail Address

13. Supervisor's signature

OCCUPATIONAL VISION USE ONLY

EXAMPLE

OC-ALC Form 103, 20160713
Prescribe by: TINKERAFBI 48-103 OC-ALCSUP

Attachment 5

EMPLOYEE QUICK REFERENCE SHEET

A5.1. Inspection. (Taken from OSHA Small Entity Compliance Guide, and NIOSH Guide to Industrial Respiratory Protection) Use the following procedures to inspect respirators before use:

A5.1.1. Rubber facepiece:

A5.1.1.1. Dirt, cracks, tears, or holes.

A5.1.1.2. Distortion from improper storage.

A5.1.1.3. Cracked, scratched or loose fitting lens.

A5.1.1.4. Broken or missing mounting clips.

A5.1.2. Headstraps:

A5.1.2.1. Breaks or tears.

A5.1.2.2. Loss of elasticity.

A5.1.2.3. Broken or malfunctioning buckles or attachments.

A5.1.2.4. Excessively worn serrations of the head straps which might allow the facepiece to slip.

A5.1.3. Valves:

A5.1.3.1. Detergent residue, dust or dirt on the valve seat.

A5.1.3.2. Cracks, tears, or distortion in the valve.

A5.1.3.3. Missing or defective valve cover.

A5.1.4. Filter Elements:

A5.1.4.1. Proper type of filter for the job/task and contaminants present (refer to the shop specific IH Assessment Letter and WRPSI letter, both from BE).

A5.1.4.2. Missing or worn gaskets.

A5.1.4.3. Worn threads.

A5.1.4.4. Cracks or dents in housing.

A5.1.4.5. Spent, dirty, used.

A5.2. Seal check of tight-fitting air-purifying. (Taken from 29 CFR 1910.134, Appendix B-1)

A5.2.1. Positive pressure check.

A5.2.1.1. Put the respirator on.

A5.2.1.2. Close off the exhalation valve and exhale gently into the facepiece.

A5.2.1.3. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage.

A5.2.2. Negative pressure check.

A5.2.2.1. Put the respirator on.

A5.2.2.2. Close off the inlet opening(s) of the canister(s) or cartridge(s) by covering with the palm of hands, nitrile gloves, or by replacing the filter seals. Then inhale so the facepiece collapses slightly, and hold the breath for 10 seconds.

A5.2.2.3. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

A5.3. Cleaning. (Taken from 29 CFR 1910.134, Appendix B-2) Use the manufacturer's recommendations, or the alternate following procedure to clean individual issue respirators:

A5.3.1. Remove any filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

A5.3.2. Wash the respirator in warm water (maximum 110o F) with mild detergent or with a cleaner-disinfectant solution recommended by the manufacturer. Use a soft bristle (not wire) brush or cloth to facilitate dirt removal.

A5.3.3. Follow manufacturer's instructions for the cleaner-disinfectant, or follow the respirator disinfecting procedure in the OSHA respiratory protection standard, 29 CFR 1910.134, Appendix B-2.

A5.3.4. Thoroughly rinse in clean, warm running water (maximum 110o F) to completely remove all cleaner and disinfectant, then allow water to drain from respirator.

A5.3.5. Hand dry with a clean lint free cloth, or air dry in a clean area.

A5.3.6. Clean other respirator parts as recommended by the manufacturer.

A5.3.7. Inspect and replace worn or broken parts.

A5.3.8. Reassemble facepiece.

A5.3.9. Ensure all components work properly and then place in plastic bag or other closed container for storage.

A5.3.10. Use new filters, cartridges, or canisters, as specified by the manufacturer and BE.

A5.4. Maintenance. Personnel that maintain respirators must request replacement parts (replacement valves, cartridges, straps, etc.) from their workplace supervisor as needed. Personnel must not mix parts from different manufacturers, types or models of respirators.

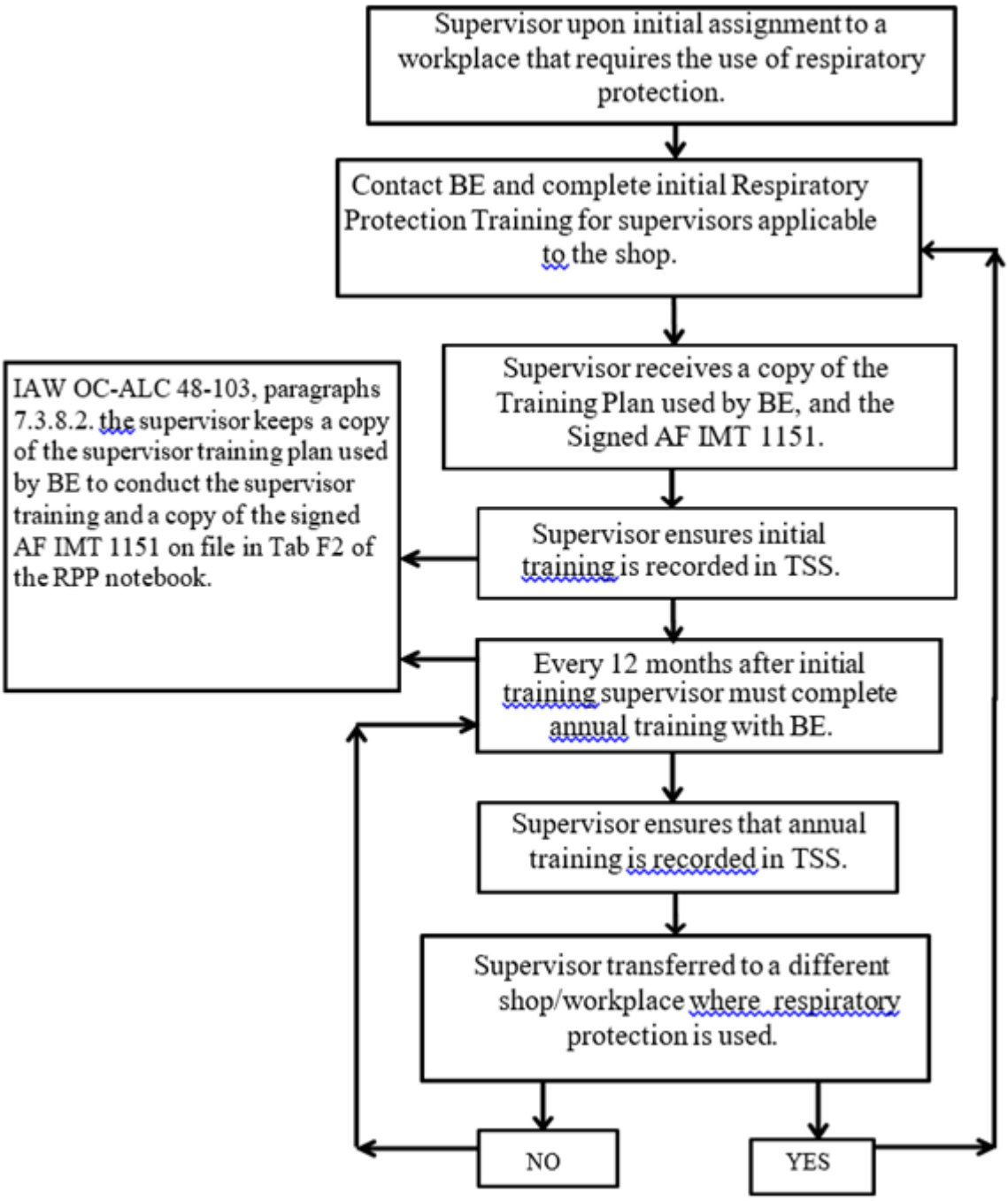
A5.4.1. Personnel must replace the cartridge, filter, or canister of an air purifying respirator with the type specified in the IH Assessment Letter and WRPSI letter, both from BE.

A5.4.2. Personnel who change filter cartridges shall ensure that the replacement cartridges have not passed their expiration or shelf life date.

Attachment 6

FLOW CHART FOR SUPERVISOR TRAINING

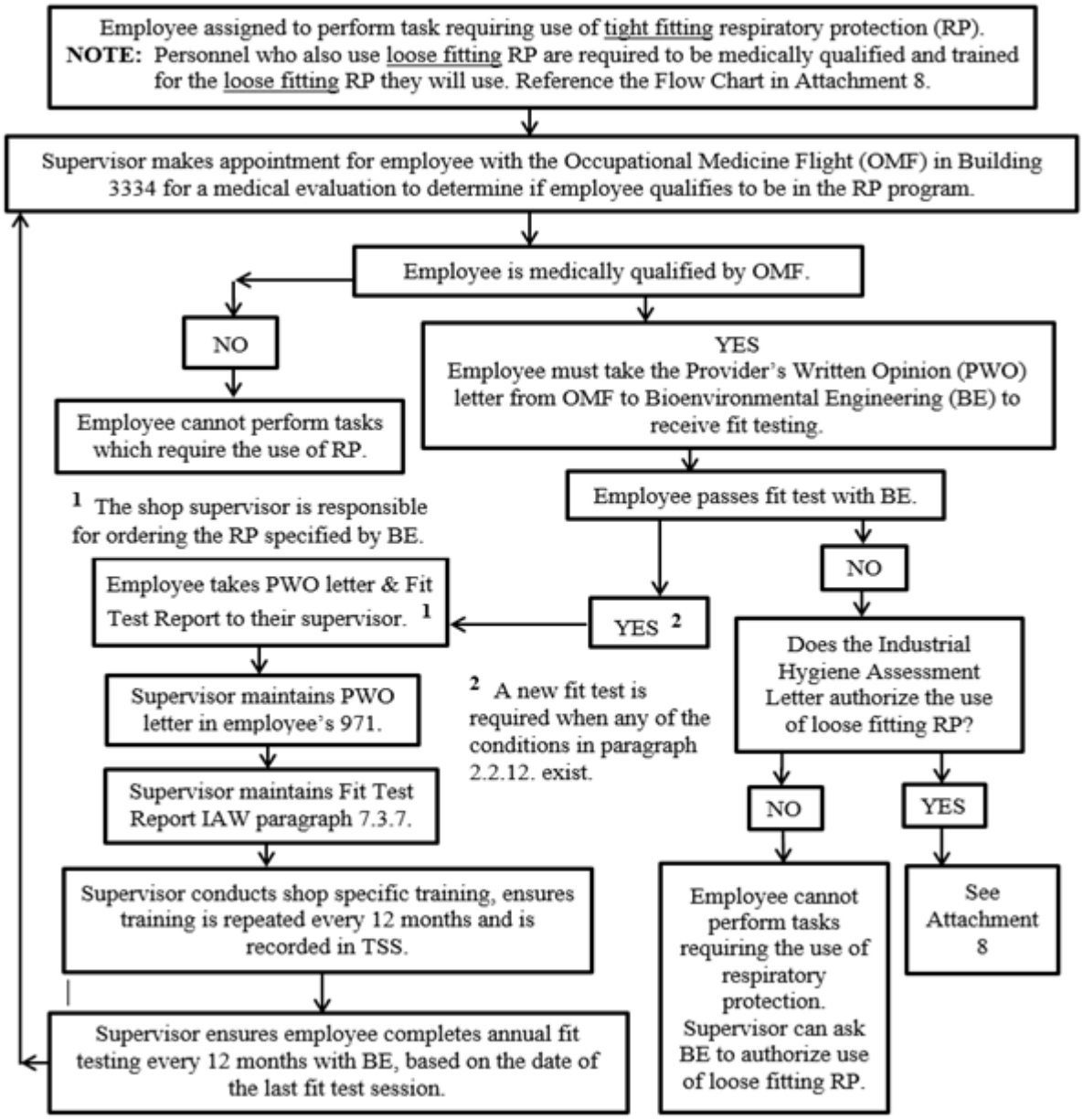
Figure A6.1. Flow Chart for Supervisor Training.



Attachment 7

FLOW CHART OF EMPLOYEE MEDICAL QUALIFICATION, TRAINING AND FIT TESTING FOR TIGHT FITTING RESPIRATORY PROTECTION.

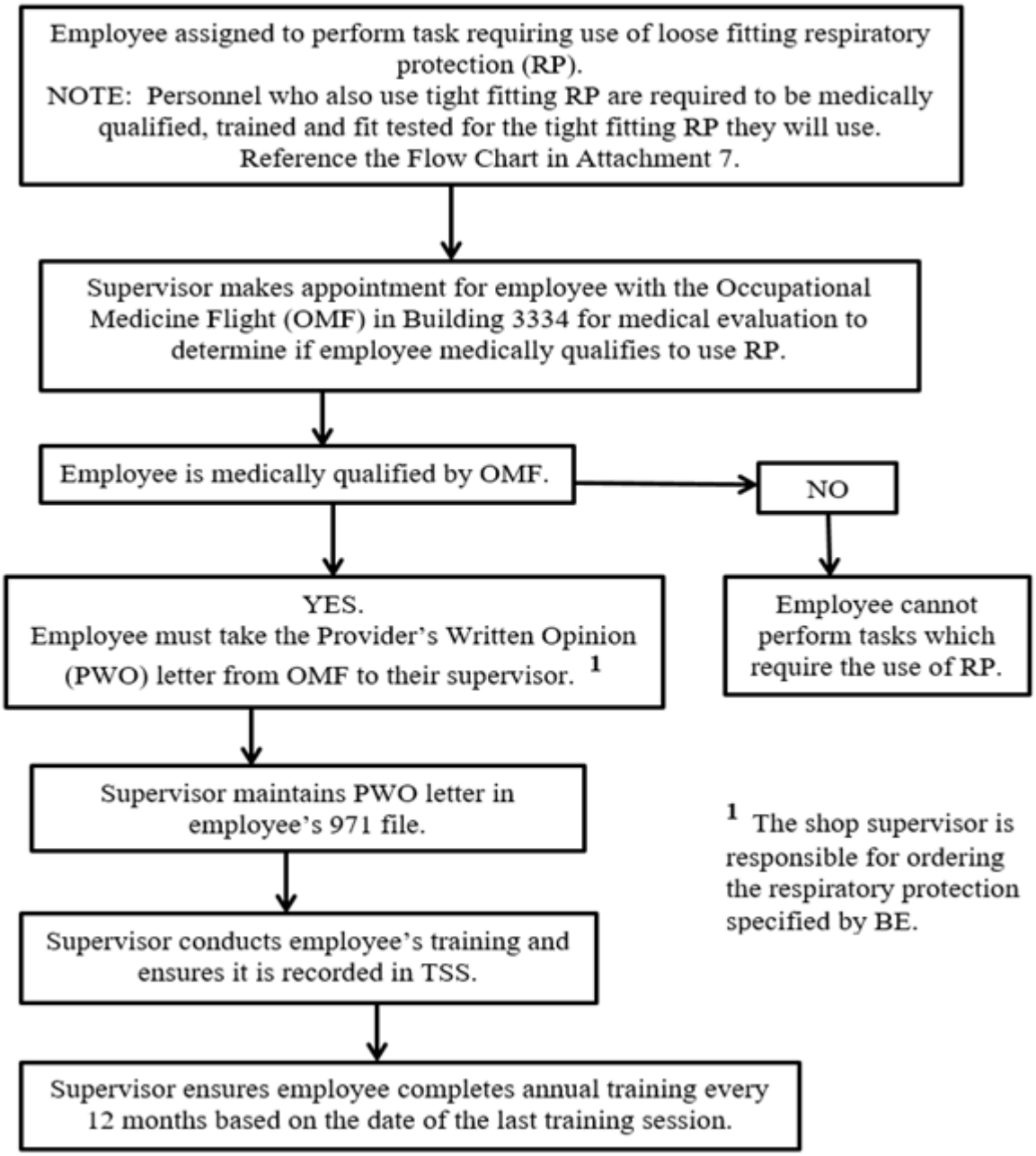
Figure A7.1. Flow Chart of Employee Medical Qualification, Training and Fit Testing for Tight Fitting Respiratory Protection.



Attachment 8

FLOW CHART OF EMPLOYEE MEDICAL QUALIFICATION AND TRAINING FOR LOOSE FITTING RESPIRATORY PROTECTION

Figure A8.1. Flow Chart of Employee Medical Qualification and Training for Loose Fitting Respiratory Protection.

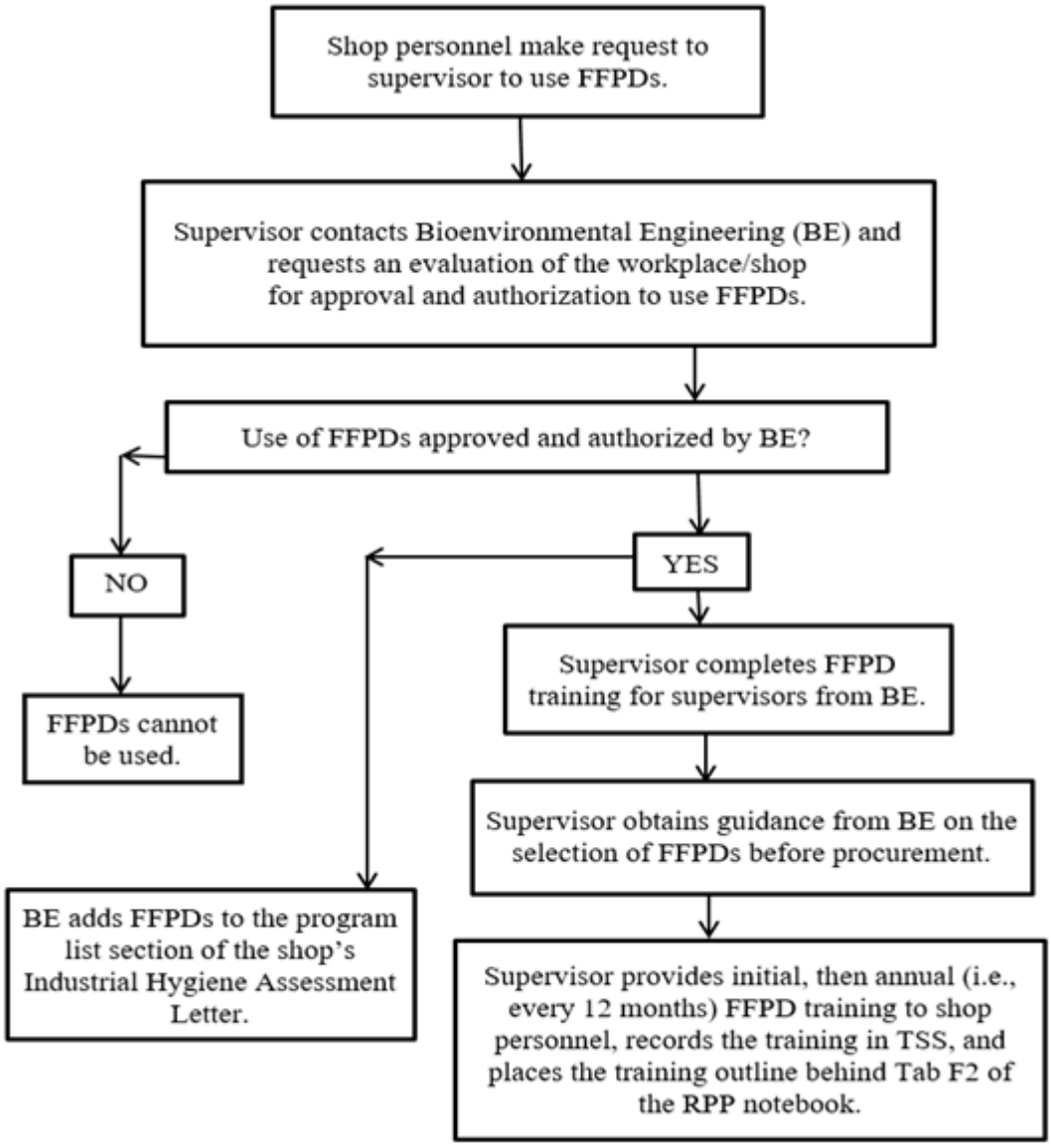


Attachment 9

FLOW CHART REGARDING AUTHORIZATION TO USE AND TRAINING FOR FILTERING FACEPIECE DEVICES (FFPDS) (I.E., DUST MASKS)

A9.1. NOTE: IAW AFI 48-137, 3.1.4.3., use of FFPDs must be approved and authorized by the Bioenvironmental Engineering (BE).

Figure A9.1. Flow Chart Regarding Authorization to Use and Training for Filtering Face piece Devices (FFPDs) (i.e., Dust Masks).



Attachment 10

OC-ALC FORM 106 ANNUAL EVALUATION OF USER KNOWLEDGE AND THE EFFECTIVENESS OF RESPIRATORY PROTECTION PROGRAM TRAINING

Figure A10.1. OC-ALC Form 106 Annual Evaluation of User Knowledge and the Effectiveness of Respiratory Protection Program Training.

This Form documents the annual evaluation of user knowledge and the effectiveness of Respiratory Protection Program (RPP) Training IAW 29 CFR 1910.134(k)(1)-(k)(1)(vii), TINKERAFBI 48-103 Chapter 2 and OC-ALCI 48-103 Chapter 8. This Form must be maintained in the shop's RPP notebook IAW OC-ALCI 48-103.			
Supervisor's Signature: _____ Print Name: _____ Shop Name: _____ Shop Organization/Office Symbol: _____ WIC# (from IH Assessment Letter):_____ Date Accomplished: _____			
Was Each Employee Able to Demonstrate Knowledge of the Following Elements: Number of personnel assessed:_____	**Y**	**N**	**N/A**
Why is the respiratory protection (RP) necessary?			
How does improper fit, usage or maintenance compromise the protective effect of the respirator?			
What are the limitations and capabilities of the respiratory protection? • Examples include: HEPA filters alone do not provide protection from organic vapors or acid gases; Air-purifying respirators do not provide protection in an oxygen deficient or immediately dangerous to life and health atmosphere.			
What to do when the RP malfunctions?			
How to inspect, put on (don), remove (doff) and use the respiratory protection?			
How to check the seal of a tight fitting respirator (i.e., perform a seal check)?			
How to recognize medical signs and symptoms that may limit or prevent the effective use of the RP? Examples include dizziness, shortness of breath.			
The hands on use of the respiratory protection?			
Notes and Corrective Actions, or state "No Findings": _____			
OC-ALC Form 106 2020XXXX **Prescribed by: OC-ALCI 48-103**			

Attachment 11

OC-ALC FORM 104 ASSESSMENT OF EMPLOYEE VIEWS ON AND EVALUATION OF EFFECTIVENESS OF THE SHOP RESPIRATORY PROTECTION PROGRAM

Figure A11.1. OC-ALC Form 104 Assessment of Employee Views on and Evaluation of Effectiveness of the Shop Respiratory Protection Program.

This Form documents the annual Respiratory Protection Program (RPP) evaluation required by 29 CFR 1910.134(l)-(l)(2)(iv), AFI 48-137 paragraph 3.1.9., and OC-ALCI 48-103 Chapter 9. This Form must be maintained in the shop's RPP notebook IAW OC-ALCI 48-103.			
Supervisor Signature: _____ Print Name: _____ Shop Name: _____ Shop Organization/Office Symbol: _____ WIC# (from IH Assessment Letter):_____ Date Accomplished: _____			
The supervisor has – • Evaluated the workplace to ensure the provisions of the written program are being effectively implemented, • Has assessed the views of employees' on program effectiveness, and • Identified any problems. The following factors have been assessed:	**Y**	**N**	**N/A**
Is respirator fit effective? (for tight fitting respirators)			
When personnel are consulted to assess their views on the effectiveness of the respiratory protection program, do they express concerns about the respiratory protection interfering with effective work performance, hearing, vision, or communication?			
Is the appropriate respiratory protection selected for hazards to which the employee is exposed? (Bioenvironmental Engineering (BE) selects the respiratory protection. Questions should be directed to BE.)			
Do employees use respiratory protection properly under the workplace conditions they encounter? This includes whether the respirator causes discomfort, and whether personnel have confidence in the effectiveness of the respiratory protection.			
Is respiratory protection properly maintained? This includes proper storage.			
Notes, Problems Identified and Corrective Actions, or state "No Findings": _____			
OC-ALC Form 104 2020XXXX **Prescribed by: OC-ALCI 48-103**			