

Technical Procedure, Level 2 - Multi-Facility

CPCC-PRO-SH-55034

Issue and Control of Respiratory Protection Equipment

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Program: Occupational Safety and Industrial Hygiene

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Technical Authority: Boring, Hayden M

Functional Manager: Steelhammer, Jacob G

Use Type: Reference



USQ Facility	USQ Review	Screeners
Solid Waste Operations Complex	GCX-7 (Minor Change)	Masulonis, John
Canister Storage Building/Interim Storage Area	(Screening/Determination Performed (no issues)) <i>CSB-25-045</i>	Dubois, Valerie
Waste Encapsulation Storage Facility	GCX-8 (Not in Safety Basis Compliance Matrices)	Dubois, Valerie
Capsule Storage Area	(Screening/Determination Performed (no issues)) <i>CSA-25-080</i>	Dubois, Valerie
105 KW Facility	GCX-8 (Not in Safety Basis Compliance Matrices)	Meyer, Matthew
324 Building	GCX-8 (Not in Safety Basis Compliance Matrices)	Garrett, Robert
D4ES-Central Plateau	GCX-7 (Minor Change)	Griebel, Scott

JHA: Administrative

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Change Summary

Description of Change

Include statement about RPF use for staging emergency use equipment and for running emergency preparedness drills.

Applicable Facilities

100K Area Project

Canister Storage Building

Central Waste Complex

Environmental Restoration Disposal Facility

T Plant

Waste Encapsulation and Storage Facility

Central Plateau S&M

324 Facility

Capsule Storage Area

300 Area

REDOX

231-Z

PUREX

224-B

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1.0 INTRODUCTION**1.1 Purpose**

This procedure provides Central Plateau Cleanup Company (CPCCo) workers a specific process for issuing and controlling Respiratory Protection Equipment (RPE) according to DOE-0352, *Hanford Site Respiratory Protection Program (HSRPP)*.

1.2 Scope

This procedure provides instructions for:

- Issuance and use of RPE to qualified personnel
- Return of RPE
- Reporting issues and concerns
- Inventory management
- Maintenance and cleaning of RPE
- RPE storage

1.3 Applicability

This procedure applies to RPE issued at all CPCCo Mask Issuance Stations. Issue stations are designated by management using Form A-6006-204, *Respiratory Protection Equipment (RPE) Issuance Station Identification Form*.

1.4 Implementation

This procedure is effective Sept. 11, 2024.

2.0 PRECAUTIONS AND LIMITATIONS**2.1 Limitations**

2.1.1 All employees who handle RPE shall maintain positive control by:

- Preventing unauthorized personnel from obtaining or issuing RPE, and
- Being locked or attended by designated personnel.

2.1.2 Respiratory users are responsible to:

- Maintain RPE in a sanitary manner and readily identifiable to prevent loss, damage, cross contamination, and/or inadvertent use by another user during the period it is issued to them.
- Maintain positive control of RPE during the period it is issued to them. During breaks in use (e.g., multiple shifts or lunch), the RPE shall remain under the control of the user or an attendant or secured in a temporary storage area.

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3.0 PREREQUISITES**3.1 Tools, Equipment, and Materials**

- Respiratory Protective Equipment Tracking (RPET) system

3.2 Pre-Start Items

3.2.1 ENSURE Issuers are current on the following training courses:

- Course #020104, Respiratory Protection Issuer Training
- Course #620500, Respiratory Protection Equipment Tracking (RPET) System Mask Issuer
- Course #357052, Perform Respiratory Issuance and Control – Common RPE

3.2.2 When applicable, ENSURE Issuers have completed the following training:

- Course #620501, RPET System Admin
- OJT/OJE Card for Qualification for Performing Respiratory Issuance and Control:
 - Course #357A52 – 324 RPE Issuer
 - Course #357B52 – 231-Z RPE Issuer
 - Course #357C52 – 100K RPE Issuer
 - Course #357E52 – 224B RPE Issuer
 - Course #357F52 – REDOX RPE Issuer
 - Course #357G52 – CWC/LLBG/WRAP RPE Issuer
 - Course #357H52 – T-Plant RPE Issuer
 - Course #357J52 – WESF RPE Issuer
 - Course #357K52 – ERDF RPE Issuer
 - Course #357053 – SCBA and Emergency Use Respiratory Protection Equipment

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4.0 PERFORMANCE

4.1 RPE Issue

NOTE: *Sub-sections may be repeated, performed concurrently or out of order.*

- 4.1.1 (Issue Station Management) PROVIDE the mask issuing station with the applicable *Respiratory Protection Form* (RPF) (Site Form, A-6005-593).
- 4.1.2 (RPE Issuer) VERIFY respiratory user's training, medical, and mask fit qualifications using sources such as, but not limited to:
- Hanford Site Mask Fit card
 - Hanford Site Worker Eligibility Tool (HSWET)
 - Respiratory Protection Equipment Tracking (RPET) (receives daily database updates from the same source as HSWET)
 - Crystal Reports database
 - Original documentation:
 - Training Completion Record (TCR)
 - Site Occupational Medical Contractor (SOMC) clearance
 - Other Respiratory Protection Program Administrator (RPPA)-approved verification sources

NOTE: *For tight-fitting facepieces, use the mask fit picture to aid in verifying that the user is clean shaven and that physical/facial features have not changed in a way that may affect the fit. For loose fitting hoods/helmets, verify the user does not present any facial hair or other condition that interferes with the neck band on the single bib hood per the manufacturer's instructions.*

- 4.1.3 VERIFY that the user's physical/facial features have not changed in a way that may affect the fit.
- 4.1.4 ISSUE the appropriate RPE per the approved *RPF* (A-6005-593).

NOTE:

- *The Respiratory Protection Equipment Issuance and Control Log Sheet, in hardcopy, is a backup support to the RPET automated interface. Whenever used, the information will be entered into RPET when it comes back online, and the hardcopy can then be discarded.*
- *Steps 4.1.5 and 4.1.6 may be performed concurrently.*

- 4.1.5 RECORD issuance logs using one of the following methods:
- RPET system

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- *CPCCo Respiratory Protection Equipment Issuance and Control Log Sheet (Site Form A-6004-765)*

NOTE: *It's recommended that during RPE assembly users utilize form A-6008-980, Respiratory Protection Equipment (RPE) Peer Check, as a tool to aid in performing thorough inspections and peer checks. The retention of this form is at the discretion of project supervision and there are no mandatory records retention requirements.*

4.1.6 ASSEMBLE RPE in accordance with the appropriate job aids identified on the HSRPP website ([DOE-0352, Respiratory Protection Program \[sharepoint.com\]](#)).

4.2 RPE Return

4.2.1 (RPE User/Issuer) VERIFY cartridge(s) are secure during doffing sequence.

4.2.2 ENSURE single use RPE is placed in designated waste container.

4.2.3 ENSURE reusable RPE is placed in predetermined survey/storage location.

4.2.4 (RCT) PERFORM applicable clearance survey for RPE used in Contamination Areas (CAs), High Contamination Areas (HCAs), and Radiological Buffer Areas (RBAs) established for contamination control (CPCC-00175, *Central Plateau Cleanup Company Radiological Control Manual*).

NOTE:

- *The Respiratory Protection Equipment Issuance and Control Log Sheet, in hardcopy, is a backup support to the RPET automated interface. Whenever used, the information will be entered into RPET when it comes back online, and the hardcopy can then be discarded.*
- *Steps 4.2.5 through 4.2.9 may be performed concurrently or out of order.*

4.2.5 (RPE Issuer) RECORD the return of RPE using one of the following methods:

- Respiratory Protection Equipment Tracking (RPET) system
- *CPCCo Respiratory Protection Equipment Issuance and Control Log Sheet (Site Form A-6004-765)*

4.2.6 PERFORM the following steps on returned RPE prior to reissuance.

NOTE: *If removing equipment due to damaged RPE, refer to Section 4.3, Issues and Concerns.*

4.2.7 INSPECT returned RPE to determine if it is in proper working order, needs replacement parts, needs to be repaired or discarded.

4.2.8 CLEAN, SANITIZE, OR DISINFECT as recommended by manufacturer.

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4.2.9 ENSURE used batteries are returned to charging stations.

4.3 Issues and Concerns

4.3.1 (Employee) IF RPE is found to have defects pre/post use or fails during use, THEN COMPLETE a *Respiratory Protection Equipment Issues and Concerns Form* (Site Form A-6006-205) for the RPE.

NOTE: Any RPE with issues should be left in configuration as the issue was discovered to allow for SME, Issuer, and/or management assessment, prior to disposition.

4.3.2 (RPE Issuer, SME, IH) MAKE the proper notifications of the respiratory issue.

NOTE: Form may either be submitted as hard copy or emailed to the CPCCo Respiratory Protection shared mailbox at <mailto:CPCCo Respiratory Protection <CPCCORP@rl.gov>>.

4.3.3 SUBMIT form to RPPA for disposition.

4.3.4 SEGREGATE affected RPE, as applicable, until RPPA disposition.

4.3.5 (RPPA) ENSURE Issues and Concerns Form(s) are complete.

4.4 Inventory Management

Issuance station management shall ensure sufficient RPE is made available for the project work being performed.

The following form will be used to facilitate the transfer of RPE storage between project locations, Form A-6009-038, *Respiratory Protection Equipment (RPE) Transfer*.

4.4.1 (Issuance Station Management) ENSURE quarterly inventory is performed on all RPE stored by issuance station.

4.4.2 COMMUNICATE inventory to RPPA.

4.4.3 (RPE Issuer) ENSURE adequate number of respirators and cartridges are maintained to support daily facility activities.

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4.5 Add/Remove Equipment to/from RPET

NOTE: CPCCo maintains a quick user guide for RPET which can be found on the CPCCo Respiratory Protection website (link provided below). [Department of Energy Hanford Site \(rl.gov\)](#)

4.5.1 (RPE Issuer) IF adding equipment to inventory,
THEN PERFORM the following:

NOTE: Equipment on a Hanford Fire Department (HFD) maintenance schedule will already be accounted for in RPET.

- a. INVENTORY new PAPRs, assemblies and battery packs.
- b. ENSURE Barcodes are affixed to RPE inventory, as applicable.
- c. ADD the inventory to RPET.

4.5.2 IF removing equipment from inventory,
THEN PERFORM the following:

- a. NOTE the reason for removal in RPET comment section (preferred),
OR LOG reason for removal in a tracking sheet.

NOTE: If removing equipment due to defects or deficient RPE, refer to Section 4.3, Issues and Concerns.

- b. REMOVE equipment from RPET
AND CHANGE RPET status to "No Longer in Use."

NOTE: RPE Transfer form (A-6009-038) only required if transferring equipment to another issuance station.

- c. SEND completed *Respiratory Protection Equipment (RPE) Transfer* (Site Form A-6009-038) to Records Processing Center for retention and disposition in IDMS.

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4.6 Maintenance, Cleaning, and Repair

RPE shall be maintained, cleaned, and repaired according to the manufacturer specifications. The procedures listed in Table 1 were developed according to the manufacturer specifications which are maintained by the HSRPP and endorsed by CPCCo. Maintenance to RPE shall only be performed by appropriately trained personnel (e.g., RPE issuers, HFD).

Table 1 – Maintenance Procedures

<i>Procedure</i>	<i>Title</i>
DOE-0352-001	Maintenance of 3M™ Adflo™ Powered Air Purifying Respirator
DOE-0352-002	Maintenance of 3M™ Breathe Easy™ Powered Air Purifying Respirator
DOE-0352-005	Maintenance of OptimAir® TL Powered Air Purifying Respirator
DOE-0352-006	Maintenance of OptimAir® Mask Mounted (MM) Power Air Purifying Respirator
DOE-0352-007	Monthly Inspection of Emergency Self-Contained Breathing Apparatus (SCBA)
DOE-0352-008	Cleaning/Sanitizing and In-Service Testing of Scott EZ Flo® Regulators
DOE-0352-009	SCBA Harness Assembly Cleaning Instructions
DOE-0352-011	Maintenance of 3M™ VersaFlo™ TR-600 Powered Air Purifying Respirator
DOE-0352-012	3M™ Respiratory Helmet Cleaning Instructions

4.7 Laundering Services

The site-wide laundering contract is administered by DOE and services provided by UniTech Services Group, contract DE-EM0002866.

- 4.7.1 (RPE Issuer) PLACE used respirators in designated containers.
- 4.7.2 STORE boxes at predetermined location for UniTech pick up.
- 4.7.3 IF UniTech pick up “will-call” needs to be arranged,
THEN CONTACT RPPA for assistance.

4.8 Hanford Fire Department Inspections

PAPR units require periodic inspections to be performed by HFD, see the frequencies for each PAPR unit in Table 2.

Table 2 – PAPR Inspection Schedule

<i>PAPR Unit</i>	<i>PAPR Maintenance</i>
MSA Mask Mounted (MM)	12 Months
MSA OptimAir TL	12 Months
3M Adflo	6 Months
3M Versaflo	12 Months

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- 4.8.1 (RPE Issuer) COMPLETE the following steps to ENSURE RPE is transferred to HFD for inspection:
- a. RUN a monthly RPE Maintenance Report to identify equipment coming due within the next month.
 - b. SEGREGATE AND STORE expired or RPE scheduled for maintenance from “ready to use” RPE.

NOTE: Steps 4.8.1.c and 4.8.1.d can be performed concurrently or out of order.

- c. COMPLETE “SMART CHECK OUT” of RPE in RPET.
 - 1) SELECT Service Type – Out for Service.
 - 2) SCAN Barcode (or enter equipment ID).
 - 3) SELECT “Check Out.”
- d. NOTIFY HFD through the HMIS Kinetic Service Request (KSR) system that the RPE is ready for inspection.
- e. COMPLETE “SMART CHECK IN” of RPE in RPET upon return of RPE from HFD.
 - 1) INPUT HFD “Maintenance Date.”
 - 2) SCAN Barcode (or enter equipment ID).
 - 3) SELECT “Check In.”

4.9 RPE Storage

This section describes how to store RPE, see Section 2.1, “*Limitations*” for control requirements.

- (Issue Station Manager, RPE Issuer, Users) ENSURE all RPE is stored in a climate controlled (32°F to 110°F) area.
- ENSURE all RPE is stored in a clean and sanitary manner that shall protect against loss or damage from vibrations, shocks, sunlight, excessive moisture, damaging chemicals, dust, or pests.

4.10 Emergency Use RPE

This section pertains to all RPE staged for emergency use.

- 4.10.1 (Issue Station Manager, RPE Issuer) CERTIFY the emergency use RPE by performing the following steps:

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- a. INSPECT the RPE monthly AND DOCUMENT using the *Monthly Emergency Use RPE Inspection* form (Site Form A-6009-028).
- b. SEND completed form to Records Processing Center for retention/disposition in IDMS.

NOTE: *Staged emergency use RPE is exempt from issuing requirements. Consequently, RPFs are not required when utilizing staged RPE for emergency response purposes, including during drill exercises.*

- c. ENSURE a minimum of five sets of RPE per emergency response are staged to cover an initial Team 2 response in accordance with CPCC-PRO-EM-40325, *Radiological/Chemical Hazard Event Response*, as applicable.

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5.0 FORMS

A-6004-765, CPCCo Respiratory Protection Equipment Issuance and Control Log Sheet
 A-6005-593, Respiratory Protection Form
 A-6006-204, Respiratory Protection Equipment (RPE) Issuance Station Identification Form
 A-6006-205, Respiratory Protection Equipment Issues and Concerns Form
 A-6008-980, Respiratory Protection Equipment (RPE) Peer Check
 A-6009-028, Monthly Emergency Use RPE Inspection
 A-6009-038, Respiratory Protection Equipment (RPE) Transfer

6.0 RECORD IDENTIFICATION

All records are required to be managed in accordance with CPCC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
<i>Monthly Emergency Use RPE Inspection (A-6009-028)</i>	Operations	IRM Service Provider
<i>Respiratory Protection Equipment (RPE) Transfer (A-6009-038)</i>	RPPA	IRM Service Provider

7.0 SOURCES**7.1 Requirements**

DOE-0352, *Hanford Site Respiratory Protection Program (HSRPP)*

7.2 References

CPCC-00175, *Central Plateau Cleanup Company Radiological Control Manual*
 CPCC-PRO-IRM-10588, *Records Management Processes*
 DOE-0352-001, *Maintenance of 3M™ Adflo™ Powered Air Purifying Respirator*
 DOE-0352-002, *Maintenance of 3M™ Breathe Easy™ Powered Air Purifying Respirator*
 DOE-0352-005, *Maintenance of OptimAir® TL Powered Air Purifying Respirator*
 DOE-0352-006, *Maintenance of OptimAir® Mask Mounted (MM) Power Air Purifying Respirator*
 DOE-0352-007, *Monthly Inspection of Emergency Self Contained Breathing Apparatus (SCBA)*
 DOE-0352-008, *Cleaning/Sanitizing and In-Service Testing of Scott EZ Flo® Regulators*
 DOE-0352-009, *SCBA Harness Assembly Cleaning Instructions*
 DOE-0352-011, *Maintenance of 3M™ VersaFlo™ TR-600 Powered Air Purifying Respirator*
 DOE-0352-012, *3M™ Respiratory Helmet Cleaning Instructions*