

SUBJECT: EMPLOYEE HEALTH AND SAFETY

SAFETY POLICY OF DEPARTMENT OF JUSTICE

- A. The policy of the Department of Justice is to take all practical steps to identify, eliminate, or reduce exposure of our employees and visitors to accidental injury or to conditions adversely affecting their health.
- B. Each member of Bureau management will seek to promote and protect the safety and health of all persons who report to him/her and for visitors in our facilities. All employees share in this obligation to maintain an awareness for their own safety as well as their co-workers, to incorporate good safe work practices into their daily activities, to report all work-related accidents and unsafe work conditions to his/her Special Agent in Charge or Supervisor, and to participate in the Department's safety program.
- C. In carrying out our responsibility, the Department of Justice Safety Officer should be called upon for assistance, but the availability of such assistance in no way reduces the manager or employee's obligation to promote the safety of personnel nor his/her obligation to incorporate safety into consideration when designing the physical layout of the working environment under his/her control, and when ordering and issuing appropriate equipment.

A copy of the Department of Justice Safety Manual shall be maintained in each District/Section/Unit and should be referred to for specific safety procedures.

FITNESS REQUIREMENTS FOR SPECIAL AGENTS

- A. Each Bureau Agent shall keep physically and emotionally fit to perform the duties required for the completion of the tasks associated with their current assignments.
- B. The Medical Services Director shall inform the Director as to any physical limitation which may hinder an Agent's ability to perform the tasks associated with their current assignment.

MEDICAL SERVICES PROGRAM FOR SPECIAL AGENTS

The Bureau Medical Services Director shall be a licensed physician appointed by the Director. The Medical Services Director shall establish medical requirements and standards for Bureau applicants and Agents based upon: the N.C. Criminal Justice Education & Training Standards Commission, N.C. Administrative Code, Title 12, Chapter 9, Section 9B.0101; OSHA requirements; and the physical demands of Bureau duties, subject to the

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approval of the Director.

RESPONSIBILITIES OF THE MEDICAL SERVICES DIRECTOR

The Medical Services Director shall:

- A. Evaluate the physical and emotional demands of the Agent positions and develop standards and procedures to determine fitness for duty based upon the demands of the Agent=s current assignment;
- B. Provide periodic examinations of Bureau Agents;
- C. Provide information to Agents on improving and maintaining their physical and emotional health as well as an opportunity for the early detection of medical problems and shall provide consultation or referral for those found to have medical problems;
- D. Establish appropriate examinations and procedures to determine the tolerance and medical fitness of Agents for particular duties and provide the Director advice as to duty assignments involving medical risks;
- E. Maintain a central file of the medical records of each Agent;
- F. Upon the request of the Director, provide their medical opinion on the health and fitness of an Agent to the Medical Advisory Board of the Officers Retirement System when the officer's employment is subject to termination and the officer has applied for disability retirement;
- G. Upon the request of the Director, appear and give testimony on behalf of the Bureau before any Legislative or Administrative Commission or Board wherein law enforcement officers' medical requirements or standards are relevant to the issues being considered or decided; and
- H. May be called upon by the Director or management staff to consult on various health issues as related to law enforcement and emergency health concerns encountered by the Special Response Team, Laboratory, and Field Agents.

MEDICAL EXAMINATIONS OF APPLICANTS AND AGENTS

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- A. Each applicant for an Agent position must successfully complete a medical examination administered by or under the supervision of the Medical Services Director for the purposes of determining whether the applicant is physically fit to perform the duties of an Agent as determined by the N.C. SBI and the N.C. Criminal Justice Education & Training Standards Commission, N.C. Administrative Code, Title 12, Chapter 9, Section 9B.0101.
- B. The Medical Services Director shall make examinations of all Bureau Agents according to a schedule determined by the Agents' age and physical condition. Agents will be notified by the agency administering the medical screening. It is the responsibility of the Agent to coordinate their medical screening with his/her Special Agent in Charge or immediate Supervisor.

CONFIDENTIALITY OF MEDICAL INFORMATION

All medical information collected by the Medical Services Director shall be confidential and kept in a secured environment. Medical information shall not be disclosed to anyone outside Bureau management unless an applicant or Agent permits disclosure by written release or disclosure as required by a Court Order.

SAFETY GLASSES

- A. Under certain guidelines, the State of North Carolina will provide prescription glasses for employees when Department of Justice policy allows for such preparation. It is the position of the Bureau that the State preparation of prescription lenses is to be allowed when safety considerations or changing work conditions necessitate alterations of lenses to facilitate work requirements.
- B. Requests for prescription lenses should be made, in writing, by the Special Agent in Charge or Supervisor. It will be the responsibility of the Special Agent in Charge or supervisor to determine if the need exists based on the following:
 - 1. The employee's job exposes him/her to conditions which can cause injury to the eye.
 - 2. The employee's work conditions have changed such that a change in existing lenses is required to properly carry out work requirements.
- C. After receipt of the request, a form will be sent to the employee. This form must be completed by the individual prescribing the prescription lenses and returned by the employee to the Logistics Support Section.

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EMPLOYEE'S ASSISTANCE PROGRAM

- A. The State Bureau of Investigation recognizes that a wide range of behavioral/medical problems can affect an employee's job performance. These problems usually result in deterioration of job efficiency.
- B. An affected employee may overcome behavioral/medical problems independently and the effect on job performance may be negligible. In other instances normal supervisory assistance may serve either as motivation or guidance to resolve these problems in order that the employee's job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor the Special Agent in Charge or Supervisor result in resolving the employee's problems, and unsatisfactory performance may persist, either constantly or intermittently.
- C. The purpose of the State Employee Assistance Program is to help the employee to overcome his/her problem and to restore acceptable job performance. The program is designed to identify the problem at the earliest possible stage, motivate the employee to seek help, and to direct the employee to the appropriate assistance. The Bureau's position is that it is in the interest of the employee, the employee's family, and the Bureau to assist an employee in dealing with such persistent problems.
- D. Behavioral/medical problems which affect work performance and attendance are legitimate concerns. Bureau management recognizes that these behavioral/medical problems can be successfully treated, provided they are identified early, and referral is made to the appropriate treatment resource.
- E. Behavioral/medical problems requiring assistance may include alcoholism, other substance dependencies, marital or other family distress, mental illness, emotional, financial, or legal problems. The Bureau recognizes that these circumstances and conditions are treatable and with appropriate intervention, diagnosis and treatment may be corrected.
- F. The purpose of the State Employee Assistance Program is to assure an employee that if such behavioral/medical problems are the cause of unsatisfactory job performance he/she will receive an offer of assistance to help resolve such problems in an effective and confidential manner.
- G. No employee will have his or her job security or promotional opportunities

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jeopardized for participating in the program.

- H. Strict confidentiality is essential and will be maintained. The pertinent information and records of an employee with behavioral/medical problems will be preserved as all other medical records.
- I. Employees are encouraged to use the State Employee Assistance Program voluntarily when professional help or guidance is needed.
- J. When an employee has not sought help independently for a behavioral/medical problem, it will be the responsibility of the Special Agent in Charge or supervisor to insure that an employee with a behavioral/medical disorder will be provided a diagnosis and treatment.
- K. It is an employee's responsibility to cooperate in the designated treatment or rehabilitation plan. After a reasonable opportunity for progress, disciplinary measures up to and including dismissal, may occur unless there is improvement in job performance.
- L. The State Employee Assistance Program is also available to the employee's family since work performance may be affected by the problems of an employee's spouse or dependents.
- M. Participation in the State Employee Assistance Program will not require, or result in, any special regulations, privileges, or exemptions from the administrative practices applicable to job performance.

IMPLEMENTATION

- A. An employee of the State Bureau of Investigation or an immediate family member may use the State Employee Assistance Program on a self-referral basis. Contact may be made with one of the Employee Assistance Program offices located in Asheville, Chapel Hill, Fayetteville, Greensboro, Greenville, Morganton, Raleigh, Roanoke Rapids or Wilmington, or by contacting the main office in the Office of State Personnel in Raleigh at (919) 733-9545 or 1-800-543-7327.
- B. When an employee's job performance begins to decline, the Special Agent in Charge or Supervisor will:
 - 1. By means of continued observation, be alert to changes in the work and behavior pattern of all personnel under their supervision; not attempt to

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determine or diagnose the problems of the employees.

2. Document or record particular instances in which an employee's job performance or behavior fails to meet minimum established standards, or in which their individual pattern seems to be changing or deteriorating.
 3. Conduct a corrective interview with employees when the documented record of their unsatisfactory performance warrants it. At the end of the interview, inform the employees that the services of the State Employee Assistance Program are available if personal problems are contributing to their poor work performance. The interview should include the following:
 - a. Review with the employee each instance that is recorded.
 - b. Explain precisely why the level of job performance is considered unsatisfactory.
 - c. Allow the employee to give reasons for his/her actions or failure.
 - d. Make suggestions for corrections as they apply to job performance.
 - e. Document the interview in a counseling memorandum to the employee and direct a copy to the office file.
 4. If the employee's performance continues to deteriorate, conduct a second interview. Conclude with a strong recommendation that the employee use the services of the State Employee Assistance Program on a confidential basis. Also inform the employee that failure to improve his/her job performance will result in other stern disciplinary action, up to and including job dismissal.
 5. If deterioration of performance continues, conduct a third interview. Conclude by offering the employee a firm choice of seeking the services of the State Employee Assistance Program, or private assistance, or referral to the appropriate medical/psychological consultant, or accepting the consequences of the unsatisfactory performance.
- C. It shall be the Bureau's position that these procedures be administered in a consistent fashion for all affected employees. At any time during the procedural process, the Supervisor may consult with the administrator of the State Employee

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Assistance Program regarding the case.

PSYCHOLOGICAL CONSULTING SESSION AFTER SHOOTING INCIDENT OR OTHER TRAUMATIC INCIDENT

- A. Any Bureau Agent who discharges a firearm during the course of Bureau employment that results in death or injury, or is seriously attacked, or is involved in any other traumatic incident that may affect job performance, will be required to attend at least a one-hour psychological session with a psychologist retained by the Bureau. The Agent's Special Agent in Charge will notify the appropriate Assistant Director, arrange the session(s), and ensure the Agent attends the session(s).
- B. The psychologist will be responsible for advising the Director on the Agent's fitness for duty.

RESPIRATORY PROTECTION PROGRAM - DEFINITIONS

- A. 29 CFR 1910.120

Title 29, Part 1910, Section 120 of the Code of Federal Regulations pertaining to Hazardous Waste Operations and Emergency Response regulations.
- B. 29 CFR 1910.134

Title 29, Part 1910, Section 134 of the Code of Federal Regulations pertaining to Respiratory Protection regulations.
- C. 29 CFR 1910.1200

Title 29, Part 1910, Section 1200 of the Code of Federal Regulations pertaining to Hazard Communication regulations.
- D. ANSI Z88.1

American National Standards Institute recommends standards pertaining to respiratory protection devices.
- E. Assessment Procedures

A group of planned procedures followed by a qualified individual in a

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specific area to determine if the atmosphere contains hazardous chemicals and/or insufficient oxygen to sustain life.

F. Buddy System

Two or more individuals who work as a unit and always stay together during work activities. Unit members watch each other for safety concerns and always leave the work activity as a unit anytime one unit member has a need to stop or leave the work area.

G. Hazardous Chemicals

A substance which meets the definition for health hazards under the Hazard Communication Standard found in 29 CFR 1910.1200.

H. MSHA

Mine Safety and Health Administration makes recommendations concerning safety devices.

I. NIOSH

National Institute of Safety and Health makes recommendations concerning safety devices.

J. Qualified Individual

Any person who is currently certified at the Technician Level or higher of Hazardous Materials training as specified in 29 CFR 1910.120.

K. Respiratory Contaminates

See Hazardous chemicals.

L. Site Safety Officer

An individual who is currently certified at the Operations Level or higher of Hazardous Materials training as specified in 29 CFR 1910.120. This individual is responsible for all safety concerns and ensures all personnel at the work site follow procedures concerning site safety and the use of

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personal protective equipment.

M. USBM

US Bureau of Mines makes recommendations concerning safety devices.

REQUIREMENTS

- A. 29 CFR 1910.134 and ANSI Z88.1 require a minimal acceptable program to ensure sound respiratory protection practices.
- B. The requirements for minimal acceptable program are quoted from 29 CFR 1910.134 and will apply to all Agents as follows:
 - 1. Written standard operating procedures governing the selection and use of respirators shall be established.
 - 2. Respirators shall be selected on the basis of hazards to which the worker is exposed.
 - 3. The user shall be instructed and trained in the proper use of respirators and their limitations.
 - 4. Respirators shall be regularly cleaned and disinfected. Those used by more than one worker shall be thoroughly cleaned and disinfected after each use.
 - 5. Respirators shall be stored in a convenient, clean, and sanitary location.
 - 6. Respirators used routinely shall be inspected during cleaning. Worn or deteriorated parts shall be replaced. Respirators for emergency use such as self-contained devices shall be thoroughly inspected at least once a month and after each use.
 - 7. Appropriate surveillance of work area conditions and degree of employee exposure or stress shall be maintained.
 - 8. There shall be a regular inspection and evaluation to determine the continued effectiveness of the program.

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9. Individuals should not be assigned to tasks requiring the use of respirators unless it has been determined that they are physically able to perform the work and use the equipment. A qualified physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically (e.g., annually).
10. Approved or accepted respirators shall be used when they are available. The respirator furnished shall provide adequate respiratory protection against the particular hazard for which it is approved, in accordance with standards established by NIOSH or USBM.

DUTIES AND RESPONSIBILITIES

- A. The appropriate Assistant Director will designate an Agent as Respiratory Program Administrator. The Respirator Program Administrator shall be trained in respiratory protection procedures and shall have the following responsibilities:
 1. Evaluates the respiratory protection program and makes recommendations to the appropriate Assistant Director as necessary;
 2. Monitors and ensures compliance with established respiratory protection safety procedures;
 3. Coordinates safety matters concerning respiratory protection with the respective District, Bureau, and Department of Justice Safety Officer;
 4. Documents Agents noncompliance with respiratory protection procedures;
 5. Ensures that appropriate training records are maintained concerning the selection, medical fitness, use, hazard assessment, limitations, training, maintenance, and inspection of equipment selected for the Respiratory Protection Program.
- B. The Respiratory Protection Program is designed to reduce the risk of respiratory injury due to an Agent breathing airborne contaminants. A respirator provides protection by removing the contaminants from ambient air or by supplying the wearer with an alternative source of clean breathing air.

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1. A respiratory protection device is defined as any device worn on the face which restricts airborne contaminants from entering the lungs or provides an alternative source of clean breathing air. Dust masks, particle masks, gas masks, half face respirators, full face respirators, supplied air respirators, and self contained breathing apparatus are all respiratory protection devices.
2. No Agent will utilize any respiratory protection device that is not specifically designated by the Bureau as approved for use under paragraph, SELECTION OF RESPIRATORY PROTECTION DEVICES.
3. No Agent will utilize any respiratory protection device approved for Bureau use until the Agent has been certified by a medical professional during the regular scheduled State Bureau of Investigation medical examination or other Bureau approved medical examination as being able to wear the device. All required training as specified under paragraph, TRAINING ON RESPIRATORY PROTECTION DEVICES, must also be successfully completed.

SELECTION OF RESPIRATORY PROTECTION DEVICES

- A. All respiratory protection devices approved for use by Agents will meet the requirements of 29 CFR 1910.134 and ANSI Z88.2, NIOSH, or MSHA.
- B. The following respiratory protection devices are approved for use by all sworn Agents:
 1. The MSA Phalanx Alpha Riot Control Agent Gas Mask is approved for use by all sworn Agents. The MSA Phalanx Alpha Riot Control Agent canister is approved for use with the MSA Phalanx Alpha Riot Control Agent Gas Mask.
 2. Any half face dual cartridge disposable air purifying respirator meeting the requirements of paragraph A.
- C. The following respiratory protection devices are approved for use by Agents assigned to the Special Response Team (SRT), Diversion and Environmental Crimes Unit (DECU), Hazardous Devices Unit (HDU), Clan Lab Enforcement

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Team, Crime Laboratory Chemical Incident Team, crime scene investigations, and arson investigations.

1. The MSA Phalanx Alpha Riot Control Agent Gas Mask and the MSA Phalanx Alpha Riot Control Agent canister.
2. Any half face dual cartridge disposable air purifying respirator meeting the requirements of paragraph A.
3. MSA Ultra Twin dual cartridge full face air purifying respirator. The following cartridges are approved for use with this APR:
 - a. Combination Organic Vapors/Acid Gases/HEPA Cartridge meeting the manufacturer=s specifications: Organic vapors, chlorine, chlorine dioxide, sulfur dioxide, dusts, fumes and mists having a TWA less than 0.05 mg/m³, asbestos-containing dusts and mists and radionuclides.
 - b. Combination Ammonia/Methylamine/HEPA Cartridge meeting the manufacturer=s specifications: Ammonia, methylamine, dusts, fumes and mists having a TWA less than 0.05 mg/m³, asbestos-containing dusts and mists and radionuclides.
 - c. Combination Super/HEPA Cartridge meeting the manufacturer=s specifications: Organic vapors, sulfur dioxide, chlorine, hydrogen chloride, chlorine dioxide, hydrogen sulfide (for escape only), hydrogen fluoride, ammonia, methylamine, formaldehyde, pesticides, paints lacquers, and enamels; dusts, fumes and mists having a TWA not less than 0.05 mg/m³, asbestos-containing dusts and mists and radionuclides.
 - d. Any Self Contained Breathing Apparatus (SCBA) meeting the requirements of paragraph A.

RESPIRATORY CONTAMINATES ASSESSMENT PROCEDURES

- A. **NO AGENT OR EMPLOYEE WILL ENTER ANY AREA SUSPECTED OF CONTAINING RESPIRATORY CONTAMINATES OR USE ANY RESPIRATORY PROTECTION DEVICE UNTIL A PROPER ASSESSMENT OF THE AIRBORNE CONTAMINATES HAS BEEN MADE BY A QUALIFIED INDIVIDUAL.**

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- B. The Assessment procedures listed under each type of respiratory protection device listed in paragraph, USE OF RESPIRATORY PROTECTION DEVICES, will be followed **BEFORE** the device can be worn.

USE OF RESPIRATORY PROTECTION DEVICES

- A. MSA Phalanx Alpha Riot Control Agent Gas Mask:
1. There are limitations as to when a gas mask can be worn. Gas masks remove contaminants specified by the manufacturer by passing the breathing air through a purifying element (canister). The identity and concentration of the contaminants must be known and the ambient concentration of oxygen must be greater than 19.5% before a gas mask can be worn.
 2. The MSA Phalanx Alpha Riot Control Agent Gas Mask will be issued to all sworn Agents as designated by the Director and will be available for use in any situation where the following assessment procedures have been conducted by a qualified individual.
 - a. The ambient concentration of oxygen is greater than 19.5%.
 - b. The only airborne contaminate(s) present or suspected of being present is CS, CN, or OC riot control agent(s).
- B. Half Face Dual Cartridge Disposable Air Purifying Respirator
1. There are limitations as to when an air purifying respirator can be worn. Air purifying respirators remove contaminants specified by the manufacturer by passing the breathing air through a purifying element (cartridge). The identity and concentration of the contaminants must be known and the ambient concentration of oxygen must be greater than 19.5% before an air purifying respirator can be worn.
 2. The Half Face Dual Cartridge Disposable Air Purifying Respirator will be available to all personnel and will be available for use in any situation where respiratory contaminants are not present and personnel desire to use the respirator for personal comfort.
 - a. The ambient concentration of oxygen is greater than 19.5%.

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- b. The identity of the contaminate is known and is not identified as a hazardous chemical in 29 CFR 1910.1200.
- c. There are no hazardous chemical airborne contaminants present.

C. Full Face Dual Cartridge Air Purifying Respirator

- 1. There are limitations as to when an air purifying respirator can be worn. Air purifying respirators remove contaminants specified by the manufacturer by passing the breathing air through a purifying element (cartridge). The identity and concentration of the contaminants must be known and the ambient concentration of oxygen must be greater than 19.5% before an air purifying respirator can be worn.
- 2. The Full Face Dual Cartridge Air Purifying Respirator will be available for use by Agents assigned to specialized investigations stated under ASELECTION OF RESPIRATORY PROTECTION DEVICES[@] and will be available for use in any situation where the following assessment procedures have been conducted by a qualified individual:
 - a. The ambient concentration of oxygen is greater than 19.5%.
 - b. The identity of the contaminate is known and is capable of being filtered by the available cartridge.
 - c. The concentration of the known contaminate is within the filtering range of the available cartridge.
 - d. There are no other airborne contaminants present.

D. Self Contained Breathing Apparatus

- 1. Self Contained Breathing Apparatus (SCBA) provide a substitute source of clean breathing air. The air contained in the SCBA must meet the Compressed Gas Association=s requirements for AGrade D[@] air as follows:
 - a. 19.5% to 23.5% oxygen;

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- b. Remainder mostly nitrogen;
 - c. Condensed hydrocarbons not greater than 5 mg/m;
 - d. Carbon monoxide not greater than 20 parts per million (ppm);
 - e. Carbon dioxide not greater than 1,000 parts per million (ppm); and
 - f. No undesirable odor.
2. One or more of the Self Contained Breathing Apparatus (SCBA) approved for Bureau use will be available to Agents assigned to specialized investigations stated under ASelection of Respiratory Protection Devices@ and will be used in accordance with the following procedures:
- a. A Site Safety Officer will be present at all scenes where Self Contained Breathing Apparatus (SCBA) are used.
 - b. A buddy system will be utilized with the use of all Self Contained Breathing Apparatus (SCBA).
 - c. A standby person with Self Contained Breathing Apparatus (SCBA) will be utilized for each Agent wearing a Self Contained Breathing Apparatus (SCBA).
 - d. A Self Contained Breathing Apparatus (SCBA) will be worn at all sites where the airborne contaminants and concentrations are not identified.
 - e. A Self Contained Breathing Apparatus (SCBA) will be worn at all sites where the identified contaminants cannot be filtered by an Air Purifying Respirator.
 - f. A Self Contained Breathing Apparatus (SCBA) will be worn at all sites where the identified contaminants can be filtered by an Air Purifying Respirator but the concentration of the contaminants is greater than the capacity of the filtering cartridge.

TRAINING

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- A. All Agents or employees will successfully complete respiratory protection devices training prior to the issuance and/or use of any respiratory protection device. The training will consist of the following topics as a minimum and will be in accordance with 29 CFR 1910.134:
 - 1. Selection criteria for respiratory protection devices;
 - 2. Use and limitations of respiratory protection devices;
 - 3. Maintenance and inspection requirements and procedures;
 - 4. Fit testing and positive/negative pressure tests;
 - 5. Proper cleaning and storage procedures; and
 - 6. Training exercise(s) requiring the donning, wearing, and doffing of respiratory protection devices.
- B. All Agents will successfully complete annual respiratory protection devices refresher training in accordance with 29 CFR 1910.134.

INSPECTION AND MAINTENANCE OF RESPIRATORY PROTECTION DEVICES

- A. Respiratory protection devices can only be repaired by individuals who have received appropriate factory training in the maintenance and repair of respiratory protection devices.
- B. All respiratory protection devices in need of repair will be returned to the Logistics Support Section.
- C. Agents or employees issued respiratory protection devices shall be responsible for the daily care and serviceability of the equipment.
 - 1. Agents or employees issued respiratory protection device(s) will maintain written records concerning maintenance and inspections in accordance with 29 CFR 1910.134.
 - 2. Each respiratory protection device will be inspected in accordance with the manufacturers recommendations on a monthly basis.

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3. Each respiratory protection device will be cleaned and disinfected after each use.
- D. All respiratory protection devices not issued to an individual (stored) will be inspected on a quarterly basis by the Special Agent in Charge or Supervisor of the District/Section/Unit having custody and control of the device.
- E. Self Contained Breathing Apparatus (SCBA) will be inspected on a monthly basis.
- F. Self Contained Breathing Apparatus (SCBA) cylinders shall be tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR Part 178) as follows:
 1. Composite (fiberglass wound) cylinders will be hydrostatically tested every three years by the Agent or employee having custody and control of the device.
 2. Metal cylinders will be hydrostatically tested every five years by the Agent or employee having custody and control of the device.
- G. Breathing gas containers (cylinders) shall be marked in accordance with American National Standard Method of Marking Portable Compressed Gas Containers to Identify the Material Contained, Z48.1-1954; Federal Specification BB-A-1034a, June 21, 1968, Air, Compressed for Breathing Purposes; or Interim Federal Specification GG-B-00675b, April 27, 1965, Breathing Apparatus, Self-Contained.

STORAGE OF RESPIRATORY PROTECTION DEVICES

- A. All respiratory protection devices will be stored in a manner that protects the devices from dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
- B. All respiratory protection devices will be stored in a convenient, clean, and sanitary location.
 1. The face piece and exhalation valve should rest in a normal position (closed) so function will not be impaired by the device resting in an abnormal position.

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2. Manufacturer=s instructions for proper storage are found in AUse and Care@ instructions accompanying each respiratory protection device.

EVALUATION OF RESPIRATORY PROTECTION PROGRAM

- A. Respiratory protection is no better than the respiratory protection device(s) in use, even though they are worn conscientiously.
 1. Special Agents in Charge/Supervisors or designee should inspect all respiratory protection devices issued to Agents or employees under their supervision to ensure compliance with Respiratory Protection Program procedures.
 2. Inspections should be conducted at least semiannually.
- B. Agents or affected employees should provide any recommendations or suggestions concerning the Respiratory Protection Program to the Respiratory Program Administrator.