

# FACT SHEET

## For the Annual Respirator Fit Test Requirement

MIT-affiliated staff, researchers, and other employees who are required to use respiratory protective equipment as part of their job function must participate in the MIT Respiratory Protection Program (RPP). The Industrial Hygiene Program (IHP) within MIT's Environment, Health & Safety Office, located in N52-496, manages the RPP according to the requirements of the United States Occupational Safety and Health Administration (OSHA).



This document is a reminder that respirator fit testing is an **annual requirement** according to OSHA regulations. If you no longer need a respirator for your job function or leave the Institute, please get in touch with a member of IHP (x2-3477 or [respirators@mit.edu](mailto:respirators@mit.edu)) and your name will be removed from the RPP database.

Individuals who have not received a fit test within the past calendar year are ineligible to use their respirator for any job function and must receive a fit test before resuming respirator use. The requirements you must comply with to receive a fit test are outlined below and must be met in the order listed:

- 1. Medical evaluation from MIT Medical:** The medical evaluation is **not** an annual requirement, it is only required prior to the initial fit test. However, if any medical condition has changed since your previous fit test (*i.e.*, substantial weight gain or loss, development of a respiratory or cardiovascular problem, physical scarring of the face, new dentures, plastic surgery, etc.) or five years have lapsed since your last respirator medical examination, you must receive a follow-up medical evaluation. To schedule this evaluation, call MIT Medical at x3-8552 and request a "respirator user exam". The medical evaluation consists of completing a questionnaire, a brief physical examination, and a lung function test (if necessary).
- 2. Complete the Exposure Evaluation Questionnaire:** If you have not done so in the past, please complete the Exposure Evaluation Questionnaire form (<http://web.mit.edu/environment/pdf/Exposure%20Estimate%20Form.pdf>) and email the form to [respirators@mit.edu](mailto:respirators@mit.edu) or deliver it to IHP at the time of your fit test. Your answers to this questionnaire will help IHP staff determine what type of respiratory protection you require. In some cases, IHP may conduct air sampling to better understand your exposure(s).
- 3. Schedule a Respirator Fit Test:** If a calendar year has past and wearing a respirator is a necessary part of your job function, a follow up respirator fit test must be conducted to determine if the respirator still fits you adequately. During the test, an IHP staff member will provide refresher training in the use and care for your respirator. To schedule a fit test, call IHP at x2-3477 or email at [respirators@mit.edu](mailto:respirators@mit.edu). If you lost or need a new respirator for any reason, IHP will charge your department for the respirator you receive – you must bring a departmental account number to your fit test so IHP can properly apply the charges. Additionally for men, it is **VERY IMPORTANT** that you come to your fit test with a clean-shaven face. Whiskers and stubble can interfere with the fit of the respirator. Finally, if you are a smoker, do not smoke in the 60 minutes prior to your scheduled fit test.



Please keep in mind that once a respirator has been issued to you, it is for your use only. Others are not permitted to use your respirator for any reason or condition. If another individual wants to use a respirator, inform them of the RPP requirements.

Should you require replacement parts or new filters/cartridges for your respirator, call or email IHP (2-3477 or [respirators@mit.edu](mailto:respirators@mit.edu)).

