

## Attachment 1

**Table 1: Respirator and Recordkeeping Requirements for Agricultural Employers \***

Requirement	Frequency	Record Information (specific format not required)	Retention Time
<b>Medical Evaluation</b>	<ul style="list-style-type: none"> <li>• <u>prior</u> to fit testing, or use of the respirator for the first time</li> <li>• any follow-up medical evaluations required by the PCLHP</li> <li>• changes in workplace conditions</li> <li>• reported signs or symptoms directly related to their ability to use a respirator</li> </ul>	<p>PLCHP Medical determination of eligibility. This document/letter/form from the medical professional must contain:</p> <ul style="list-style-type: none"> <li>• any limitations on respirator use related to the medical condition of the handler</li> <li>• any limitations on respirator use relating to the workplace conditions in which the respirator will be used</li> <li>• a statement regarding whether or not the person is medically able to use the respirator</li> <li>• the need, if any, for follow-up medical evaluations; and</li> <li>• a statement that the PLHCP has provided the handler with a copy of the PLHCP's written recommendation</li> </ul> <p style="text-align: center;">See <a href="#">Attachment 2</a> for example of a <b>Medical Clearance Form</b></p>	<p><b>Agricultural establishments</b></p> <ul style="list-style-type: none"> <li>• USEPA: keep for 2 years</li> <li>• <b>*New Jersey: keep for 3 years</b></li> </ul> <p><b>Commercial handler employers:</b> OSHA requires keep record for employee's length of employment, plus thirty years; not required for employees employed &lt;1 year</p>
<b>Fit Testing</b>	<ul style="list-style-type: none"> <li>• <b>at least annually</b></li> <li>• whenever a different model or size of tight-fitting respirator facepiece will be used</li> <li>• whenever physical changes occur that could affect respirator fit (e.g., facial scarring, dental changes, cosmetic surgery, or an obvious change in body weight).</li> </ul>	<ul style="list-style-type: none"> <li>• Employee tested</li> <li>• Type of fit test performed</li> <li>• Make, model, &amp; size of respirator</li> <li>• Date of the fit test</li> <li>• Qualitative: Pass/fail* results</li> <li>• Quantitative: Per unit design (e.g., fit factor/strip chart/etc.)</li> </ul> <p style="text-align: center;">See <a href="#">Attachment 3</a> for template for <b>Fit Test Record Form</b></p>	<p><b>Agricultural establishments</b></p> <ul style="list-style-type: none"> <li>○ USEPA: keep for 2 years</li> <li>○ <b>*New Jersey: keep for 3 years</b></li> </ul> <p><b>Commercial handler employers:</b> OSHA requires that employers keep fit test record until next fit test</p>
<b>Respirator Training</b>	<ul style="list-style-type: none"> <li>• <b>at least annually</b></li> <li>• when workplace conditions change</li> <li>• when a new type of respirator is used</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• retraining is needed because the employee's knowledge or use is inadequate.</li> </ul>	<p>OSHA has no training recordkeeping requirement. EPA requires a record be kept of training but does not specify record content or format. EPA-recommended record content:</p> <ul style="list-style-type: none"> <li>• Handler's printed name &amp; signature</li> <li>• Date of training</li> <li>• Trainer's name</li> <li>• Description of materials used/information covered</li> </ul> <p style="text-align: center;">See <a href="#">Attachment 4</a> for a template <b>Respirator Training Record</b></p>	<p><b>Agricultural establishments</b></p> <ul style="list-style-type: none"> <li>○ USEPA: keep for 2 years</li> <li>○ <b>*New Jersey: keep for 3 years</b></li> </ul> <p><b>Commercial handler employers:</b> OSHA has no record requirement for training; however, employee must be able to <u>demonstrate</u> knowledge of training</p>

*\*Follow state, tribal, or local regulations when they are more stringent*