



Respirator Evaluation and Request Process

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Some settings and tasks at Harvard require workers to wear respirators. Follow these steps to find out if you need a respirator, how to get one, and how to learn how to use it. Please [contact EHS](#) with questions.

Step 1: Hazard Evaluation

Contact your [Lab Safety Advisor \(LSA\) or Designated Safety Officer \(DSO\)](#) to discuss your work, respiratory safety concerns, and whether you need a respirator.

Your safety officer may have already completed a proactive hazard evaluation that identified your need for respiratory protection.



Step 2: Complete Medical Evaluation Form

Download and complete your applicable [respiratory protection medical evaluation form](#):

- [Harvard medical and dental students](#).
- [Harvard employees](#).

If you work with animals or at the Harvard School of Public Health (HSPH) tuberculosis research lab, ask your [designated medical provider](#) for a form.

Step 3: Submit Form to your Designated Medical Provider

If you work in a research lab or lab support setting, submit your completed respiratory protection medical evaluation form to Tracie Ercolini, RN, Harvard Occupational Medicine Nurse at tracie_ercolini@harvard.edu.

If you work in a non-lab setting, contact your DSO for specific guidance on this process.

Step 4: Get Signed Form from your Designated Medical Provider

Get a signed respiratory protection medical evaluation form copy from your medical provider and bring it to your respirator fit test. You cannot be fit-tested for a respirator without prior medical clearance.

Your signed form designates that you may wear a respirator without restriction, with certain restrictions, or not at all.

You may need to visit or talk to your designated medical provider before they return your signed medical evaluation form.

Step 5: Complete Training

Complete online respiratory protection training if you have not completed it already.



Training Courses

Designation	Required Training
Respirator required	EHS-IHS107
Respirator voluntary	EHS-IHS121

Step 6: Schedule Fit Test

Schedule your fit test (if needed) with the applicable contact based on your location and work type.

Fit Test Contacts

Campus	Work Type	Contact
Cambridge	Harvard University Health Services employees	Susan Fitzgerald
Cambridge	Harvard University Police Department (HUPD) officers	HUPD Training Coordinator
Cambridge	Office of Animal Resources staff	Contact your supervisor
Longwood	Animal researchers	Tyla Mitrano
Longwood	Medical and dental students	Harvard Medical School Office of Student Affairs
Longwood	HSPH Tuberculosis Research Lab (including researchers and maintenance personnel)	Noman Siddiqi
University-wide	Non-lab personnel	Contact your DSO
University-wide	All other work types	ehs_industrial_hygiene@harvard.edu



Step 7: Go to your Scheduled Fit Test

If you need to be fit tested, bring these items with you:

- Your signed respiratory protection medical evaluation form.
- The respirator you will be wearing (except for medical students, Harvard Center for Comparative Medicine staff, and Biosafety Level 3 (BL3) research staff).

Be clean shaven and don't have any facial stubble (narrow sideburns and moustaches over your lips are acceptable).

Step 8: Get your Respirator Card

If your school, department, or group expects a wallet card as documentation that you completed fit testing, you'll receive a wallet card. The wallet card also includes the make, model, and size of the respirator you were successfully fitted to and the one-year mark after which you must be refitted.

You can only wear the named respirator in the size that you were fitted. You can't substitute respirators unless you're refitted to confirm that the specific respirator will fit you based on your current facial structure.