# How to Obtain a Respirator at Harvard

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| Step 1 | **Hazard Evaluation**  
Contact your Lab Safety Advisor (LSA) or Designated Safety Officer (DSO) for an evaluation of your work and respiratory safety concerns to determine if a respirator is required. In certain circumstances, your designated LSA or DSO may have completed a proactive hazard evaluation and already identified the need for respiratory protection.  
If you work with animals, contact OAR or HCCM for assistance. See below |
| Step 2 | **Download the Medical Evaluation Form**  
There are two Medical Evaluation Forms available on the EHS website:  
- One for Harvard Medical and Dental students ([http://ehs.harvard.edu/node/7543](http://ehs.harvard.edu/node/7543))  
- One for Harvard personnel ([http://ehs.harvard.edu/node/7542](http://ehs.harvard.edu/node/7542))  
For persons working with animals or in the TB lab at the Longwood Campus, obtain the form from your contact below. |
| Step 3 | **Submit completed form to the designated medical provider**  
**Longwood Campus**  
- Working with animals in Longwood (Harvard Center for Comparative Medicine)  
P. 617-432-1285  
- Working in the HSPH TB Research Lab:  
Contact Noman Siddiqi: nsiddiqi@hsph.harvard.edu  
- Longwood - All Others:  
University Health Services, Medical Area Clinic, 275 Longwood Avenue  
P. 617-432-1370  
F. 617-432-7120  
**Cambridge Campus**  
- Cambridge Office of Animal Resources (OAR) staff:  
  Contact Mimi Crowley, Animal Care Manager: mcrowley@mcb.harvard.edu  
- Working with animals in Cambridge Campus (other than OAR Staff):  
  Request form and health provider from Research Administration Services: IACUC@fas.harvard.edu  
- Working in Cambridge laboratories:  
  Dr. Kenneth Gold, University Health Services at the Smith Campus Center, 75 Mt. Auburn St.  
P. 617-495-8414  
- Working in Cambridge, non-laboratory:  
  Contact your EHS Designated Safety Officer |
<table>
<thead>
<tr>
<th>Step 4</th>
<th>Obtain the completed Medical Evaluation Form from your medical provider</th>
<th>Obtain a copy of the signed Respiratory Protection Medical Evaluation Form to bring to the respirator fit test. You cannot be fit tested for a respirator without prior medical clearance. Your signed Medical Evaluation Form designates that you may wear a respirator without restriction, with certain restrictions, or not at all. You may be required to visit or speak with the designated medical provider before this signed medical evaluation form is returned to you.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 5</td>
<td>Complete Training</td>
<td>Complete the online Respiratory Protection training if you have not completed it already. If you are deemed required to use a respirator, complete EHS-IHS107. If you voluntarily use a respirator, complete EHS-IHS121.</td>
</tr>
</tbody>
</table>
| Step 6 | Schedule fit test (as needed) | **Longwood Campus**
- Longwood Research Animal User: Deb Beckett (P. 617.432.4658)
- Harvard Medical or Dental Student: Office for Student Affairs, TMEC, Room 244
  Telephone: 617-432-1570 or email: studentaffairs_admin@hms.harvard.edu
- HSPH TB Research Lab: Noman Siddiqi: nsiddiqi@hsph.harvard.edu

**Cambridge**
- University Health Services Employee: Donna Campbell or Susan Fitzgerald
- HUPD Officer: HUPD Training Coordinator
- Cambridge Office of Animal Resources (OAR) staff: Mimi Crowley: mcrowley@mcb.harvard.edu

**Longwood or Cambridge**
- Longwood or Cambridge worker (other than above): Email ehs@harvard.edu or call (617) 495-2060 |
| Step 7 | Go to your scheduled fit test (as needed) | Bring (1) your signed Respiratory Protection Medical Evaluation Form, and (2) the respirator you will be wearing (EXCEPTIONS: Medical Students, HCCM staff, and BL3 research staff). Be clean shaven and no facial stubble. (Narrow sideburns and moustache over lip are acceptable.) |
| Step 8 | Get Respirator Card | You will be provided a wallet card as proof of completion. You are fitted to wear only the named respirator and the particular size for which you were fitted. Substitutions are not permitted unless you are refitted. |

If you have any questions during this process, please contact EH&S for assistance: ehs@harvard.edu or (617) 495-2060.