

# INSTRUCTIONS

## Registration for Respirator Fit Testing

### BASIC COURSE INFO:

1. **Respirator Fit Testing** is provided on an as needed basis for FS/HAAF USAG employees (including BMM) **who have a requirement** to use respirators at their job. Fit Test verification memo is issued to the organization POC upon completion of Fit Testing; good for one year.
2. Other organizations (outside of FS/HAAF USAG) requesting Fit Testing, must have a current and approved Memorandum of Understanding (MOU) on file with the Garrison Safety Office.
3. We **ARE NOT** allowed and **DO NOT** Fit Test contractors.

### REGISTRATION INSTRUCTIONS:

NOTE: Registration Sheet and these instructions may be found on the USAG Safety webpage:

<https://home.army.mil/stewart/about/Garrison/garrison-staff-offices/safety-office>

1. Personnel **MUST** be medically cleared prior to Fit Testing. Contact **Occupational Health** at **(571) 802-0405** for medical examination and clearance.
2. After acquiring medical clearance, **Organization POC** will complete the FIT TESTING – REGISTRATION SHEET (found on GSO webpage):

NAME (Print Clearly) (Last, First MI)	DATE	Type Test	Mask	Size L/M/S	Unit	TEST #	Signature
<i><b>Example:</b> Rambo, John T.</i>	<i>10/01/24</i>	<i>Qualitative</i>	<i>3M 6899T</i>	<i>L</i>	<i>A 1-2 BN</i>	<i>25-01</i>	<i>Not Required</i>

3. **Organization POC** will email the FIT TESTING – REGISTRATION SHEET with requestor's details (including the 5Ws), and a confirmation of medical clearance to the USAG Safety Office at [usarmy.stewart.usag.list.gso-all@army.mil](mailto:usarmy.stewart.usag.list.gso-all@army.mil).
4. The USAG Safety Office will review the Registration Request and medical clearance(s), and will contact the Requesting/Organization POC to schedule the Fit Testing (if approved).
5. Personnel **MUST** have their own (government issued) respirator. **BEFORE ARRIVING**, respirator should be assembled (including proper filters) and be ready for Fit Testing.
6. Generally, the Fit Testing takes about an hour (group size dependent), and includes basic fitting, maintenance instruction, and the Fit Testing.

*If you have questions regarding these instructions, you may contact the GSO email list at [usarmy.stewart.usag.list.gso-all@army.mil](mailto:usarmy.stewart.usag.list.gso-all@army.mil).*