

RLSS online User Dashboard Manual: Occupational Health Surveillance Forms & Respiratory Protection

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Deployment of online RLSS User Dashboard Occupational Health (OH) Form & Respiratory Protection Program (RPP) Modules:

Introduction & Purpose:

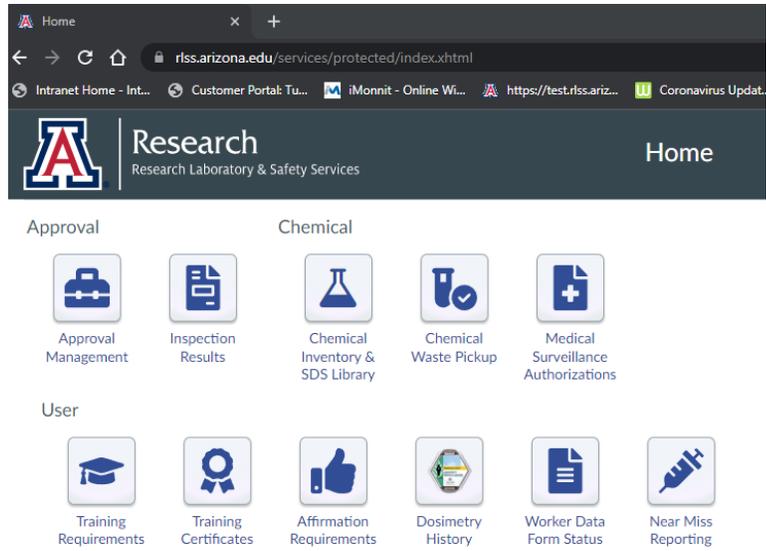
The “Medical Surveillance Program” online Occupational Health (OH) and Respiratory Protection Program (RPP) form system will be replaced by Fall 2023. This manual explains how to acquire and use the RLSS User Dashboard to complete required Occupational Health (OH) Medical Surveillance forms and Respiratory Protection Program (RPP) forms that you and your staff have previously done using the online “Medical Surveillance Program”. The RLSS User Dashboard offers users a more modern, secure, and streamlined process that allows management/supervisors to track OH form and RPP needs for those in the scope of their supervision/Approval(s).

This manual is divided into three (3) sections for ease of navigation.

- Section 1 - *Critical: Need to Know*
 - We need your partnership. This section tells you when the “Medical Surveillance Program” (<https://msp.occhealth.arizona.edu/msp/msp.php>) online form system you and your staff/students/affiliates may still be using will shutdown, who you can count upon for assistance when the shutdown happens, and how to use this manual.
- Section 2 - *RLSS User Dashboard OH & RPP Module Deployment Pathway for Animal Research & Animal Research Support Units*
 - You deserve defined deployment milestones and assistance with meeting them along your pathway onto using the OH & RPP form & management modules within the RLSS User Dashboard.
- Section 3 – *RLSS User Dashboard Instructions by Navigation Pathway*
 - You deserve to have step-by-step instruction for specific functions you need to fulfill for yourself and your staff within the OH & RPP form & management modules within the RLSS User Dashboard.
 - What you need to do, as described in Section 2, is published in this screen-by-screen navigation section of the manual to ease your use of the system and start saving time.

Section 1 - Critical: Need to Know

- Shutdown of Current OH & RPP Form System (Fall 2023): The Research Laboratory & Safety Service (RLSS) online User Dashboard (<https://rlss.arizona.edu/services/>) will have replaced the online Medical Surveillance Form system for managing Respiratory Protection Program (RPP) services and Occupational Health (OH) medical form requirements by October 1st 2023.
 - UArizona Animal Research PI's/PC's and Animal Research Support unit supervisors whose staff need to complete OH or RPP forms must first be registered into an RLSS User Dashboard "Animal Hazard Program" type of "Approval" (aka group). By grouping every IACUC PI/PC Protocol into an "Approval", the RLSS User Dashboard can template, automate, ease and track completion of assigned staff OH and RPP form and service requirements.
 - Required OH & RPP forms for Animal Researchers and Animal Research support staff include;
 - Risk Questionnaire Forms:
 - Animal Hazard Program (AHP), Tuberculosis.
 - OSHA Respirator and Respirator Program Declination Forms.
 - Occupational Health (OH) Immunization Declination and Titer Declination Forms.
 - UArizona Animal Research supervisors may already have an existing RLSS User Dashboard Radiation, Biosafety, or Chemical Safety Approval(s). The newly created "Animal Hazard Program" Approval type compliments these other existing Approvals by facilitating staff/student/affiliate safety and health needs.
- RLSS User Dashboard Assistance:
 - UArizona RESEARCHERS: Research Laboratory & Safety Service (RLSS)
 - Richard Wagner: RLSS User Dashboard Administrator
 - rwagner@arizona.edu
 - 520-626-5467
 - Shelby Verhyen: RLSS Respiratory Protection Program (RPP) Coordinator
 - sverhyen@arizona.edu
 - 520-626-6850
 - RLSS Personal Protective Equipment (PPE) Staff
 - rlss-ppe@arizona.edu
 - UArizona NON-RESEARCH: Risk Management Services (RMS)
 - John Murphy: RMS Health & Safety Officer
 - murphjoh@arizona.edu
 - 520-621-1790
- How to Use this Manual to Navigate the RLSS User Dashboard:
 - This manual defines pathways to online RLSS User Dashboard screens that users will need to access in **Green Bold** font.
 - **Green Bold** = RLSS User Dashboard Navigation Path with Arrow Symbol "→"
 - **User Dashboard→Home** =
 - Navigate to User Dashboard (<https://rlss.arizona.edu/services/>) in web browser.
 - Click on "Home" icon.



- Every **Navigation Path**→ mentioned in this manual will have a corresponding instruction and information page in this manual.

Section 2 - RLSS User Dashboard OH & RPP Module Deployment Pathway for Animal Research & Animal Research Support Units

- Creation of RLSS “Animal Hazard Program Approvals” and Enabling OH Medical Surveillance & RPP Form Action
 - *Wait for Research Laboratory & Safety Service (RLSS) and the Institutional Animal Care & Use Committee (IACUC) to create an RLSS User Dashboard Approval for each IACUC protocol or Animal Research Support unit. Most UArizona Animal Research PI’s/PC’s and Animal Research Support units already have one or many Research Laboratory & Safety Service (RLSS) “Approval(s)” for their hazardous chemicals, radiological hazards and biological hazards.*
 - RLSS will contact supervisors/PI’s/PC’s after creating/registering their new Animal Hazard Program Approval(s) that reflect each unique IACUC protocol or Animal Research Support unit group.
 - Registered “Approval(s)” or group(s) are created for the PI/PC to manage via the online RLSS User Dashboard and template all assigned research staff OH & RPP needs.
 - *Supervisors access the Research Laboratory & Safety Service (RLSS) online User Dashboard to assist with creation of their new “Animal Hazard Program” Approval(s) for each PI’s unique and active IACUC Protocol or Animal Research Support unit.*
 - Access the RLSS User Dashboard Home & Approval Management Interfaces:
 - **User Dashboard→Home**
 - **User Dashboard→Approval Management**
 - Maintain your Approval(s) personnel listing by following the navigation pathways below that allow you to check who is listed on the Approval, add someone to the Approval and remove someone from the Approval.
 - **User Dashboard→Approval Management→Active Workers**
 - **User Dashboard→Approval Management→Invite Workers**
 - **User Dashboard→Approval Management→Inactivate Workers**
 - Example: If you have one radiological hazard Approval and biological hazard Approval and two IACUC Animal Hazard Program (AHP) Approvals – there may be some staff that are not listed on one of the IACUC protocols or not exposed to the radiological hazards in the research or support unit staff you supervise. Thus, you would not assign such personnel to the radiological Approval or the AHP Approval that represents the IACUC protocol that the person(s) are not listed/authorized by IACUC.
 - *Use the RLSS online User Dashboard to ensure that all research staff are appropriately enrolled within the Respiratory Protection Program (RPP) for each Approval(s) “RPP Condition(s)”.*
 - Supervisors (aka Approval AH/PI or ASC/PC) need to check the RPP enrollment, form requirements and fit testing status for their staff.
 - **User Dashboard→Approval Management→Approval RPP Conditions**
 - Supervisors may need to exempt persons from one or all assigned Approval RPP Condition(s) that they either know the person will not encounter in the workplace (ex. persons not on team needing to use full face respirator or

persons who will not enter potential rodent allergen spaces), or a respirator that they cannot wear (ex. persons with facial hair that cannot wear a tight-fitting respirator).

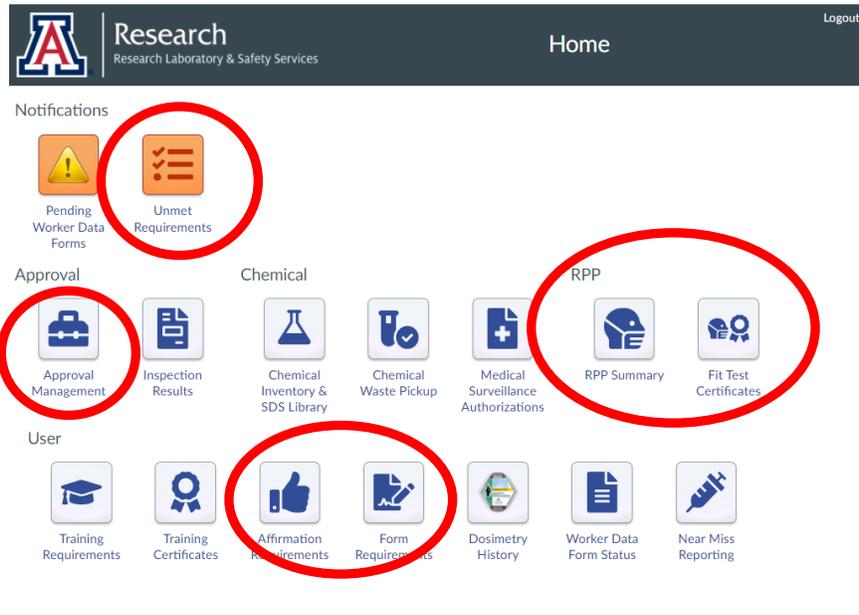
- **User Dashboard→Approval Management→Form Requirements**
- *Authorize the Research Laboratory & Safety Service (RLSS) to activate the required forms templated for your research staff.*
 - Inform your research staff about the new form system and the forms they are templated to complete in advance of authorization.
 - Once RLSS authorizes your Approval(s) form action template;
 - Each Approval member will be notified about form requirements via email.
 - Each Approval member will be able to view form requirements and complete forms on the RLSS User Dashboard.
 - **User Dashboard→Home→Form Requirements**
 - Each Approval Holder (AH/PI) & Approval Safety Coordinator (ASC/PC) will be able to view form requirement/completion for all assigned staff within the RLSS User Dashboard→Approval Management area.
 - **User Dashboard→Approval Management→Form Requirements**
 - Each Approval Holder (AH/PI) & Approval Safety Coordinator (ASC/PC) will be notified monthly about assigned personnel form requirement status via email.
- *Validate Risk Assessment Questionnaires submitted by your research staff.*
 - You will receive email notifications about your need to “Validate” forms completed by your research staff.
 - Your staff will answer specific questions about exposure hazards on select forms that need to be “Validated” by the supervisor.
 - Animal Hazard Questionnaire Validations: Supervisor validates (clicks “Yes” or “No”) whether or not the staff member completing the form answered questions regarding their potential exposure to research animals authorized on the PI’s IACUC protocol(s) correctly.
 - BSL-3 Questionnaire Validations: Supervisor validates (clicks “Yes” or “No”) whether or not the staff member completing the form answered questions regarding their potential for exposure to any of PI’s authorized biosafety level 3 agents correctly.
 - The RLSS User Dashboard will indicate if you need to “Validate” forms completed by your research staff via:
 - User Dashboard home page “Unmet Requirements” icon
 - **User Dashboard→Home→Unmet Requirements**
 - User Dashboard approval management “Form Validation Required” icon
 - **Dashboard→Approval Management→ Form Validation Required**

- PAPR (Powered Air Purifying Respirator) Use Requirements
 - *Supervisors intending to have their staff use PAPR's must:*
 - Contact RLSS (Research) or RMS (Non-Research) Assistance staff as per page 3 to document a respiratory protection hazard assessment.
 - Complete a "PAPR Plan" (templates available from RMS & RLSS) for their staff to periodically acknowledge and affirm.
 - RMS or RLSS will publish the supervisors' Approval PAPR plan for every Approval the supervisor desires for PAPR use. Staff will be notified via email about when they need to affirm to an Approval PAPR plan, and be able to affirm to it on the User Dashboard.
 - **Dashboard→Home→Affirmation Requirements**
 - Supervisors will be able to track staff affirmations to their PAPR plans prior to documenting training with their staff that need to use the PAPR.
 - **Dashboard→Approval Management→Affirmation Requirements**
 - Ensure that staff have completed medical clearance for PAPR use and have affirmed to the Approval PAPR plan prior to providing/documenting PAPR training.
 - Document the training supervisors or their designee(s) provide to PAPR users (as per PAPR plan).

Section 3 - RLSS User Dashboard Instructions by Navigation Pathway:

User Dashboard→Home

- <https://rlss.arizona.edu/services/> in web browser.
- Use/Description:
 - Homepage for all users.
 - Allows users to navigate to Icons available to them for accessing their own required information, forms, and services.



- - Note - not all Homepages will look the same, for example - icons above regarding radiation dosimeters are unavailable to anyone not registered by their Supervisor as a radiation worker in a radiation Approval.
- Notification Icons:

Notifications



Pending
Worker Data
Forms



Unmet
Requirements

-
- **User Dashboard→Home→Pending Worker Data Forms**
 - Pending Worker Data Forms Icon: Navigates user to Worker Data Form page where, when invited to an Approval by their Supervisor, must go to complete their invitation process.

Home

1

Create Account

2

Complete Data Form

3

Complete Training Requirements

Press Start to begin Worker Data Form

Approval	Role	Action
71111 Animal Hazards Program (Cheryl Johnson)	Worker	→ Start
71112 Animal Hazards Program (Cheryl Johnson)	Worker	→ Start

- Users click “Start” button to complete an invitation process.
- **User Dashboard → Home → Unmet Requirements**
 - Unmet Requirements Icon: Navigates user to their “Due and Overdue Requirements” page.

Home

[About Requirements](#)

Due and Overdue Requirements for Richard Wagner				
Requirement Type	Required By	Due Date	Status	Action
Validate Animal Hazards Program Risk Assessment Questionnaire for Meghan Updike	70999 Animal Hazards Program (Richard Wagner)	12/15/2022	Overdue	Create Validation
Validate Animal Hazards Program Risk Assessment Questionnaire for Mary Estrada	70999 Animal Hazards Program (Richard Wagner)	12/16/2022	Overdue	Create Validation
Validate Animal Hazards Program Risk Assessment Questionnaire for Mary Estrada	70111 Animal Hazards Program (Richard Wagner)	12/22/2022	Overdue	Create Validation
Validate BSL-3 Risk Assessment Questionnaire for Mary Estrada	13111 BSL 3 (Richard Wagner)	12/22/2022	Overdue	Create Validation
Validate Human Subjects and Healthcare Worker Medical Questionnaire for Mary Estrada	30111 Healthcare Workers, Clinical Researchers, and Human Subjects (Richard Wagner)	12/22/2022	Overdue	Create Validation

- Users click “Create Validation”, “Go to Training”, “Create Form” buttons to validate worker forms (Supervisors only), start a required form, or enroll into required training.
- Respiratory Protection Program (RPP) Icons:

RPP



RPP Summary



Fit Test
Certificates

○ User Dashboard → Home → RPP Summary

- RPP Summary Icon: Navigates user to their “RPP Status” page. This page summarizes all Approval RPP Conditions assigned to user that define what kind of respirator they must use to mitigate identified hazards/RPP Conditions.

Respirator	Coverage	Filtration	Clearance	Fit Test	Next Due
3M 6900	Full-Face Air-Purifying Cartridge, Tight Seal	Air Purifying Cartridge	✓	!	7/28/22
3M 7503	Half-Face Air-Purifying Cartridge, Tight Seal	Air Purifying Cartridge	✓	✓	7/5/23
3M 8516	Half-Face Disposable Mask, Tight Seal	Nuisance Acid Gas, N95 - Multi-Shift Particulates without oil	✓	✓	7/5/23
3M Aura 1870+	Half-Face Disposable Mask, Tight Seal	N95 - Multi-Shift Particulates without oil	✓	✓	7/5/23

Approval	Condition	Coverage	Filtration	Clear	Fit Test	Due	Status	Valid Respirators ^f
13111 BSL 3 (Richard Wagner)	PAPR - COVID BSL3 Protocol	PAPR (Powered Air Purifying Respirator)	High Efficiency (HE)	✓	✓	12/6/23	Current	PAPR 3M 6900 ^{f1}
13111 BSL 3 (Richard Wagner)	N95 - COVID BSL3 Protocol	Half-Face Disposable Mask, Tight Seal	N95 - Multi-Shift Particulates without oil	✓	✓	7/5/23	Current	3M 8516 3M Aura 1870+ PAPR* 3M 7503* 3M 6900 ^{f1}
21111 Hazardous Chemical (Richard Wagner)	Full Face Respirator - Acid Gas Cylinder Team	Full-Face Air-Purifying Cartridge, Tight Seal	Acid gas	✓	!	7/28/22	Fit test due	3M 6900 ¹

○ User Dashboard → Home → Fit Test Certificates

- Fit Test Certificates Icon: Navigates user to their “Fit Test History” page.

Respirator	Size	Fit Method	Method Agent	Fit Test Date	Expiration Date	Result
3M 8516	Standard	Quantitative	Generated Aerosol	12/5/22	12/5/23	Pass
3M Aura 1870+	one size fits most	Quantitative	Generated Aerosol	7/21/22	7/21/23	Pass
3M 7503	Large	Quantitative	Generated Aerosol	7/21/22	7/21/23	Pass
3M 6900	Large	Quantitative	Generated Aerosol	7/28/21	7/28/22	Pass
3M 7503	Large	Quantitative	Generated Aerosol	7/28/21	7/28/22	Pass
3M Aura 1870+	one size fits most	Qualitative	Bitrex	7/28/21	7/28/22	Pass

- Click on Blue Highlighted Respirator in table to view/download a fit test certificate.



THE UNIVERSITY OF ARIZONA®

Richard Wagner

has undergone Respirator Fit Testing for

3M 8516
Half-Face Disposable Mask, Tight Seal
Size: Standard

Fit Test Details

Method: Quantitative Method Agent: Generated Aerosol Result: Pass
 Fit Factor: 4555.00

December 5, 2022
 Date

- User Icons

User



- User Dashboard → Home → Form Requirements

- Form Requirements Icon: Navigates user to their “Form Requirements & History” page.

Home

About Requirements

Form Type	Due Date	Action
Animal Hazards Program Risk Assessment Questionnaire	6/22/2023	Create Form
BSL-3 Risk Assessment Questionnaire	12/6/2023	Create Form
Human Subjects and Healthcare Worker Medical Questionnaire	12/10/2023	Create Form
OSHA Respirator Questionnaire	12/21/2023	Create Form
Tuberculosis (TB) Screening Questionnaire	6/22/2023	Create Form

Other Forms: RPP Declination [Create Form](#)

Form Name	Submission Date	Completion Date	Status
Animal Hazards Program Risk Assessment Questionnaire	12/22/22		Submitted
Tuberculosis (TB) Screening Questionnaire	12/22/22		Submitted
Animal Hazards Program Risk Assessment Questionnaire	12/21/22	12/27/22	Complete
OSHA Respirator Questionnaire	12/21/22	12/21/22	Complete
Tuberculosis (TB) Screening Questionnaire	12/21/22	12/21/22	Complete
Human Subjects and Healthcare Worker Medical Questionnaire	12/10/22	12/10/22	Complete
Animal Hazards Program Risk Assessment Questionnaire	12/7/22	12/21/22	Complete
Tuberculosis (TB) Screening Questionnaire	12/6/22	12/6/22	Complete
OSHA Respirator Questionnaire	12/6/22	12/6/22	Complete
Human Subjects and Healthcare Worker Medical Questionnaire	12/6/22	12/6/22	Complete

13 records

- Click on “Create Form” button in “Form Requirements” table to complete/update a form if necessary or if the information on the form has changed. “Due Date” in the table will be in red font if form is required.

- User Dashboard → Home → Affirmation Requirements

- Affirmation Requirements Icon: Navigates user to their “Current Affirmation Requirements & Affirmation History” page.

Home

[About Affirmation Requirements](#)

Current Affirmation Requirements						
Document Type	Amendm	Approval	AH Name	Due Date	Status	Action
Approval PAPR Plan	1	71111	Cheryl Johnson	1/19/2023	Current	Read
Approval PAPR Plan	1	13111	Richard Wagner	1/4/2023	Current	Read
Approval PAPR Plan	1	70111	Richard Wagner	1/3/2023	Current	Read
Biosafety Plan	1			12/31/2022	Current	Read
Laboratory Chemical Hygiene Plan	6	20183	Russell Noon	12/1/2021	Current	Read
Laboratory Chemical Hygiene Plan	1	1	Leon Harris	9/4/2021	Current	Read
Biohazardous Incident Response Plan	2			12/21/2019	Current	Read
Biohazardous Incident Response Plan	2			12/21/2019	Current	Read
Biosecurity Plan	1			9/14/2019	Current	Read
Biosecurity Plan	1			9/14/2019	Current	Read

13 records 1 2 10

Affirmation History						
Document Type	Amendment	Approval	AH Name	Role	Status	Date Completed
Approval PAPR Plan	1	71111	Cheryl Johnson	Worker	Completed	12/22/2022
Biosafety Plan	1				Completed	12/6/2022
Approval PAPR Plan	1	13111	Richard Wagner	Approval Holder	Completed	12/5/2022

- Users click on “Read” button to re-read any plan requiring their affirmation.
 - Users click “Read and Affirm” button read and affirm to a plan that requires either initial or periodic affirmation. Note that the “Status” and “Due Date” columns will indicate what approval plans are due for affirmation.
- Approval Management Icons

Approval



Approval Management



Inspection Results

User Dashboard → Home → Approval Management

- Approval Management Icon: Navigates user (if a supervisor) to their “Supervisory Level - Approval Management” page.

- Supervisors must select what Approval they wish to see information in the Dashboard using the top center drop-down list to select.

- Notifications Icon

Notifications



Form
Validation
Required

- User Dashboard → Approval Management → Form Validation Required
 - Form Requirements Icon: Navigates supervisor to their “Due & Complete Validations” page. Risk Questionnaire forms completed by the supervisor staff will appear in the “Due Validations” table.

Home Approval Management Approval 70999 Animal Hazards Program (Richard Wagner)

Due Validations			
Name	Form Name	Validation Due Date	Action
Mary Estrada	Animal Hazards Program Risk Assessment Questionnaire	12/16/22	Create Validation

Complete Validations			
Name	Form Name	Validation Date	
Richard Wagner	Animal Hazards Program Risk Assessment Questionnaire	12/27/22	
Richard Wagner	Animal Hazards Program Risk Assessment Questionnaire	12/15/22	

2 records

- Click "Create Validation" button to complete your staff member's submitted form. Validating a form simply requires you to agree or disagree with hazard/exposure information reported by the staff members with easy "Yes"/"No" radio-buttons, as well as leave the required account information to pay for the staff member's Occupational Health vaccinations/immunizations and lab tests.
 - Animal Hazard Risk Assessment Questionnaire Validations:** Supervisor indicates whether staff member is likely to be exposed to the identified research animal species in next 12 months, or needing respirator use, as well as billing account data for OH immunizations and lab tests.

**Animal Hazards Program
Risk Assessment Questionnaire Validation**

Original Form

Submitter Name Richard Wagner	Form Type Risk Assessment Questionnaire	Submission Date 1/13/2023
----------------------------------	--	------------------------------

Validation

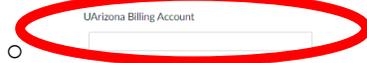
Animal Hazards Program Registered Protocols				
Protocol	Species/Group Details	Species and/or UAC/VDL Workgroup	Performing Work?	Validate
22-456 Brain Inflammation Study, Drug Intervention Study in Rodent Model	Mouse, UA Bred		Yes	<input type="radio"/> Yes <input type="radio"/> No
	Rabbit, UA Bred		Yes	<input type="radio"/> Yes <input type="radio"/> No
	Rat, UA Bred		Yes	<input type="radio"/> Yes <input type="radio"/> No
22-999 Wagner AHP Test Approval	Calf, Domesticated	Specific Pathogen Free	Yes	<input type="radio"/> Yes <input type="radio"/> No
	Mouse, UA Bred		Yes	<input type="radio"/> Yes <input type="radio"/> No

Workplace Respirators		
Approval	Do you expect your supervisor to issue you a workplace respirator for your work tasks over the next 12 months?	Validate
70111 Animal Hazards Program (Richard Wagner)	Yes	<input type="radio"/> Yes <input type="radio"/> No
70999 Animal Hazards Program (Richard Wagner)	Yes	<input type="radio"/> Yes <input type="radio"/> No

Billing Account Data for Services Required

Provide the UA/Arizona Billing Account Number(s) associated with the Clinical Research or Healthcare Workplace for charges related to the immunization(s), referrals) and laboratory analysis(es) you will require for employment or authorized presence in the workplace. If a sponsored project account is provided the cost must be incurred within the period of performance. Split funding costs (by percentage if multiple accounts listed) to multiple accounts must be specified based on the percentage of total cost allocated to the project.

UA/Arizona Billing Account



- Biosafety Level 3 Risk Assessment Questionnaire Validations:** Supervisor indicates whether staff member is likely to be exposed to the identified BSL3 agent in next 12 months.
- Healthcare Worker & Clinical Research Risk Assessment Questionnaire Validations:** Supervisor indicates whether staff member is likely to be exposed to the identified clinical care settings or practices in next 12 months.

- Worker Management Icons

Worker Management



- User Dashboard → Approval Management → Active Workers

- Active Worker Icon: Navigates user to their currently selected Approval “Active Workers” page.



Home Approval Management

Approval **70111 Animal Hazards Program (Richard Wagner)** ▾

Active Workers		
Worker	Role	Email
Richard Wagner	Approval Holder	rwagner@arizona.edu
Mary Estrada	Approval Safety Coordinator	kestrada@arizona.edu
Margretta Murphy	Approval Safety Coordinator	mamurphy@arizona.edu
Meghan Updike	Approval Safety Coordinator	mtupdike@arizona.edu
Lucianna Bruni	Worker	bruni@arizona.edu
Rose Jacob	Worker	rjacob1@arizona.edu
Alma Verdugo	Worker	averdugo@arizona.edu

- - Supervisor able to view all personnel assigned to the Approval (Active Status).

- User Dashboard → Approval Management → Invite Worker

- Invite Worker Icon: Navigates user to their currently selected Approval “Sending Invitations” page.



Home Approval Management

Approval **30111 Healthcare Workers, Clinical Researchers, and Human Subjects (Richard Wagner)** ▾

Sending Invitations

- Enter the official UA email address or NetId of the invitee.
- Press Search to find the individual, who must be a currently active member of the UA to be added to the Approval.
- Press Send Invitation to send an email with instructions.

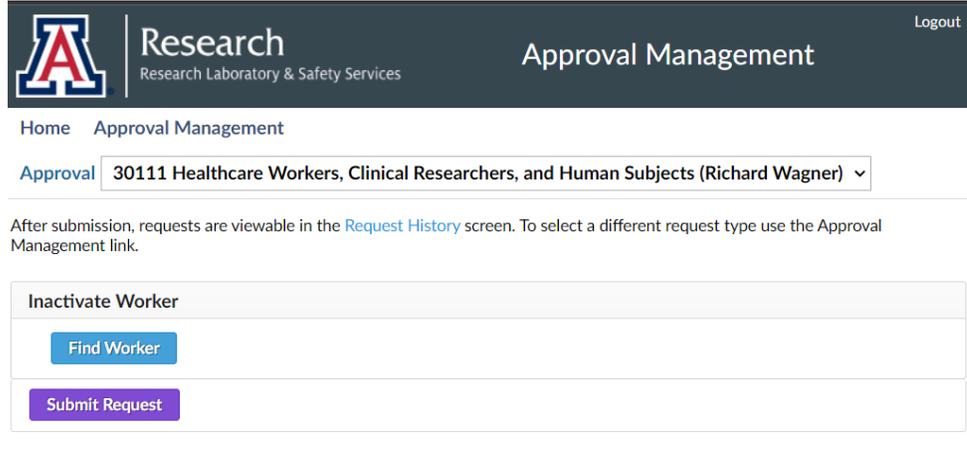
Official Email or NetId

- - Supervisor able to enter NetId of staff member they wish to add to the currently selected Approval.

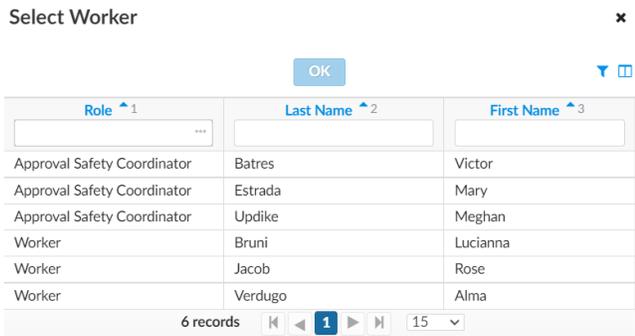
- Staff member “invited” by Supervisor will receive notification email about their addition to the Approval and instructions to validate their personal information.

○ **User Dashboard→Approval Management→Inactivate Worker**

- Inactivate Worker Icon: Navigates user to their currently selected Approval “Inactivate Worker” page.



- Supervisor able to remove staff from assignment to currently selected Approval by using:
 - “Find Worker” button: Navigates user to the currently selected Approval “Select Worker” list of all assigned staff to designate for removal/inactivation.



- Once the staff member is selected the user will be returned to the “Inactivate Worker” page for the currently selected Approval with the selected staff members name appearing in the “Worker” selection area.

Home [Approval Management](#)

Approval **30111 Healthcare Workers, Clinical Researchers, and Human Subjects (Richard Wagner)** ▼

Approval RPP Status				
Worker	RPP Status	Expiration Date	N95 - Patient Bedside Survey	
			Half-Face Disposable Mask, Tight Seal N95 - Multi-Shift Particulates without oil	
			Status	Valid Respirators ¹
Batres, Victor	Current	7/5/23	✓	3M Vflex 1804 3M 6900* 3M 7503*
Bruni, Lucianna	Current	8/3/23	✓	3M 9205+
Estrada, Mary	Current	8/30/23	✓	3M 9205+ 3M 8200 ¹
Jacob, Rose	Current	7/19/23	✓	3M 9205+
Updike, Meghan	Current	2/25/23	✓	3M Aura 9211+
Verdugo, Alma	RPP Form due	12/5/22	!	
Wagner, Richard	Current	7/5/23	✓	3M 8516 3M Aura 1870+ 3M 7503* 3M 6900* ¹

Legend

Status	Icon	Meaning
Current	✓	Meets recommended protection standards
Current using equivalent	~	Meets an equivalent to recommended protection standards, but may not be appropriate for specific work conditions
Exempt	⊖	Not performing work; Exempted from protection recommendation
Due	!	Out of compliance with recommendations
Declined RPP	✗	Worker declined to participate in the Respiratory Protection Program

¹ Respirators which exactly meet recommendations or are an *equivalent*¹ denoted by an asterisk. Respirators that have a *fit test due*¹ are denoted by an exclamation mark.

■ Navigate to the [Form Requirements](#) area to complete an RPP Exemption Form for personnel that will restrict from exposure to identified respiratory exposure hazards or be expected to wear respirator(s).

- Supervisor able to view all staff within currently selected Approval to gauge their compliance status with current Respiratory Protection Program (RPP) Conditions (aka requirements/assignments).

○ **User Dashboard → Approval Management → Form Requirements**

- Form Requirements Icon: Navigates user to their currently selected Approval “Form Requirements & Submissions” page.

Home [Approval Management](#)

Approval **30111 Healthcare Workers, Clinical Researchers, and Human Subjects (Richard Wagner)** ▼

Form Requirements			
Name	Form Name	Requirement Due Date	Last Date
Mary Estrada	Human Subjects and Healthcare Worker Medical Questionnaire	12/5/22	
Alma Verdugo	Human Subjects and Healthcare Worker Medical Questionnaire	12/5/22	
Alma Verdugo	OSHA Respirator Questionnaire	12/5/22	
Alma Verdugo	Tuberculosis (TB) Screening Questionnaire	12/5/22	
Victor Batres	OSHA Respirator Questionnaire	12/9/22	
Victor Batres	Tuberculosis (TB) Screening Questionnaire	12/9/22	
Rose Jacob	Human Subjects and Healthcare Worker Medical Questionnaire	12/6/23	12/21/22
Rose Jacob	OSHA Respirator Questionnaire	12/7/23	12/12/22
Rose Jacob	Tuberculosis (TB) Screening Questionnaire	12/7/23	12/12/22
Lucianna Bruni	Human Subjects and Healthcare Worker Medical Questionnaire	12/8/23	12/21/22

21 records ⏪ 1 2 3 ⏩ 10 ▼

Additional Forms: **RPP Approval Exemption** ▼ For **Richard Wagner** ▼ [Create Form](#)

Approval Form Submissions				
Form Name	Worker Name	Submission Date	Completion Date	Status
No records found.				

0 records ⏪ ⏩ 10 ▼

- Supervisor able to view staff assigned to currently selected Approval and gauge their compliance with form requirements:
 - “Requirement Due Date” column: Indicates when the staff member became due (by new assignment to Approval or Last Form Submitted to meet requirement) to complete the described form in the “Form Name” column.
 - “Last Date” column: Indicates when the staff member will become due again for completion of the described form in the “Form Name” column.
- Supervisor able to create Respiratory Protection Program (RPP) “Exemption Forms” for staff (including self) currently assigned to the selected Approval on either an Approval-wide basis or Condition-by-Condition basis:
 - “RPP Approval Exemption” dropdown selection + “Create Form” button: Creates “RPP Approval Exemption” form for selected staff member currently assigned to the Approval.

Additional Forms: For

- - The “RPP Approval Exemption” form is used to “Exempt” staff member assigned to the currently selected Approval from wearing any respirators as part of their presence in the workplace, research space or place of learning. Typically, supervisors exempt staff in this manner that have no exposure to recognized hazards that assigned Approval RPP Conditions are stipulated to mitigate.
 - Example, the staff member conducts statistical analysis only and does not get exposed to hazardous agent (radiological, biological or chemical), patients/subjects, or animal species that may require a respirator.
 - “RPP Condition Exemption” dropdown selection + “Create Form” button: Creates “RPP Condition Exemption” form for selected staff member currently assigned to the Approval.

Additional Forms: For

- - The “RPP Condition Exemption” form is used to “Exempt” staff member assigned to the currently selected Approval from wearing selected respirator(s) as part of their presence in the workplace, research space or place of learning. Typically, supervisors exempt staff in this manner that either cannot wear a respirator due to either physical obstacles to assigned respirator use (facial hair, etc.) or no operational need

for the assigned respirator that the RPP Conditions are stipulated to mitigate.

RPP Conditions

Condition	RPP Conditions	Exempt?
N95 - Rodent Allergy Prevention (Half-Face Disposable Mask, Tight Seal)		<input type="radio"/> Yes <input type="radio"/> No
PAPR - Rodent Allergy Prevention (PAPR (Powered Air Purifying Respirator))		<input type="radio"/> Yes <input type="radio"/> No
Signature (Type in Name)		
<input type="text"/>		
<input checked="" type="button" value="Submit"/>		

- - Supervisors indicate if they chose to “Exempt” the staff member from each RPP Condition assigned by selecting “Yes” in the form area seen above.

○ User Dashboard → Approval Management → Affirmation Requirements

- Affirmation Requirements Icon: Navigates user to their currently selected Approval “Current Affirmation Requirements” page.

Name	Role	Document Type	Amendment	Due Date	Status
Alma Verdugo	Worker	Approval PAPR Plan	1	1/4/2023	Due
Richard Wagner	Approval Holder	Approval PAPR Plan	1	1/3/2023	Current
Lucianna Bruni	Worker	Approval PAPR Plan	1	1/4/2023	Current
Mary Estrada	Approval Safety Coordinator	Approval PAPR Plan	1	1/4/2023	Current
Meghan Updike	Approval Safety Coordinator	Approval PAPR Plan	1	1/4/2023	Current
Rose Jacob	Worker	Approval PAPR Plan	1	1/4/2023	Current
Margretta Murphy	Approval Safety Coordinator	Approval PAPR Plan	1	1/6/2023	Current

- - Supervisor able to view staff assigned to currently selected Approval and gauge their compliance with plan affirmation requirements:
 - “Due Date” column: Indicates when the staff member became due (by new assignment to Approval or Last Plan Affirmation) to plan listed in “Document Type” column.
 - “Status” column: Indicates when the staff member is “Current”, “Due” or “Overdue” for affirming to a new or amended plan.