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/](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](mailto:rwagner@arizona.edu)
      - 520-626-5467
    - Shelby Verhyen: RLSS Respiratory Protection Program (RPP) Coordinator
      - [sverhyen@arizona.edu](mailto:sverhyen@arizona.edu)
      - 520-626-6850
    - RLSS Personal Protective Equipment (PPE) Staff
      - [rlss-ppe@arizona.edu](mailto:rlss-ppe@arizona.edu)
  - UArizona NON-RESEARCH: Risk Management Services (RMS)
    - John Murphy: RMS Health & Safety Officer
      - [murphjoh@arizona.edu](mailto: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/](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/](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:

- 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.
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.

- 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:
- 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.

- User Dashboard→Home→Fit Test Certificates
  - Fit Test Certificates Icon: Navigates user to their “Fit Test History” page.
  - Click on Blue Highlighted Respirator in table to view/download a fit test certificate.

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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 Dashboard→Home→Form Requirements
  ▪ Form Requirements Icon: Navigates user to their “Form Requirements & History” page.

  ![Form Requirements Table]

  • 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.
- 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 Management Icons](image)

**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.

- 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.
- 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.

- **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

- User Dashboard→Approval Management→Active Workers
  - Active Worker Icon: Navigates user to their currently selected Approval “Active Workers” page.
  - 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.
  - Supervisor able to enter NetId of staff member they wish to all 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.

  ![Image of Approval Management interface]

  - 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.

  ![Image of Select Worker interface]

  - 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.
“Submit Request” button: Navigates user to the “Submitting Request” pop-up window to give the user a second chance not to inactivate the staff member from the currently selected Approval. Once “Submit Request” is clicked again, the selected staff member is removed/inactivated from the selected Approval.

- Worker Requirements Icons:

  - User Dashboard→Approval Management→Approval RPP Conditions
    - Approval RPP Conditions Icon: Navigates user to their currently selected Approval “Approval RPP Status” page.
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.
• Supervisor able to view staff assigned to currently selected Approval and gauge their compliance with form requirements:
  o “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.
  o “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:
  o “RPP Approval Exemption” dropdown selection + “Create Form” button: Creates “RPP Approval Exemption” form for selected staff member currently assigned to the Approval.
  o 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.
  o “RPP Condition Exemption” dropdown selection + “Create Form” button: Creates “RPP Condition Exemption” form for selected staff member currently assigned to the Approval.
  o 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

<table>
<thead>
<tr>
<th>Condition</th>
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<tbody>
<tr>
<td>N95 - Rodent Allergy Protection</td>
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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.

- 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.