

**Steps for SLAC Employees Working Outdoors In Wildfire Smoke with AQI >150**

1. Supervisor or ESH Coordinator assigns [ESH Training Course #193](#).
2. Employee completes course.
3. If an employee wants to voluntarily wear N95 respirator, then the employee completes Voluntary Respirator Use Form at <https://myohc.stanford.edu>. Log-in with your SUNet ID. Click on “Other Forms.” Click on “Voluntary Respirator User Form” as seen below and complete form.

The screenshot shows a web portal with four main sections:

- VOLUNTARY RESPIRATOR USE**: Includes the text "Please complete if you will be wearing an N95 respirator, or similar, on a voluntary basis (not required for your work)" and a button labeled "VOLUNTARY RESPIRATOR USER FORM". This section is circled in red.
- FLU VACCINE INFORMATION SHEET**: Includes the text "CDC Flu Vaccine Information Sheet (VIS)" and a button labeled "FLU VIS".
- WILDFIRE SMOKE TRAINING**: Includes the text "Stanford University EH&S Protection From Wildfire Smoke-- Awareness Training and Protection From Wildfire Smoke-- N95 Respirator Use" and two buttons: "EHS TRAINING DOCUMENT" and "EHS WILDFIRE WEBPAGE".
- SEASONAL FLU CONSENT**: Includes the text "A NoMoreClipboard personal health record (PHR) is the better way to manage your medical information: all in one place, online. No matter what systems your doctors use, you can create, update, organize, store and access your NoMoreClipboard records any time, using any computer, tablet or smartphone." and a button labeled "SEASONAL FLU QUESTIONNAIRE".

4. N-95s are available at Grainger at the back of B081. You will need a departmental charge code but no Service Now ticket is required.
5. *Note #1: If the employee has been previously approved to wear N95s for their normal job duties and is enrolled in the SLAC Respirator Program (tradespeople, etc.), then they do not need to fill out Voluntary Respirator User Form.*
6. *Note #2: During the era of COVID-19 restrictions, the N95s used voluntarily for wildfire smoke cannot be models that have a breathing port in them.*
7. *Note #3: N95's obtained through the wildfire smoke process cannot be used for Covid-19 Level 4 activities. Level 4 activities must go through the required WPC and JSA process and medical clearance and fit tests are required for employees wearing N95's for those tasks.*
8. *Note #4: The information contained in this memo also apply to those working in buildings without filtered mechanical ventilation.*

For more information, contact your ESH Coordinator or SLAC ESH.