 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No.: 3.1.9 b | Subject: **PROTECTIVE MASKS (Inspection, Donning, Cleaning, Repair or Replacement)** |
| Reference: MWP 3.1.9 | Page 1  |
| Effective Date: 1 December 2003 | Revision Date: 6-2-2006, 04-26-2013 |
| Signature: //s// Deputy Warden Robert Paul  |

1. **PURPOSE:**

To ensure that Protective Masks are properly inspected, donned, cleaned, repaired and/or replaced, the following procedures are to be followed:

1. **DEFINITIONS:**

**None**

1. **PROCEDURES:**
2. **Inspection of Mask**
	* + - 1. The protective masks will be inspected before and after each use. The purpose of the inspection is to verify serviceability and correct problems that would interfere with its operation.
				2. Face piece Lens –

Nicks, scratches, or abrasions that could impair visibility.

Deep gouges or cracks which could reduce impact resistance.

* + - * 1. Face piece Rims –

Deformed, cracked, or broken.

Loose screws. Do not over tighten.

* + - * 1. Face piece Skirt –

Cuts, gouges, or punctures.

Tears or nicks in the sealing area.

Deterioration from age, heat, or contamination.

* + - * 1. Face piece Head strap and Buckle Straps –

Abrasions or nicks.

Deterioration from age, heat, or contamination.

* + - * 1. Face piece Buckles –

Crushed, bent, broken, or corroded.

* + - * 1. Face piece Inlet Nozzle –

Heat or impact damage.

Nicks, cracks, tears, or creases in the exhalation valve. Remove the valve cover to inspect the exhalation valve.

Nicks, cracks, or dents in the exhalation valve seat.

Sticking exhalation valve. Exhale a few times to test. The valve must close after each exhalation. Valves that fail to close must be replaced.

Cuts, nicks, abrasions, or excess stretching to the nozzle adapter o-rings.

* + - * 1. Twin Seal O-Ring, Nozzle Gasket / Valve Seat, or RD40 Port Gasket –

Cuts, nicks, abrasions, or excess stretching.

Cuts, nicks, or abrasions on port connector or nozzle plug sealing surface.

* + - * 1. RD40 Port Connector or Nozzle Plug –

Cracks, heat, or impact damage.

Cuts, nicks, or abrasions on port connector sealing surface.

1. **Donning of the Mask (putting it on)**
	* + - 1. Inspect the mask as described above.
				2. Adjust the top three straps until one inch of strap extends through each buckle. Fully loosen the two lower straps
				3. Place your chin against the chin cup of the face piece skirt and center the face piece on your face.
				4. Hold the face piece against your face and pull the head straps over your head.
				5. Tighten the two lower straps, the two temple straps, then the top strap until a god seal is obtained. All straps should lie flat on your head. Do not over tighten the straps.
				6. When properly adjusted, the head strap hub should be centered on the crown of your head and the lower straps should be below your ears.
				7. Perform a negative pressure fit check –

Cover the inlet of the canister with the palm of your hand.

Inhale gently and hold your breath to slightly collapse the face piece.

 If air leakage occurs, readjust the face piece and head strap, then retest.

1. **Doffing of the Mask (taking it off)**
	* + - 1. Loosen the two lower head straps completely.
				2. Grasp the nozzle firmly, and pull the face piece upward over your head.
2. **Cleaning of the Mask (After each use)**
	* + - 1. Make a cleaning solution of warm water and mild detergent.
				2. Remove canister from the face piece.
				3. Immerse the face piece top first in the solution until the exhalation valve is covered.
				4. Agitate the face piece and gently clean with a soft brush.
				5. Thoroughly rinse the face piece in fresh water, paying particular attention to removal of all soap residue from the exhalation valve. If possible, direct running water onto the exhalation valve.
				6. Disinfect the face piece in warm (120°F or 48°C maximum), suitable sanitizing solution, such as “hypochlorite solution” for 2 to 3 minutes. A 50 parts per million (ppm) solution can be prepared by mixing 0.13 ounce of chlorine bleach (laundry bleach) per each gallon of water. Rinse thoroughly with fresh warm 120°F or 48°C maximum) water.
				7. Allow face piece to drip dry, or dry with a lint-free cloth. Warm air may be used to accelerate drying.
				8. Hold the face piece firmly against your face and exhale several times to ensure that the exhalation valve functions smoothly.
				9. Carefully inspect the mask as described above.
				10. The canister will be wiped clean with a clean dry cloth. **DO NOT** immerse the canister in any liquid whatsoever. No liquid should be sprayed, poured, or dripped in either open end of the canister.
3. **Storage of Mask and Canisters**
4. After each mask is inspected and cleaned, place the mask in the vinyl storage bag to protect it from dust, sunlight, extreme heat and cold, excessive moisture, or damaging chemicals.
5. The canister will be stored in a separate sealable vinyl storage bag.
6. **Repairs/Replacement of Mask**
7. Any mask needing repairs or replacement will be forwarded to the Security Lieutenant. A detailed written report will accompany each such repair/replacement request addressing, at a minimum, each of the following areas:
8. Who discovered the damage.
9. When the damage was discovered.
10. How the damage occurred or was discovered.
11. **CLOSING:**

Questions concerning this procedure should be directed the Warden or Deputy Warden. or the MWP Armorer.

1. **ATTACHMENTS:**

**None**