

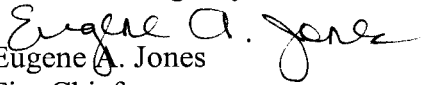


# INTER-OFFICE MEMORANDUM

## PRINCE GEORGE'S COUNTY, MARYLAND

August 11, 2009

TO: All Fire/Emergency Medical Services (EMS) Personnel **Memo #09-29**

FROM:   
Eugene A. Jones  
Fire Chief

RE: Cleaning and Repairing of Personal Protective Equipment

The attached Prince George's County Fire/Emergency Medical Services (EMS) Department Directive regarding the cleaning and repairing of personal protective equipment (PPE) will supersede General Order Division 10, Chapter 03, until January 2010, at which time it will become a General Order following the review process. It is necessary to implement this immediate change in the cleaning and repairing of PPE in order to provide fiscal accountability.

If you should have any questions concerning the cleaning and repairing process, please direct your inquiries to Logistics & Supply at 301-883-0350.

EAJ/CDB/JWT/dld/slt  
*2009.08.11 AFEMSP Memo #09-29 – Cleaning and Repairing of Personal Protective Equipment.doc*

Attachment



## FIRE/EMS DIRECTIVE

# Cleaning, Repair, Replacement and Alterations of Personal Protective Equipment

August 2009

### POLICY

This Directive shall set forth the procedure for cleaning, repairing, replacing and altering Personal Protective Equipment (PPE). This Directive rescinds General Order 10-03, Cleaning, Repair, Replacement and Alterations of Personal Protective Equipment and will undergo the appropriate review process for reimplementations as a General Order in January 2010.

### DEFINITIONS

**PPE** – Personal Protective Equipment.

**Compromised PPE** – Any element of PPE that may have a diminished ability to fully protect personnel from burn/injury. This may be due to thermal damage, cuts/rips/tears, damaged/missing hardware, fabric integrity, or cleanliness.

**Contaminated PPE** – PPE that has been exposed to blood/body fluids, petroleum products, chemicals, pesticides, or any other hazardous materials.

**Vendor**- The verified Independent Service Provider (ISP) contracted to provide advanced inspection, cleaning, and alterations/repairs to Department issued PPE.

**Verified ISP** – A company that has either been 3<sup>rd</sup> party certified to perform repairs, or has been trained by the element manufacturer in Advanced Cleaning and Advanced Inspection.

**Individually Owned Items** – Approved PPE that was not issued by the Department, but was purchased by an individual. (Only Approved PPE may be worn for Emergency Operations).

### PROCEDURES

#### 1. General Provisions

Logistics and Supply is responsible for ensuring that PPE is properly fitted (by lengths and overlap of coat and pants) to an individual before being issued. If alterations are necessary, they must be performed by the verified ISP (vendor) prior to being issued.

Chief officers/battalion chiefs and station officers shall ensure that PPE will be routinely examined and sent for cleaning, repair, or replacement as necessary, in accordance with NFPA 1971 and NFPA 1851.

All PPE that is sent out for cleaning, repairs, or decontamination shall be evaluated by the appropriate chief officer/battalion chief or safety officer prior to being sent to Logistics & Supply for pick up by the contracted vendor. An Advance Inspection of the gear will be completed by the vendor. Following their evaluation, the vendor will contact Logistics & Supply and a determination will be made whether it is cost effective for the Department to have the PPE cleaned, repaired, or condemned. The criteria used to make the determination will be the age and condition of the PPE.



## PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

With the approval of the Duty Chief, a safety officer has the authority to place unsafe/unapproved PPE out-of-service. All potentially compromised PPE of burned or seriously injured personnel shall be collected and sent to the Operational Safety Office for documentation.

### 2. Cleaning/Repair

The general cleaning/repair of PPE shall be handled as follows:

- The employee/member and the station officer shall inspect all PPE after each Immediate Danger to Life and Health (IDLH) exposure to determine the need for cleaning and/or repairs.
- If cleaning or repairs are necessary, the employee/member's supervisor shall complete a PPE Cleaning/Repair Request (PGC Form #5201) and have it verified and approved by either the Chief Officer/Battalion Chief within the chain of command, or the Safety Officer.
- All cleaning and repairs of PPE must be approved by a chief officer/battalion chief, or safety officer.
- The check sheet shall indicate whether the gear needs cleaning and/or repairs. If the gear is in need of repair, the check sheet will clearly indicate the repairs needed.
- Upon approval (w/verified signature), supervisors are to arrange to get the gear to Logistics & Supply, who will arrange for the Department's vendor to pickup the PPE to clean and/or repair the gear.
- A copy of the signed PPE Cleaning/Repair Request Form (PGC Form #5201) shall be forwarded to Logistics & Supply, with the PPE.

### 3. Pickup/Delivery

Logistics will schedule a day for pickup, all PPE will be assigned an authorization number, which will be written on the PPE Cleaning/Repair Request and placed in the bag with the PPE for the vendor to pickup. The PPE should be in bags (trash bag, gear bag, etc.) and a vendor-furnished tag with the name, ID number, and station number of the individual to whom the PPE is issued is to be affixed to the bag. A copy of the signed PPE Cleaning/Repair Request Form must accompany the PPE to be sent to Logistics & Supply. The vendor will pickup and return the PPE to Logistics & Supply within three business days. If alterations or repairs are needed, it will be a 5-7 business day turnaround to Logistics & Supply. If a longer turn around time is necessary, the Department's vendor will communicate that to Logistics & Supply, who will make the notifications to the appropriate command and Operational Safety Office.

### 4. Contaminated/Compromised PPE

PPE that has been contaminated by blood, petroleum products, chemicals, pesticides, or any other hazardous materials are to be handled in the following manner:

- Contaminated PPE is to be bagged in a RED trash bag, or hazard bag, affixing a vendor-supplied tag with the individual's name, ID number, station number and the contaminant clearly marked on it.
- Notification to have the PPE picked up is to be made as soon as possible to the Safety Officer, followed by the station transporting the contaminated PPE to Logistics & Supply.



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FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS**

The PPE worn by personnel, who have received burns or serious injuries requiring treatment at a hospital, is considered compromised until it has been appropriately inspected and documented by the Operational Safety Office.

The Safety Officer is responsible to collect the gear of a burned/injured firefighter and will coordinate cleaning, repair and replacement of their gear with Logistics & Supply. Individually owned items will be returned after inspection and documentation is completed.

**5. Condemned PPE**

Upon notification regarding condemnation of any piece of PPE, Logistics & Supply shall notify the appropriate command and the Operational Safety Office.

Condemned PPE (red tagged) will be held at Logistics & Supply for disposal, and personnel will be advised to report to Logistics & Supply for replacement PPE. The employee/member will be issued new PPE. If alterations are necessary, the PPE will be sent to the vendor and the employee is required to report to the vendor for appropriate fitting. Once alterations are completed, the PPE will be delivered to Logistics, who will notify employee.

**6. Replacement**

All PPE issued to career and volunteer personnel are the property of the Prince George's County Government. PPE that is no longer usable shall be returned to Logistics & Supply. Personnel leaving the Fire/EMS Department must return all issued PPE.

Lost or stolen PPE, whether entire or portions thereof, must be reported, in writing, utilizing a Loss/Damage Report (PGC Form #556).

*Fire/EMS Department Directive*

*Cleaning, Repair, Replacement, and Alterations of Personal Protective Equipment (PPE)*

*Effective 08/11/09-12/31/09*

The completed form is to be submitted to Risk Management, with a copy going to Logistics & Supply.

The career individual in need of replacement PPE shall complete Clothing Request (PGC Form #1362). The Station Officer shall verify the need for the replacement before forwarding the request to the Battalion Chief within the chain of command for approval and documentation. The original and other attached copies will be returned to the employee. The employee then presents the approved form, along with the items to be exchanged on a one-for-one basis, to Logistics & Supply.

A volunteer member must have an Issuance of PPE Request/Agreement (PGC Form #4371) signed by the Volunteer Chief or President in order to exchange PPE.

Any request or need for PPE (running coat, pant, helmet, etc.) after 1530 hours Monday through Friday, and on weekends, should be directed via the Duty Chief to the Logistics & Supply Manager.

This is applicable only in an emergency situation, when gear is damaged after normal business hours and it is anticipated that the member might return to duty before the next business day.

All returned items shall come under the scrutiny of the Logistics & Supply Manager for final approval of the exchange.

**7. Alterations**

The Department will only be responsible for alterations to PPE pertaining to safety. This includes length of sleeves and pants, 2" overlap of coat and pants, and issues related to appropriate fitting and/or safety requirements of the garment. Any other



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alterations, including but not limited to, radio pockets, accommodations for flashlights, etc. shall be done at the employee/member's own expense, and only with an ISP, with coordination through Logistics & Supply.

**8. PPE for Specialty Teams and Personnel  
Assigned to FETA**

Cleaning, repair, replacement and alterations of specialized PPE not covered by the cleaning/repairing contract, such as technical rescue gear, CBRN protective ensembles, etc. will be coordinated through the Logistics & Supply office.

**REFERENCES**

NFPA 1971  
NFPA 1851

**FORMS/ATTACHMENTS**

Attachment #1 – Notice of Loss/Damage Report (PGC Form #556)

Attachment # 2 – Clothing Request (PGC Form #1362)

Attachment # 3 – PPE Cleaning/Repair Request Form (PGC Form #5201)

Attachment # 4 – PPE Inspection/Tracking Form (PGC Form #4057)

Attachment #5 – Issuance of PPE Request/Agreement Form (PGC Form #4371)