

CTS User Manual

IH – Respirator Program

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Introduction

The CTS Industrial Hygiene (IH) **Respirator Program** provides a user-friendly system to maintain your IH respirator equipment inventory. Using this software correctly can help ensure fast, easy, and secure access to equipment inventory records.

With IH Respirator Program, your organization will be able to save time and money by reducing inventory control discrepancies. This program is designed to inventory and track the calibration or use status of equipment used as part of your exposure monitoring program.

The CTS Respirator Program consists of three main areas:

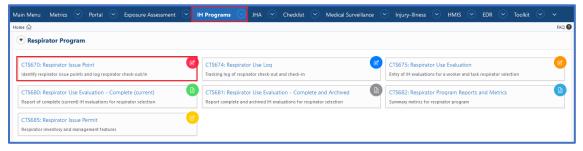
- Inventory
- Evaluation
- Reports

Chapter 1 – CTS670: Respirator Issue Point

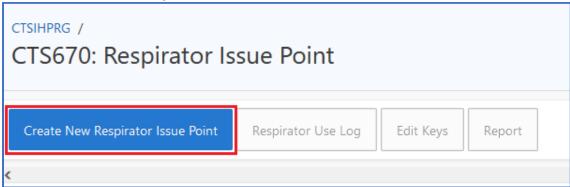
Identify respirator issue points and log respirator check-out/check-in activity.

Create New Respirator Issue Point

From the **IH Programs** menu, click **CTS670: Respirator Issue Point** button.

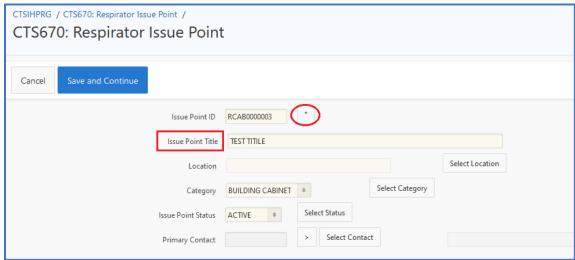


Click Create New Respirator Issue Point button.

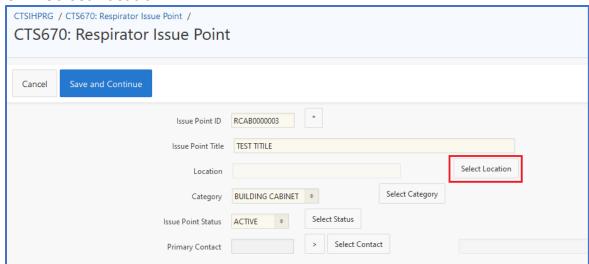


Click * (asterisk) button next to Issue Point ID field.

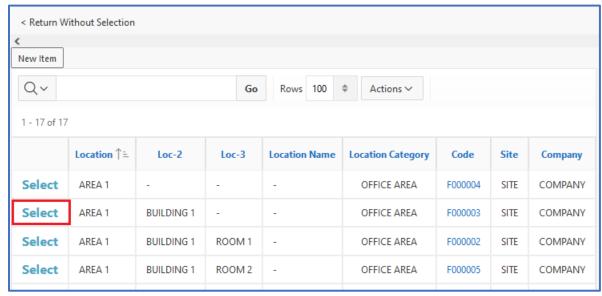
Enter text into Issue Point Title text field.



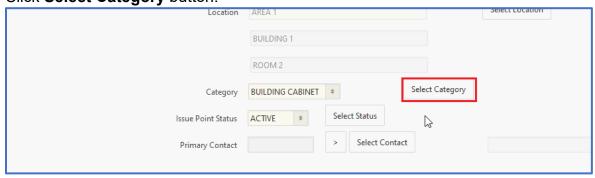
Click Select Location button.



Click blue Select text to select a location.



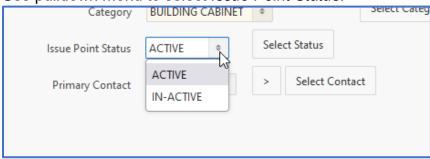
Click Select Category button.



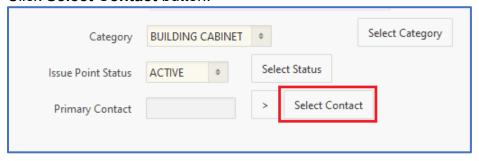
Click blue **Select** text to select a category.



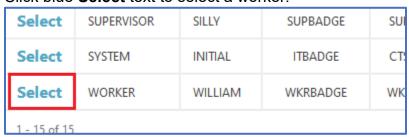
Use pulldown menu to select Issue Point Status.



Click Select Contact button.



Click blue **Select** text to select a worker.



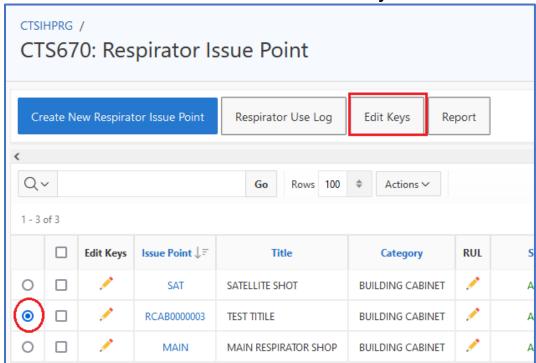
Click Save and Continue button.



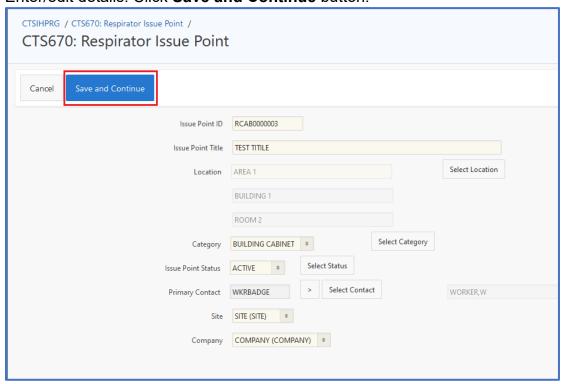
Field	Description
Issue Point ID	Auto generated ID number
Issue Point Title	Title of respirator issue point
Location	Where respirator issue point is located
Category	Category of respirator (mobile or building)
Issue Point Status	Select Active or Inactive
Primary Contact	Person responsible for respirator
Site	Site where respirator is utilized
Company	Company where respirator is utilized

Edit Existing Issue Point

Click radio button to select *Issue Point*. Click **Edit Keys** button.

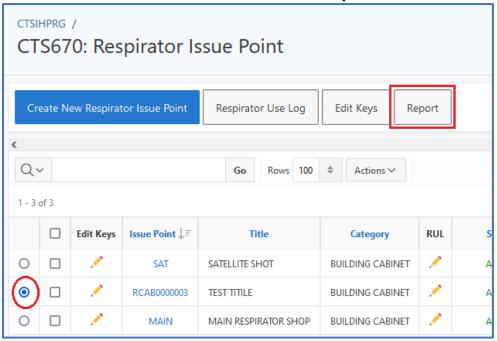


Enter/edit details. Click Save and Continue button.



Print Issue Point Report

Click radio button to select Issue Point. Click Report button.





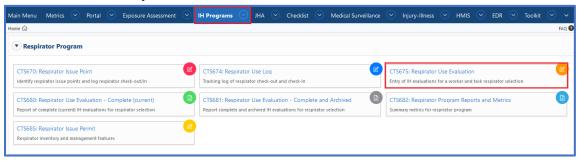
Close browser tab when finished viewing report.

Click CTSIHPRG / breadcrumb to return to the IH Programs Menu.

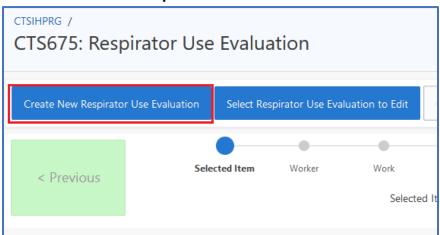
Chapter 2 - CTS675: Respirator Use Evaluation

Create New Respirator Use Evaluation

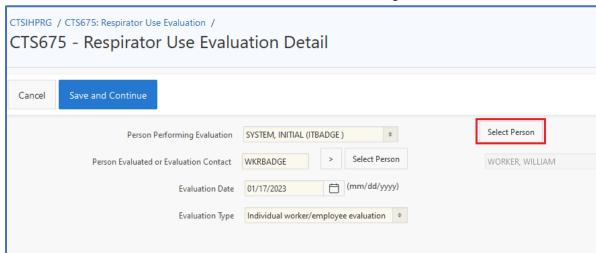
Click CTS675: Respirator Use Evaluation button.



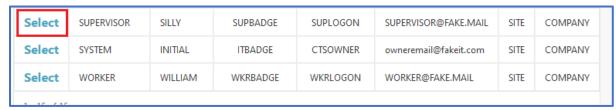
Click Create New Respirator Use Evaluation button.



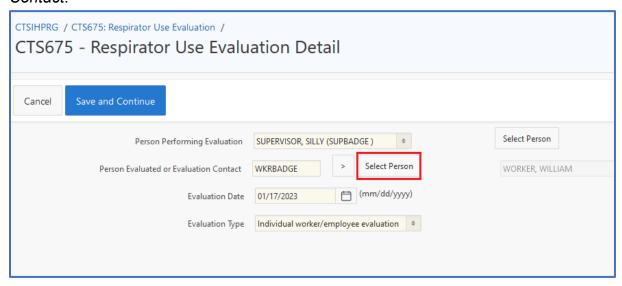
Click **Select Person** button to select *Person Performing Evaluation*.



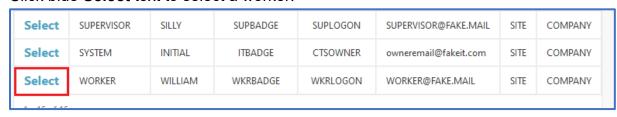
Click blue **Select** text to select a worker.



Click **Select Person** button to select *Person Evaluated or Evaluation Contact*.

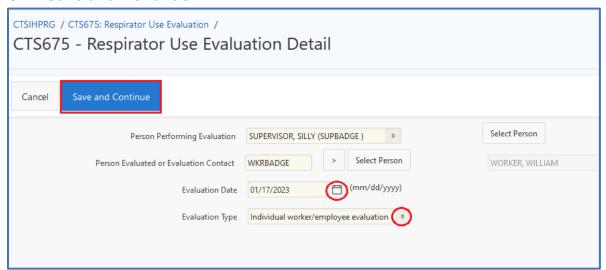


Click blue Select text to select a worker.



Click calendar button to select *Evaluation Date*. Use pull-down menu to select *Evaluation Type*.

Click Save and Continue button.

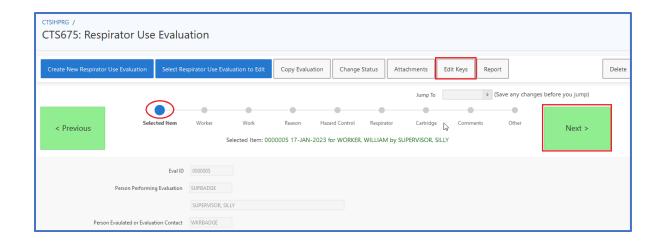


Field	Description
Person Performing Evaluation	Worker who is performing evaluation
Person Evaluated or Evaluation Contact	Worker being evaluated or contact person
Evaluation Date	Date of evaluation
Evaluation Type	Type of evaluation

Selected Item

Click **Edit Keys** button to edit evaluation details shown on *Selected Item* screen.

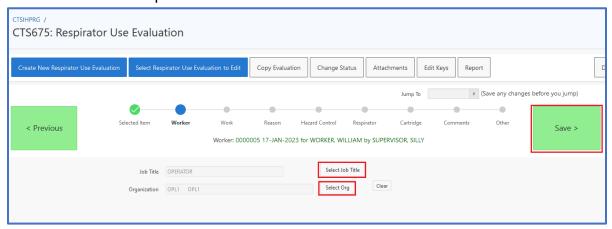
Otherwise, click Next button.



Worker

Enter/edit worker details using buttons.

Click Save button to proceed.

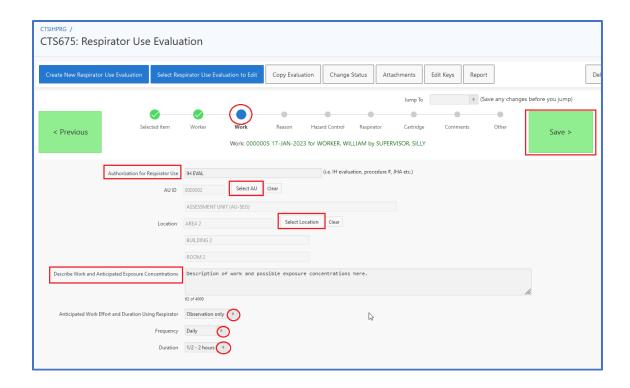


Work

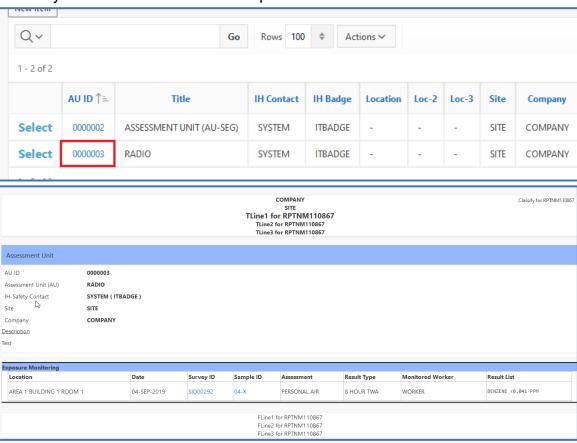
Enter text into text fields.

Use pull-down menus to select *Anticipated Work Effort* and *Duration Using Respirator, Frequency,* and *Duration*.

Click Select AU button.

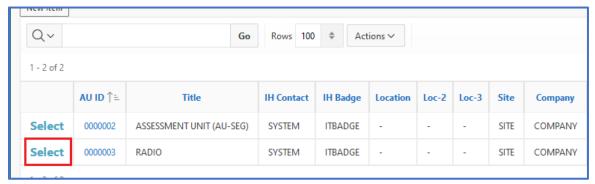


Click any **AU ID** hotlink to view the report in a new browser tab.

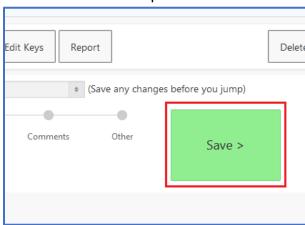


Close browser tab when finished viewing report.

Click blue Select text to select an AU ID item.



Click Save button to proceed.

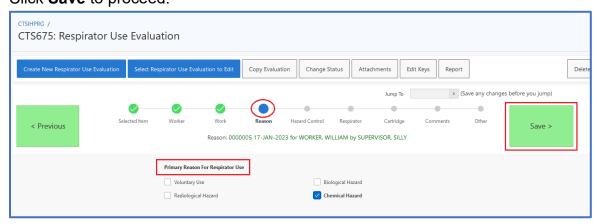


Field	Description
Authorization for Respirator Use	IH evaluation, procedure #, JHA, etc.
AU ID	Unique ID for assessment unit
Location	Date of evaluation
Describe Work and Anticipated Exposure Concentrations	Description of work performed and anticipated exposure concentrations
Anticipated Work Effort and Duration Using Respirator	Observation only, Light work, Moderate work, Heavy work
Frequency	Daily, Weekly, Monthly, Quarterly, Annually, Variable, Emergency, Escape

	Only
Duration	< ½ hour, ½ to 2 hours, 2-6 hours, 6-8 hours, > 8 hours, variable

Reason

Click checkbox to select **Primary Reason For Respirator Use**. Click **Save** to proceed.

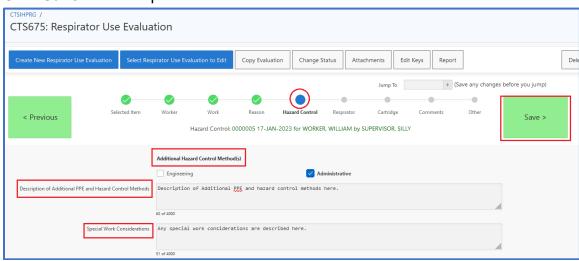


Hazard Control

Click checkbox(es) to select Additional Hazard Control Method(s).

Enter text into Description and Considerations text fields.

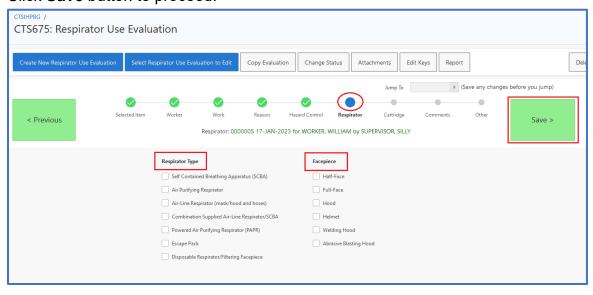
Click Save button to proceed.



Field	Description
Additional Hazard Control Method(s)	Engineering, Administrative
Description of Additional PPE and Hazard Control Methods	Description of additional PPE and hazard control methods
Special Work Considerations	Any special work considerations are described here

Respirator

Click checkboxes to select **Respirator Type** and **Facepiece** options. Click **Save** button to proceed.



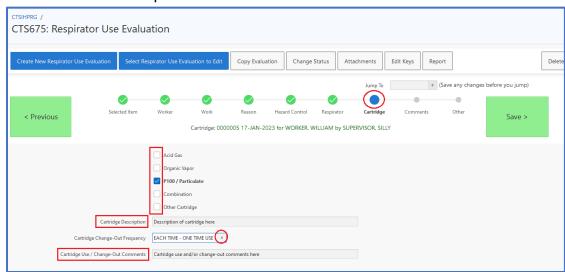
Cartridge

Click checkboxes to select Cartridge options.

Enter text into Description and Use/Change-Out Comments text fields.

Use pull-down menu to select Change-Out Frequency.

Click Save button to proceed.

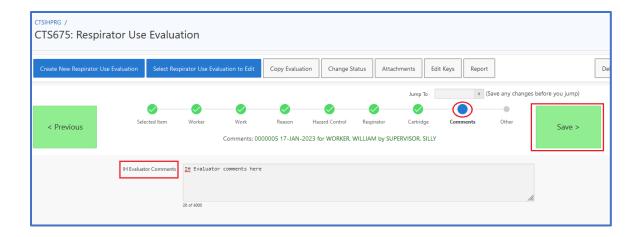


Field	Description
Cartridge Description	Description of cartridge here
Cartridge Change-Out Frequency	CHANGE DAILY, EACH TIME – ONE TIME USE
Cartridge Use / Change- Out Comments	Cartridge use and/or change-out comments here

Comments

Enter text into IH Evaluator Comments text field.

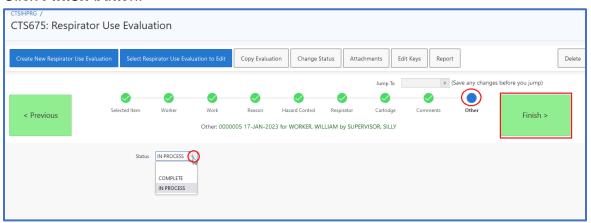
Click Save button to proceed.



Other

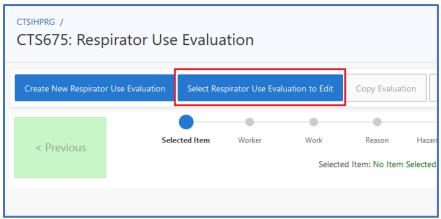
Use pull-down menu to select Status.

Click Finish button.

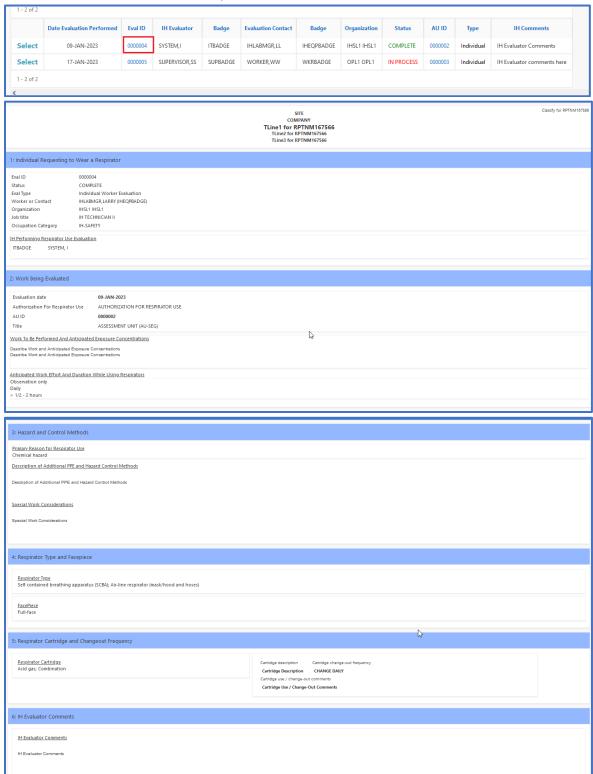


Edit Existing Use Evaluation

Click Select Respirator Use Evaluation to Edit button.



Click **Eval ID** hotlink to view report in a new browser tab.



Close browser tab when finished viewing report.

AREA 1 BUILDING 1 ROOM 2

Eval ID IH Evaluator Badge AU ID Date Evaluation Performed **Evaluation Contact** Badge Status Type IH Comments Select SYSTEM.I IHLABMGR.LL IHEOPBADGE IHSL1 IHSL1 COMPLETE IH Evaluator Comments 09-JAN-2023 0000004 ITBADGE Individual Select IN PROCESS Individual 1 - 2 of 2 Classify for RPTNM110867 TLine1 for RPTNM110867 TLine2 for RPTNM110867 TLine3 for RPTNM110867 Assessment Unit AU ID 0000002 Assessment Unit (AU) ASSESSMENT UNIT (AU-SEG) IH-Safety Contact SYSTEM (ITBADGE) SITE COMPANY Company Description escription (include tasks and key jobs or groups) Work Activities Activity Title Description WA ID SANDBLASTING sandblasting concrete sidew Survey ID Sample ID Result Type AREA 1 BUILDING 1 ROOM 1 21-MAR-2022 SID00005 SID0000502 PERSONAL AIR 8 HOUR TWA SUPERVISOR

Click **AU ID** hotlink to view report in a new browser tab.

Close browser tab when finished viewing report.

SID00046

Click blue **Select** text to select *Eval ID* record.

17-JUN-2022



PERSONAL AIR

FLine1 for RPTNM110867 FLine2 for RPTNM110867 8 HOUR TWA

IHSAFETYPRO

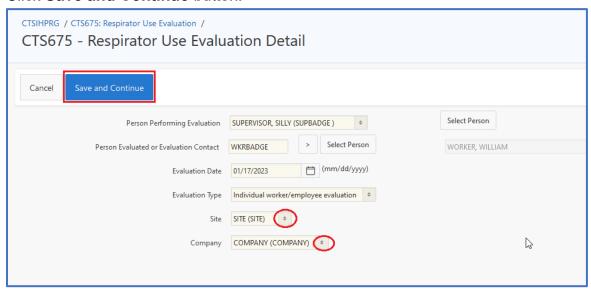
1-BROMOPROPANE 2 PPM

Click Edit Keys button.

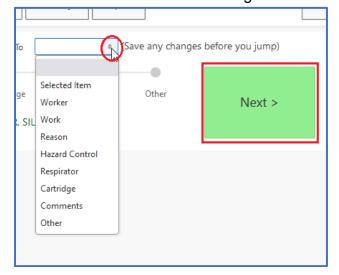
Edit RU Eval details.

Use pulldown menus to select Site and Company.

Click Save and Continue button.

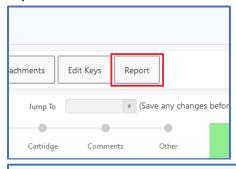


Use **Jump To** pulldown menu to navigate to any screen for entry/edit. Click **Next** or **Save** to save changes.

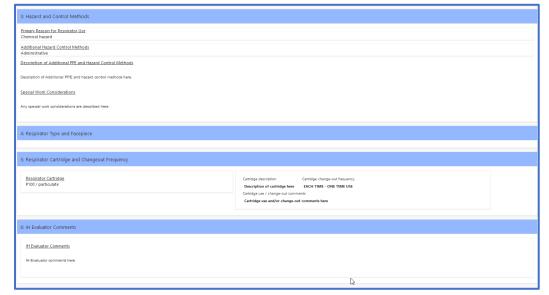


Print Use Evaluation Report

Select an existing *Use Evaluation* record. Click **Report** button to display the report in a new browser tab.







Close browser tab when finished view report.

Click CTSIHPRG / breadcrumb to return to IH Programs menu.

Chapter 3 – CTS671: Respirator Inventory

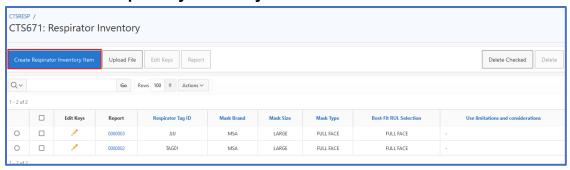
Note: Access **CTS671** via **CTS685** then expand *Support Features* submenu.

Create New Respiratory Inventory Item

Click CTS671: Respiratory Inventory button.

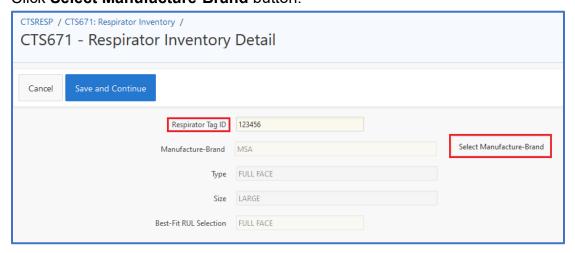


Click Create Respiratory Inventory Item button.

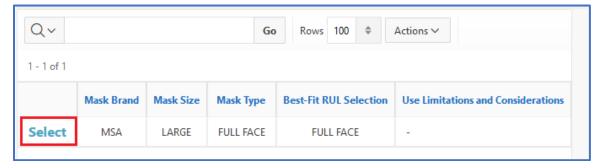


Enter Respirator Tag ID into text field.

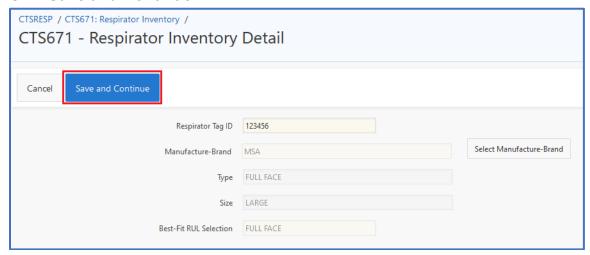
Click Select Manufacture-Brand button.



Click blue **Select** text to select an item.

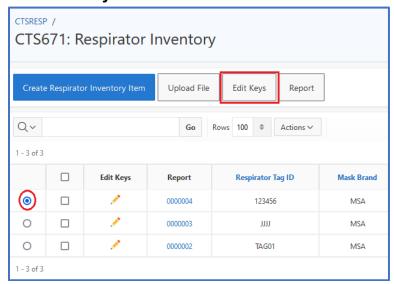


Click Save and Continue button.

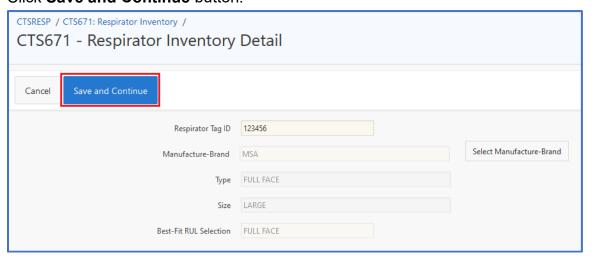


Edit Existing Inventory Item

Click a radio button to select an existing inventory item. Click **Edit Keys** button.



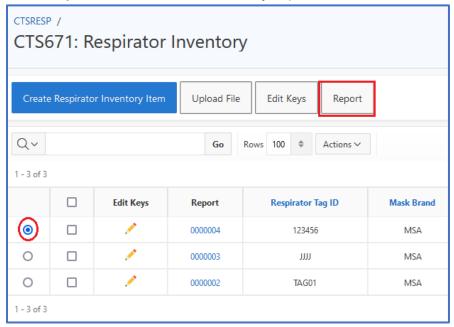
Edit *Respirator Tag ID* and/or *Manufacturer-Brand*. Click **Save and Continue** button.



Print Respiratory Inventory Report

Click a radio button to select an existing inventory item.

Click **Report** button to view inventory report in a new browser tab.





Close browser tab when finished view report.

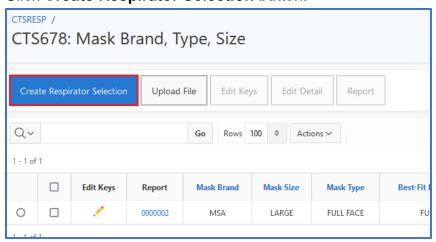
Click CTSRESP / breadcrumb to return to Respirator submenu.

CTS678: Mask Brand, Type, Size

Under Support Features section, click **CTS678: Mask Brand, Type, Size** button.

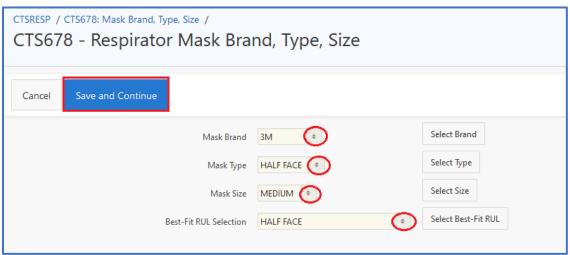


Click Create Respirator Selection button.

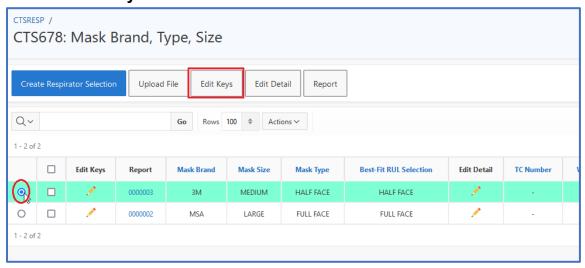


Use pulldown menus to select *Mask Brand, Mask Type, Mask Size,* and *Best-Fit RUL Selection* options.

Click Save and Continue button.



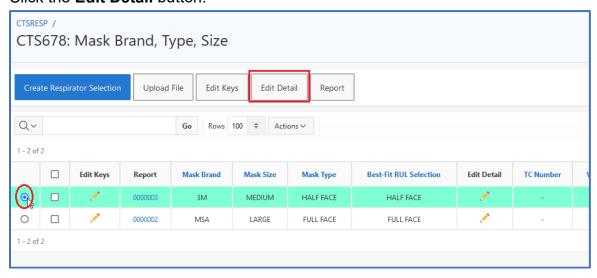
Select an inventory item from the list by clicking a radio button. Click the **Edit Keys** button.



Enter/edit data.

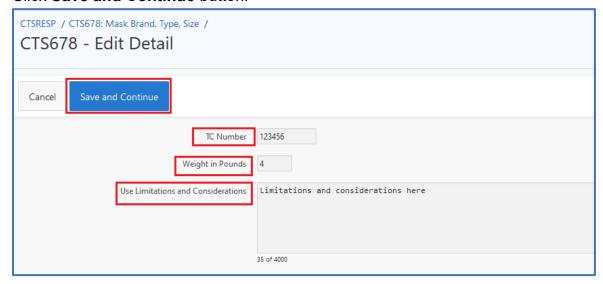
Click Save and Continue button.

Select an inventory item from the list by clicking a radio button. Click the **Edit Detail** button.

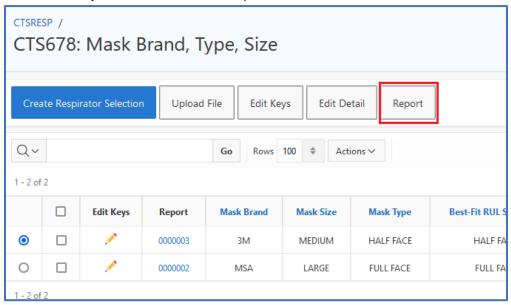


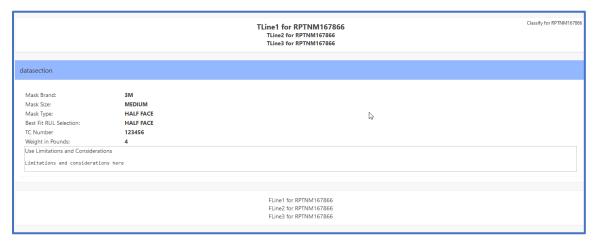
Enter TC Number, Weight in Pounds, and Use Limitations and Considerations.

Click Save and Continue button.



Select an inventory item from the list by clicking a radio button. Click the **Report** button to view report in a new browser tab.





Close browser tab when finished view report.

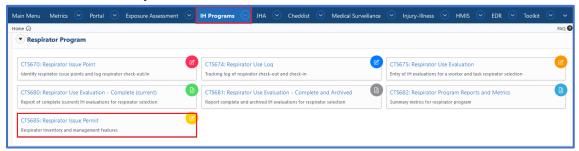
Click CTSRESP / breadcrumb to return to Respirator submenu.

Click < Return To IH Program Menu button.

Chapter 4 – CTS685: Respirator Issue Permit

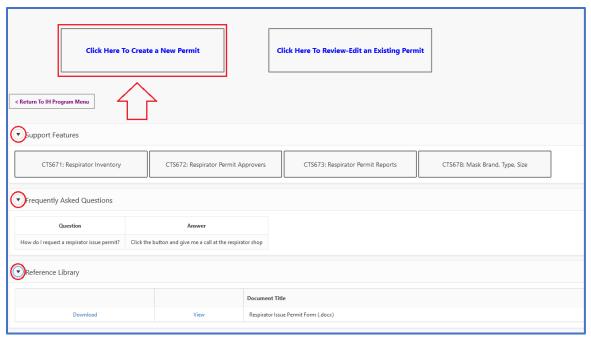
Create New Permit

Click CTS685: Respirator Issue Permit button.



Note: Expand submenus to access *Support Features, FAQs,* and *Reference Library*.

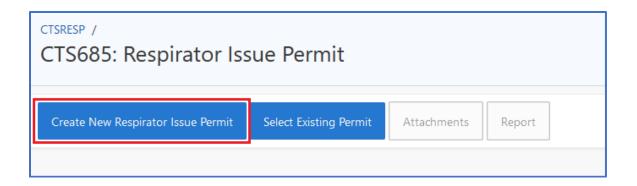
Click the Click Here To Create a New Permit button.



Click the **Create New Respirator Issue Permit** button.

The system automatically assigns a *Permit* number.

Expand all Sections 01 – 05 to enter permit details.



Section 01: Information Provided by Requestor

Use pulldown menu to select Respirator Is For option.

Use calendar button to select Need By Date.

Click the **Select Respirator Use Evaluation** button to select an established respirator eval for autofill.

Enter Authorization for Respirator Use.

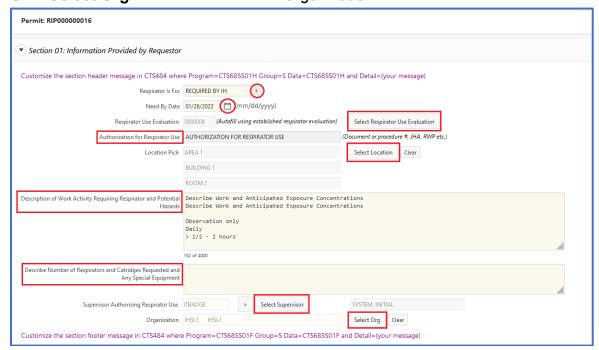
Click **Select Location** button to select *Location Pick*.

Enter Description of Work Activity Requiring Respirator and Potential Hazards.

Enter text into Describe Number of Respirators and Cartridges requested and Any Special Equipment text area.

Click **Select Supervisor** button to select *Supervisor Authorizing Respirator Use*.

Click **Select Org** button to choose the *Organization*.



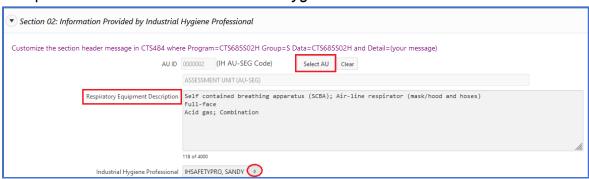
Field	Description
Respirator Is For	Reason for needing respirator
Need By Date	Date needed by
Respirator Use Evaluation	Autofill template for use eval
Authorization for Respirator Use	Document or procedure #, JHA, RWP, etc.
Location Pick	Location of respirator
Description of Work Activity Requiring Respirator and Potential Hazards	Reasons respirator is required, including potential hazards
Describe Number of Respirators and Cartridges Requested and Any Special Equipment	Details of what items are needed
Supervisor Authorizing Respirator Use	Authorizing supervisor
Organization	Organization

Section 02: Information Provided by Industrial Hygiene Professional

Click the **Select AU** button to select AU ID.

Enter Respiratory Equipment Description.

Use pulldown menu to select Industrial Hygiene Professional.

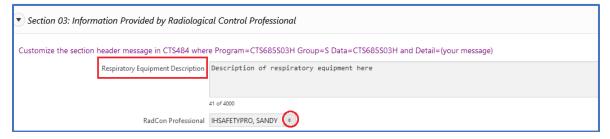


Field	Description
AU ID	Unique ID – IH AU-SEG Code
Respiratory Equipment Description	Description of respiratory equipment
Industrial Hygiene Professional	Name of IH professional

Section 03: Information Provided by Radiological Control Professional

Enter Respiratory Equipment Description in text area.

Use pulldown menu to select RadCon Professional.



Field	Description
Respiratory Equipment Description	Description of respiratory equipment
RadCon Professional	Name of RadCon professional

Section 04: Information Provided by Respirator Program Professional

Enter text in *Respirator Quality Control Review Comments* text area. Use pulldown menu to select *Respirator Program Professional*.



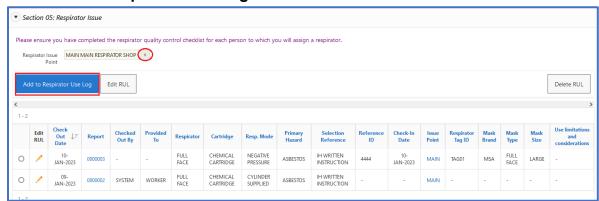
Field	Description
Respirator Quality Control Review Comments	Comments regarding quality control review
Respirator Program Professional	Name of respiratory program professional

Section 05: Respirator Issue

Note: Please ensure you have completed the respirator quality control checklist for each person to which you will assign a respirator.

Use pulldown menu to select Respirator Issue Point.

Click Add to Respirator Use Log button.



Click the **Select Person** button to choose a worker the respirator will be *Provided To*.

Use calendar button to select Check Out Date.

Click **Get Respirator ID** button to assign *Respirator Tag ID*.

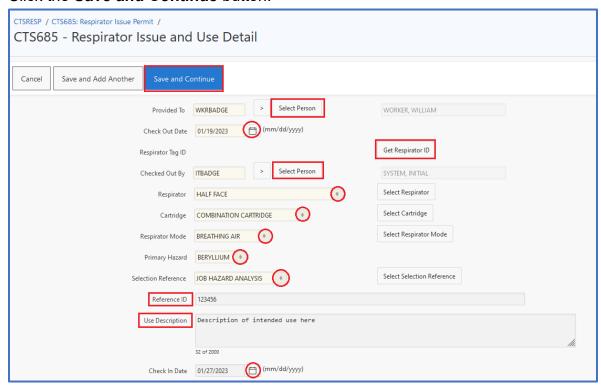
Click Select Person button to choose Checked Out By.

Use pulldown menus to select Respirator, Cartridge, Respirator Mode, Primary Hazard, and Selection Reference.

Enter Reference ID and Use Description.

Use calendar button to select Check In Date.

Click the Save and Continue button.



Field	Description
Provided To	Person taking possession of respirator
Check Out Date	Date respirator checked out
Respirator Tag ID	Unique ID for respirator
Checked Out By	Person checking respirator out
Respirator	Respirator type
Cartridge	Cartridge type

Respirator Mode	Respirator mode
Primary Hazard	Primary hazard warranting respirator
Selection Reference	Reason for selection
Reference ID	Unique ID for reference
Use Description	Description of intended use
Check In Date	Date to check in

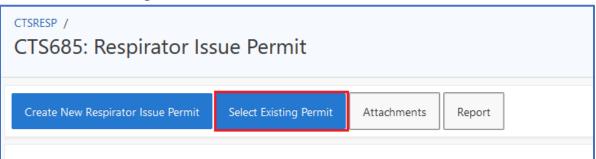
Click the CTSRESP / breadcrumb to return to the main permit screen.

Edit Existing Permit

Click the Click Here To Review-Edit an Existing Permit button.



Click Select Existing Permit button.



Click blue **Select** text to select a permit.

	Permit ID	Start Date	Status	Contact	Organization	Location	Loc-2	Loc-3
Select	RIP00000016	19-JAN-2023	IN-PROCESS	SYSTEM	IHSL1 IHSL1	AREA 1	BUILDING 1	ROOM 2
Select	RIP00000012	19-JAN-2023	IN-PROCESS	SYSTEM	IHSL1 IHSL1	-	-	-
Select	RIP000000010	17-JAN-2023	CANCELLED	SYSTEM	IHSL1 IHSL1	-	-	-
Select	RIP000000008	17-JAN-2023	IN-PROCESS	SYSTEM	IHSL1 IHSL1	-	-	-
Select	RIP000000006	09-JAN-2023	IN-PROCESS	SYSTEM	-	AREA 1	BUILDING 1	ROOM 2

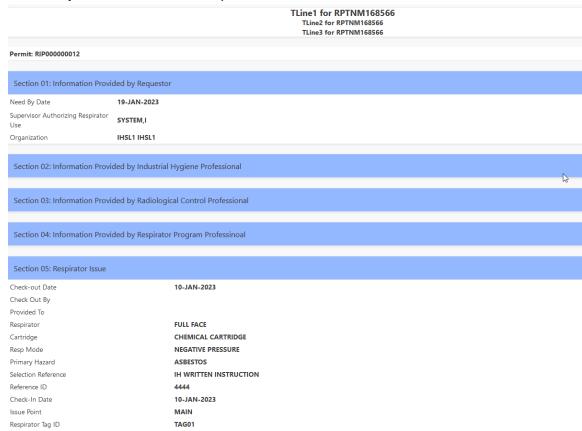
Enter/edit permit details by expanding each section.

Click the CTSRESP / breadcrumb to return to the main permit screen.

Print Permit Report

Select an existing permit.

Click **Report** button to view report in the new browser tab.



Mask Type	FULL FACE
Mask Size	LARGE
Use limitations and considerations	
Check-out Date	09-JAN-2023
Check Out By	SYSTEM
Provided To	WORKER
Respirator	FULL FACE
Cartridge	CHEMICAL CARTRIDGE
Resp Mode	CYLINDER SUPPLIED
Primary Hazard	ASBESTOS
Selection Reference	IH WRITTEN INSTRUCTION
Reference ID	
Check-In Date	
Issue Point	MAIN
Respirator Tag ID	
Mask Brand	
Mask Type	
Mask Size	
Use limitations and considerations	

Close browser tab when finishing viewing report.

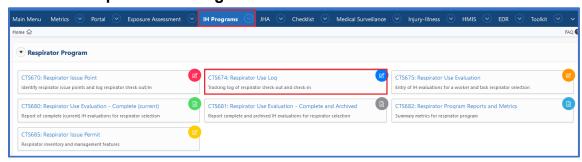
Click the CTSRESP / breadcrumb to return to the main permit screen.

Click < Return To IH Program Menu button.

Chapter 5 - CTS674: Respirator Use Log

Create New RUL

From **IH Programs** menu, under *Respirator Program* section, click **CTS674**: **Respirator Use Log** button.



Click Add to Respirator Use Log button.



Click **Select Person** button.



Click blue **Select** text to select a worker.

Select	PLANNER	PENELOPE	PLANBADGE	PLANLOGON
Select	REPWORKER	ROGER	REPWKRBADGE	REPLOGON
Select	SUPERVISOR	SILLY	SUPBADGE	SUPLOGON
Select	SYSTEM	INITIAL	ITBADGE	CTSOWNER
Select	WORKER	WILLIAM	WKRBADGE	WKRLOGON

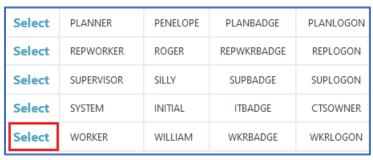
Click calendar button to select *Check Out Date*. Click pull-down menu to select *Issue Point*.



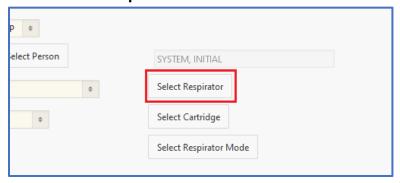
Click **Select Person** button to select *Checked Out By* worker.



Click blue **Select** text to select a worker.



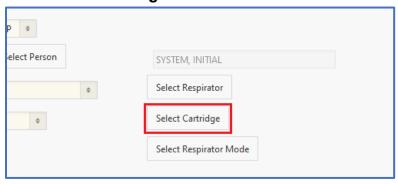
Click Select Respirator button.



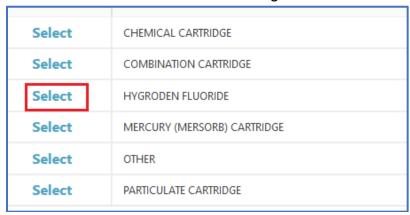
Click blue **Select** text to select respirator.



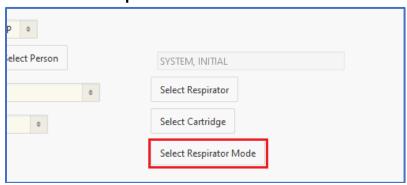
Click Select Cartridge button.



Click blue **Select** text to select cartridge.



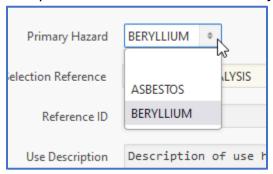
Click Select Respirator Mode button.



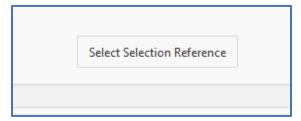
Click blue **Select** text to select respirator mode.



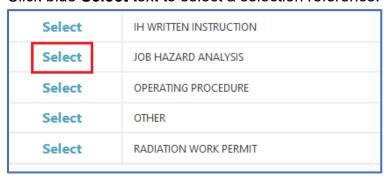
Use pull-down menu to select Primary Hazard.



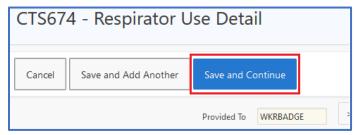
Click Select Selection Reference button.



Click blue **Select** text to select a selection reference.



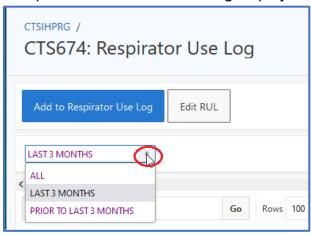
Click Save and Continue button.



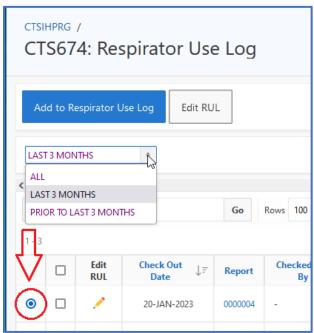
Field	Description
Provided To	Person using respirator
Check Out Date	Date respirator was checked out
Issue Point	Where respirator was issued from
Checked Out By	Person who checked out respirator
Respirator	Type of respirator
Cartridge	Type of cartridge
Respirator Mode	Mode of respirator
Primary Hazard	Hazard reason for respirator
Selection Reference	Respirator need reference
Reference ID	Unique ID for reference
Use Description	Description of intended use
Check In Date	Date respirator due to be checked in

Edit Existing RUL

Use pulldown menu to select log display timeframe.



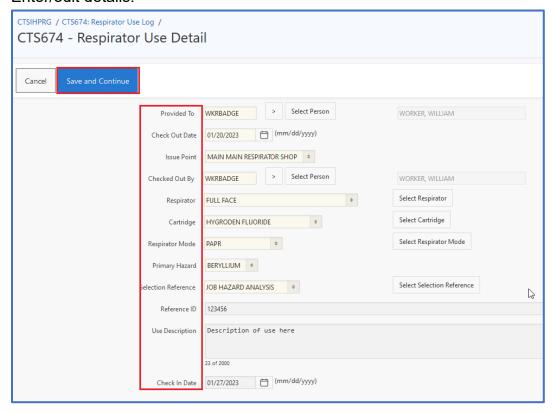
Click radio button to select RUL.



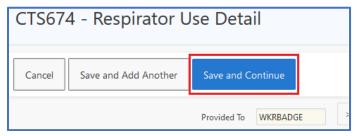
Click Edit RUL button.



Enter/edit details.

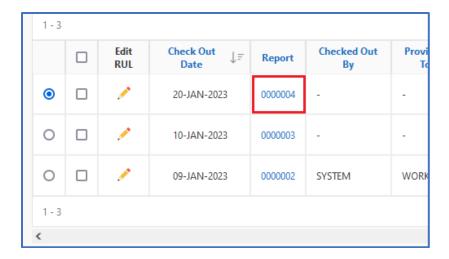


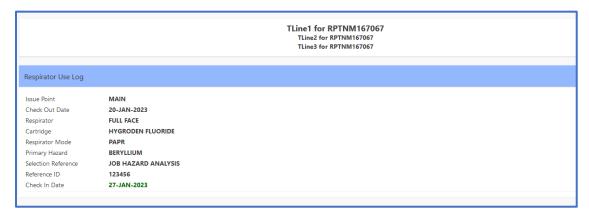
Click Save and Continue button.



Print RUL Report

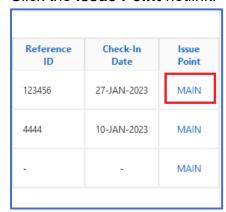
Click any record hotlink in the **Report** column.

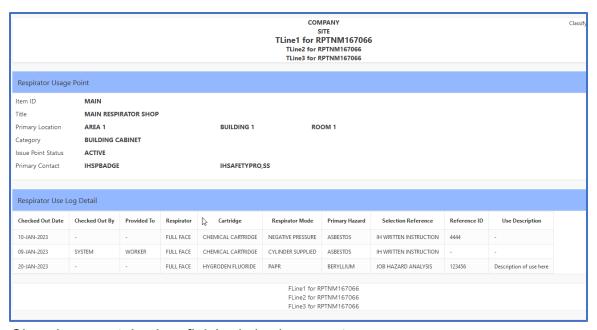




Close browser tab when finished viewing report.

Click the Issue Point hotlink.





Close browser tab when finished viewing report.

Click CTSIHPRG / breadcrumb to return to the IH Programs menu.

Chapter 6 – Reports and Exports

This chapter is currently being developed based on software expansions.