

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

RESPIRATORY PROTECTION PROGRAM (RPP)



ANNUAL MEDICAL EVALUATION PROCESS
IMPLEMENTATION GUIDELINES

March 2005

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I. INTRODUCTION:

The California Department of Forestry and Fire Protection (CDF) Respiratory Protection Program (RPP) is mandated by CAL-OSHA General Industry Safety Orders, Section 5144, which state that an employer shall establish and implement a written respiratory protection program with worksite-specific procedures, including medical evaluations and/or examinations of employees in positions that may require them to wear a tight-fitting respirator.

II. PURPOSE:

The purpose of these guidelines is to outline the processes and procedures for the statewide implementation of CDF's Respiratory Protection Program.

III. MEDICAL REVIEW AND CLEARANCE:

The clearance of a CDF applicant or employee to wear a tight-fitting respirator is based on the CDF Medical Consultant's review and evaluation of that applicant's or employee's responses on the Employee Medical Questionnaire (EMQ) (CDF 600a) and/or a medical examination. The CDF Medical Consultant also addresses medical risks for heart disease and/or other conditions that could suddenly be incapacitating.

The Medical Consultant determines which employees require a medical examination and/or additional medical examinations. A medical examination is only ordered after the Medical Consultant has completed the review of an employee's EMQ, except in the case of new hires, which are always required to have a medical examination.

The clearance procedures differ depending on whether the individual is a current employee, a returning seasonal, a limited term applicant, or a new hire. All designated employees will, at a minimum, be required to participate in a medical examination every three years. The frequency of medical examinations will depend on the employee's classification, the type and nature of work being performed (i.e., is it considered arduous work), and medical risk factors.

In addition, the need for CDF to maintain a certain level of service to the public may cause fluctuation of the medical review and clearance process.

IV. DEFINITIONS:

Current permanent employee – Employee determined to be in a permanent position.

Evaluation - The CDF Medical Consultant's review of an applicant's or employee's completed and signed EMQ, STD 610, and/or medical examination results. The CDF Medical Consultant makes the final determination on the applicant's or employee's fitness to wear a respirator and/or the need for a physical examination.

The Sacramento RPP staff generates letters of notification weekly for all evaluations.

Examination - The general physical examination includes spirometry, audiometry, and can include an Exercise Treadmill Test (ETT), if ordered by the CDF Medical Consultant. The Medical Consultant assesses the following body functions: pulse, blood pressure, lung, vision, hearing, heart and circulatory system. The Medical Consultant also examines the abdomen, gastrointestinal system, extremities and spine for disease and abnormalities; conducts a urinalysis and assesses neurological and mental conditions.

Exemptions - Retired annuitants who are hired into RPP designated classifications but who will not be performing essential functions requiring the use of respiratory protection **may** be exempt from the RPP process. In such a case, the individual's immediate supervisor must submit a written request for exemption to the Regional Administrative Officer (RAO) or Chief of Occupational Safety and Health Programs (OSHPros) (for Sacramento Headquarters Units), stating the functions of the position and specifying that the individual will not be using respiratory protection. The RAO will forward the request to OSHPros. The CDF Medical Consultant will make the final determination to grant an exemption. If approved, OSHPros will indicate the individual's exemption status in the Notes section of RPP database and send a letter to the RAO confirming the exemption status.

Group Definitions – All CDF employees subject to RPP, whether permanent, limited-term, or seasonal, are grouped according to their medical clearance status. Exhibit B contains definitions of the different groups.

Immediate Hire - The Unit/Region is hiring new employees to CDF in response to an immediate, critical need for augmentation of the firefighting force or an earlier than planned fire season opening.

Mailing Address - P.O. Box 980370 West Sacramento, CA 95798

Medical Clearance – According to the State Personnel Board (SPB) Medical Officer an approved pre-employment medical examination report is valid for a period of 90 days following the date of the medical examination. Should the appointment be delayed beyond the 90-day period, the applicant may certify in writing that there has been no change in his/her medical condition since the date of examination. An applicant's written certification **may** extend the validity of the approved medical examination report an additional 90 days from the date of examination on a one-time basis only.

An approved medical examination report is valid for any appointment except under certain conditions, which include, but are not limited to:

- a) A resignation due to illness during the valid period.
- b) An illness since a resignation during the valid period.

- c) Termination for medical reasons under Government Code Section 19253.5 during the valid period.
- d) The position requires a special medical examination report, which has been approved by SPB.
- e) The person was cleared subject to proper placement in a prior position.

New Hire – An individual with no medical record with CDF, no medical folder, and whose name is not recorded in the RPP database.

Planned Hire - Normal hiring occurring with the opening of fire season. This will include the vast majority of hires. The Region and/or Unit will not need to designate the documents as normal processing.

Processing Time - a total of **20 working days from date of receipt** (10 working days to enter onto RPP database, and 10 additional working days for the CDF Medical Consultant to review the applicant's RPP medical clearance and have status entered onto the RPP database.)

Provisional Medical Clearance – An employee is temporarily cleared to be fit-tested to wear respiratory protection equipment pending the results of additional tests requested by the CDF Medical Consultant. The employee is placed in Group II and has 60 days from the issuance of the Group II letter to schedule a medical appointment and complete all tests requested by the CDF Medical Consultant.

Reinstatement – An individual who has permanently separated from State service and is subsequently rehired.

Retired Annuitant – An individual who has retired from State service and is being re-hired on a limited basis.

Returning Limited Term – An individual who filled a Limited Term (LT) – Fire Fighter II (FF II) or Fire Apparatus Engineer (FAE) position the previous fire season.

Returning Seasonal – An individual separated from a CDF Fire Fighter I (FF I) position the previous fire season who is returning for the current fire season.

V. PROCESSING PROCEDURES:

Each year, the CDF Medical Consultant evaluates each employee through a review of the Employee Medical Questionnaire (EMQ), the employee's medical chart, and, if necessary, a medical examination.

A. Order of Processing RPP Documents:

The order in which OSHPros staff will process RPP documents is as follows:

1. Immediate hire
2. New hire (seasonal)
3. Returning seasonal and limited term applicant
4. Permanent employee, reinstatement, and retired annuitant

B. RPP Document Distribution Schedule for Permanent Employees:

RPP documents are sent to permanent CDF employees annually according to the following schedule:

Southern Region	October and November
Northern Region	November and December
Sacramento Headquarters (including Fleet Mgmt., CDF Academy and OSFM)	December (schedule through Sacramento)

C. Processing Immediate Hires

Unit:

- For immediate hires, the Unit will contact the appropriate Region to request permission to implement Immediate Hire process through OSHPros. If the Region deems that the request meets the definition of Immediate Hire per these guidelines, it will approve the request and authorize the Unit to proceed.
- The Unit will provide the applicant the EMQ and the STD 610 (pages one and two). **THE DOCUMENTS SHALL BE MARKED AS IMMEDIATE HIRES.**
- The applicant will be instructed to complete and sign the EMQ and STD 610 (pages one and two) and return them in the self-addressed yellow envelope to the CDF Medical Consultant in OSHPros. The envelope is marked **CONFIDENTIAL: ONLY TO BE OPENED BY THE CDF HEADQUARTERS MEDICAL STAFF.**
- The medical provider will conduct the examination, complete a Physician's Report, and arrange for the examination results to be forwarded to OSHPros for submission to the CDF Medical Consultant for review.

Region:

- The Region shall notify OSHPros by email of the impending hiring as far in advance as possible.
- In those years when there is not an approved Budget, the Region RPP staff will schedule the medical appointments for the applicants within 14 days from the State budget being approved.

OSHPros:

- OSHPros staff will process the RPP documents within two working days from the date of receipt. This includes the CDF Medical Consultant's review and notification to the Region and/or Unit.
- OSHPros RPP staff will generate Group 1 letters on a weekly basis.

D. Processing New Hires:

Unit:

- For new hires, the Unit will provide the applicant the EMQ and the STD 610 (pages one and two).
- The applicant will be instructed to complete and sign the EMQ and STD 610 (pages one and two) and return them in the self-addressed yellow envelope to the CDF Medical Consultant in OSHPros. The envelope is marked **CONFIDENTIAL: ONLY TO BE OPENED BY THE CDF HEADQUARTERS MEDICAL STAFF.**

Please Note: Faxed copies of the EMQ/STD 610 will not be provided to the CDF Medical Consultant for review unless prior approval has been obtained from OSHPros. If faxed copies are received without prior approval, the Unit/Region will be notified by email to send the original copies, which will be processed in the timeframes specified in these guidelines.

- The medical provider will conduct the examination, complete a Physician's Report, and arrange for the examination results to be forwarded to OSHPros for submission to the CDF Medical Consultant for review.

Region:

- Region RPP staff will schedule medical appointments for new hires.
- Region RPP staff will follow-up with applicants who have not returned documents within 10 working days or whose documents are incomplete and/or missing.

- If an envelope is returned by the post office, Region RPP staff will respond to OSHPros within 10 working days with the applicant's correct mailing address.

Headquarters/Region:

- For new hires in Headquarters or the Region Offices, Headquarters or Region staff will provide the applicant the EMQ and STD 610 (pages one and two).
- The applicant will be instructed to complete and sign the EMQ and STD 610 (pages one and two) and return them in the self-addressed yellow envelope to the CDF Medical Consultant in OSHPros. The envelope is marked **CONFIDENTIAL: ONLY TO BE OPENED BY THE CDF HEADQUARTERS MEDICAL STAFF.**

Please Note: Faxed copies of the EMQ/STD 610 will not be provided to the CDF Medical Consultant for review unless prior approval has been obtained from OSHPros. If faxed copies are received without prior approval, the Unit/Region will be notified by email to send the original copies, which will be processed in the timeframes specified in these guidelines.

- OSHPros RPP staff will schedule medical appointments for new hires in Headquarters.
- Region RPP staff will schedule medical appointments for new hires in the regions.

OSHPros:

- If OSHPros receives an incomplete EMQ and/or STD 610, RPP staff will return the incomplete forms to the applicant the within one to three working days. An applicant must complete and resubmit the forms to OSHPros within 10 days.
- OSHPros RPP staff will indicate the return of an EMQ and/or STD 610 in the Notes section of RPP database.
- OSHPros RPP staff will notify the Region by email if an envelope is returned by the post office for an insufficient address in order to obtain a more current address. The returned document and envelope will be filed in the medical chart.
- OSHPros RPP staff will resend the RPP forms to the applicant once the correct address is obtained.
- OSHPros RPP staff will contact UCD/UCSD to obtain copies if medical examination results are incomplete or have not been received.

- OSHPros staff will process RPP documents within twenty working days of receipt. This includes the CDF Medical Consultant's review and entry of an applicant's RPP medical clearance status on the RPP database.
- OSHPros RPP staff will generate notification letters on a weekly basis.

Hiring of prospective employees under the age of 18 years old:

The State of California will only consider an offer of employment as bona-fide when the offer has been made to an applicant who has reached his or her 18th birthday. Therefore, RPP will treat under-age submissions for hire as New Hires on the date of the applicant's 18th birthday and not before. All timeframes outlined in these guidelines begin on the date of the applicant's 18th birthday, including all necessary paperwork pertaining to the New Hire.

If a unit has received written permission from an applicant's parent or legal guardian, the unit can begin to complete the hiring paperwork prior to the applicant's 18th birthday and submit it to RPP; however, RPP will not begin processing for hire until the date of the 18th birthday. This ensures that the applicant is of legal hiring age. The examination necessary for all New Hires cannot be scheduled until the applicant's 18th birthday.

Units should understand this process before making a tentative offer of employment. As with all prospective offers of employment, the CDF physician must review the submission. Upon approval from the CDF physician, the RPP staff will clear the candidate to be hired.

E. Processing Returning Seasonals and Limited-Term Applicants:

Unit:

- For returning seasonals and limited-term applicants, Unit staff will provide the EMQ (with instructions for completing), STD 610 (pages one and two), and a self-addressed yellow return envelope, and instructions for returning the EMQ and STD 610 (pages one and two). The envelope is marked **CONFIDENTIAL: ONLY TO BE OPENED BY THE CDF HEADQUARTERS MEDICAL STAFF.**

Please Note: Faxed copies of the EMQ/STD 610 will not be provided to the CDF Medical Consultant for review unless prior approval has been obtained from OSHPros. If faxed copies are received without prior approval, the Unit/Region will be notified by email to send the original copies, which will be processed in the timeframes specified in these guidelines.

Region:

- If required, Region RPP staff will schedule medical appointments for returning seasonals and limited-term applicants.
- Region RPP staff will follow-up with applicants who have not returned documents within 10 working days or whose documents are incomplete and/or missing.
- If an envelope is returned by the post office, Region RPP staff will respond to OSHPros within 10 working days with the applicant's correct mailing address.

OSHPros:

- If OSHPros receives an incomplete EMQ and/or STD 610, RPP staff will return the incomplete forms to the applicant the within one to three working days. An applicant must complete and resubmit the forms to OSHPros within 10 days.
- OSHPros RPP staff will indicate the return of an EMQ and/or STD 610 in the Notes section of RPP database and send an email to the Region RPP staff.
- OSHPros RPP staff will notify the Region by email if an envelope is returned by the post office for an insufficient address in order to obtain a more current address. The returned document and envelope will be filed in the medical chart.
- OSHPros RPP staff will resend the RPP forms to the applicant once the correct address is obtained.
- OSHPros RPP staff will contact UCD/UCSD to obtain copies if medical examination results are incomplete or have not been received.
- OSHPros staff will process RPP documents within twenty working days of receipt. This includes the CDF Medical Consultant's review and entry of an applicant's RPP medical clearance status on the RPP database.
- OSHPros RPP staff will generate notification letters on a weekly basis.

F. Processing Current Permanent Employees:**Unit:**

- For current permanent employees, Unit staff will send the EMQ (with instructions for completing), a self-addressed yellow return envelope and instructions for returning the documents. The envelope is marked

CONFIDENTIAL: ONLY TO BE OPENED BY THE CDF HEADQUARTERS MEDICAL STAFF.

Please Note: Faxed copies of the EMQ will not be provided to CDF Medical Consultant for review unless prior approval has been obtained from OSHPros. If faxed copies are received without prior approval, the Unit/Region will be notified by email to send the original copies which will be processed in the timeframes specified in these guidelines.

- The Unit may provide one hour of state time for each employee to complete the EMQ. The employee will place the completed EMQ in the preaddressed yellow envelope, tape it shut, sign name over tape (back side of envelope), and print name on the front of the envelope. The employee is to return the envelope by mail no later than 10 days from the date received.

Region:

- If required, Region RPP staff will schedule medical appointments for its employees.
- Region RPP staff will follow-up with employees who have not returned documents within 10 working days or whose documents are incomplete and/or missing.
- If an envelope is returned by the post office, Region RPP staff will respond to OSHPros within 10 working days with the employee's correct mailing address.

Headquarters/Region:

- The Headquarters/Region staff will send current permanent employees the EMQ (with instructions for completing), a self-addressed yellow return envelope and instructions for returning the documents. The envelope is marked **CONFIDENTIAL: ONLY TO BE OPENED BY THE CDF HEADQUARTERS MEDICAL STAFF.**

Please Note: Faxed copies of the EMQ will not be provided to CDF Medical Consultant for review unless prior approval has been obtained from OSHPros. If faxed copies are received without prior approval, the Region will be notified by email to send the original copies which will be processed in the timeframes specified in these guidelines.

- Headquarters and Region may provide one hour of state time for each employee to complete the EMQ. The employee will place the completed EMQ in the preaddressed yellow envelope, tape it shut, sign name over tape (back side of envelope), and print name on the front of the envelope. The employee is to return the envelope by mail no later than 10 days from the date received.

- If required, the Headquarters or Region RPP staff will schedule the medical appointments for the employees.

OSHPros:

- If OSHPros receives an incomplete EMQ and/or STD 610, RPP staff will return the incomplete forms to the employee the within one to three working days. An employee must complete and resubmit the forms to OSHPros within 10 days.
- OSHPros RPP staff will indicate return of an EMQ and/or STD 610 in the Notes section of RPP database and send an email to Region RPP staff.
- OSHPros RPP staff will notify the Region by email if an envelope is returned by the post office for an insufficient address in order to obtain a more current address. The returned document and envelope will be filed in the medical chart.
- OSHPros RPP staff will resend the RPP forms to the employee once the correct address is received.
- OSHPros RPP staff will contact UCD/UCSD to obtain copies if the medical examination results are incomplete or have not been received.
- OSHPros staff will process RPP documents within twenty working days of receipt. This includes CDF Medical Consultant's review and entry of an employee's RPP medical clearance status on the RPP database.
- OSHPros RPP staff will generate notification letters on a weekly basis

G. Clearances and the RPP Database:

RPP Region Coordinators shall use the RPP database to obtain the medical clearance status of individuals. However, in the Immediate Hire process, OSHPros will notify the Unit's contact by email (with a cc to the Region) with the medical clearance status of the Immediate Hires.

Incomplete or missing medical exam results will be entered on the database codified in the notes section to identify what is missing and what has been returned to the employee/applicant. Medical charts will be prepared, and then filed in the Medical Records Room until the EMQ, STD 610 and/or medical results are received and ready for the CDF Medical Consultant's review.

VI. SPECIALTY TESTING AND CONSIDERATIONS

A. Exercise Treadmill Test Scheduling Protocol:

1. ETTS at UC Davis Medical Center (UCDMC)- Cardiology Clinic:

- a. RPP Region Coordinator sends UCD a request for ETT via email including the employee's full name, date of birth, and last four digits of social security number (SSN). CDF follows up with a fax including the full SSN.
- b. UCD contacts the UCDMC Cardiology Clinic coordinator to schedule the appointment.
- c. UCD faxes an appointment slip with map and directions to the CDF Region Coordinator.

2. Subcontracted ETT Clinics:

- a. CDF will call subcontracted clinic to schedule an appointment for the employee. The point of contact for CDF is the appropriate RPP Region Coordinator. The address is below. These individuals are the only people who will call to schedule appointments:

Southern Division RPP Region Coordinator
1234 E. Shaw Ave.
Fresno, CA 93710
(559) 243-4199

Northern Division RPP Region Coordinator
135 Ridgeway Ave
Santa Rosa, CA 95401
(707) 576-2846

- b. CDF will fax an authorization/appointment slip to subcontracted clinic and UCD within 24 hours of scheduling the appointment. CDF will supply the following, which the employee must take with him/her to the clinic:

A: authorization/ appointment slip that will include the requested tests.

B: physician's report and medical release form.

- c. CDF will clearly indicate on the authorization form if a passenger endorsement is needed. Subcontracted clinic will schedule the appointment with a physician to meet the special requirements.

- d. The subcontracted clinic **will not** provide services to a CDF employee without a prior authorization form.
- e. The subcontracted clinic will perform the requested services and send the medical records (physician's report with medical release for spirometry, audiometry, and ETT results (if applicable) to appropriate address of UCD. UCD will, with a signed medical release, forward the medical results to the CDF Medical Consultant.
- f. The subcontracted clinic **will not** be responsible for reviewing the medical data; the respirator clearance will be granted by the CDF Medical Consultant.
- g. The subcontracted clinic will send UCD an invoice for the authorized services rendered.

B. Department of Motor Vehicle (DMV) Examinations:

Passenger Endorsement and Special Endorsement:

DMV examinations for "Passenger Endorsements" and "Special Endorsements" are required every two years and can be performed by UC San Diego (UCSD) and UC Davis personnel. If an employee requires a physical examination for the RPP process and his or her "Passenger Endorsement" will expire within six months, the two examinations may be completed at the same appointment. CDF employees needing "Passenger Endorsements" should contact their region for scheduling information.

Note: DMV examinations require prior authorization; walk-ins or requests at the time of the RPP examination will not be honored by UCSD, UCD or subcontractors.

If an employee chooses to schedule the DMV examination with a private provider, reimbursement for the examination must be made on a Travel Expense Claim (STD 262) on an as needed basis. The Unit must send a courtesy copy of the STD 262 to:

OSHPros
ATTN: RPP Analyst
P.O. Box 980370
West Sacramento, CA 95798

The "Passenger Endorsement" examination can be signed off by a nurse practitioner, but the "Special Endorsement" examination must be signed off by a physician.

Please Note: When completing the DMV form DL51, *Medical Examination Report* for “Passenger Endorsement”, the employee is **NOT** to check the box in section1 which states, “Check this box if you are applying for or renewing a certificate to operate a school bus, school pupil activity bus, youth bus, general public para-transit vehicle, or a farm labor vehicle.” This box is only to be checked for “Special Endorsement”.

The proper Region should be contacted with questions:

Northern Region RPP Staff:	707-576-2846
Southern Region RPP Staff:	559-243-4199

C. UC Davis Team Appointments-Predetermined Locations

Employees arriving 20 minutes late or more for their scheduled examinations with the UC Davis team will not be seen that day. Employees who miss their scheduled exams will need to contact their RPP Region Coordinator to re-initiate the process.

VII. Processing of Medical Examination Invoices:

Invoices from the Interagency Agreements shall include the Agreement number, date of service, name, and last four digits of the employee/applicant’s social security number. It will be submitted to OSHPros in triplicate not more frequently than monthly in arrears as outlined in the Interagency Agreement.

EXHIBIT A
Scope of Medical Examination(s)

The physical examination will include the following components:

- a. Height without shoes
- b. Weight with indoor clothing and without shoes
- c. Vision:
 - (1) Uncorrected and corrected – near and distant
 - (a) Both eyes simultaneously
 - (b) Left eye
 - (c) Right eye
 - (2) Visual acuity **must be** stated in Snellen fraction – Jaeger visual acuity is not acceptable.
 - (3) Peripheral vision
 - (4) Contact lenses – indicate whether or not employee wears contacts.
- d. Basic color vision using Ishihara plates
- e. ENT
- f. Pulse and blood pressure
- g. Heart and lungs
- h. Abdomen
- i. Extremities – Rom, Joint stability, loss of limb
- j. Skin condition
- k. Neurologic
- l. General impressions

Record the following information onto the Physician's Report portion of the STD 610 Health Questionnaire form:

a. Anthropometric measurements

Determine employee's height and weight using a balance beam scale and measuring rod. Height and weight parameters will be used to calculate various other physiologic and anatomic values.

b. General appearance and development

Note if the employee is overweight. Note any posture defect, perceptible limp, tremor, or other defects that might be caused by alcoholism, thyroid intoxication, or other illnesses.

c. Head: eyes, ears, nose, throat and teeth

Eyes, ears, nose, sinuses and throat will be free of injuries and disease.

(1) Vision

- (a) Document the use of corrective lenses or contact lenses.
- (b) Note ptosis, discharge, visual fields, ocular muscle imbalance, corneal scars, exophthalmus, or strabismus, uncorrected by corrective lenses.
- (c) Record near and distant visual acuity using a Snellen fraction with 20 as the numerator and the smallest type read at 20 feet as the denominator.
- (d) Assess basic color vision using Ishihara plates and guidelines for interpretation. Color vision must be adequate to recognize colors of traffic signals and devices, allow the fire fighter to differentiate between red embers and the surrounding ash, electric cable and pipe color codes and to distinguish normal from abnormal plant color with particular relation to standard red, green, amber, yellow and blue.
- (e) Radial Keratotomy (RK): persons who have undergone radial keratotomy must demonstrate stable visual function before being assigned to a position that requires the use of a respirator. Persons will not be considered for fit testing until a minimum of two months postoperative.

d. Hearing (Audiometry)

- (1) Note the use of hearing aids or obvious hearing deficits.
- (2) A screening audiogram must be conducted at least 500-4000 Hz, from 0-90 dB.

e. Ears

Note evidence of mastoid or middle ear disease, TM perforation or scarring, discharge, symptoms of aural vertigo, or Meniere's Syndrome.

f. Nose and Throat

Note any evidence of disease, irremediable deformities of the nose or throat that could interfere with breathing.

g. Teeth

Dentition must be adequate to support the normal facial structures. Note any evidence of deformities of the teeth, loose teeth, or prosthetic devices that could interfere with breathing.

h. Lungs/Chest

Stethoscopic examination is required. Note wounds, injuries, scars, or weakness of thoracic muscles that would be indicative of an underlying pathology sufficient to interfere with normal breathing. If any lung disease is detected, state whether active or arrested; if arrested, include your opinion as to how long it has been quiescent. List any diagnosis such as asthma or COPD and medications the employee uses to control symptoms related to the disorder.

i. Heart and Circulatory System

Stethoscopic examination is required. Note murmurs and arrhythmias, and any past or present history of cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, enlarged heart, or congestive heart failure. Perfusion of the extremities must be included in the cardiac assessment. List any diagnosis such as angina, arrhythmias, status post MI, VSD, or other factors, and medications the employee uses to control symptoms related to the disorder.

j. Blood Pressure

Measure blood pressures using aneroid sphygmomanometers. The employee will be in a sitting position during the reading. If blood pressure results exceed either systolic (140) or diastolic (90) reference range, repeat test after the employee has been at rest for 10 minutes. Calibrate aneroid sphygmomanometers on a monthly basis, or more frequently if indicated, using a mercury column baumanometer. If the employee has been diagnosed as hypertensive, list all medications that the employee is using to control the hypertension.

j. Pulse

A radial pulse can be used. If the pulse is irregular, compare the apical pulse with the radial pulse. Record the rate and rhythm. Be specific when describing the pulse rate, rhythm, and differences between the apical and radial pulses.

l. Abdomen

Note wounds, injuries, scars, or weakness of muscles of abdominal walls sufficient to interfere with normal function. Note any hernia if present. State how long the employee has known about the herniation.

m. Gastrointestinal

Note any disease of the gastrointestinal system.

n. Urinalysis

Collect urine specimen using a sample “dip stick” to detect the presence of glucose, blood, and albumin in the urine sample. The employee may need assurance that the UA sample is not being used for drug screening purposes.

o. Extremities

Record the loss or impairment of a leg, foot, toe, arm, hand, or fingers. Also record any impairment of structural defects which may interfere with the employee’s use of an extremity.

p. Spine

Note deformities, limitations of motion, or any history of pain, injuries, or disease, past or presently experienced in the cervical, thoracic, or lumbar regions of the spine. Describe any scars that have been caused by a surgical procedure, or prosthetic devices that the employee uses for lumbar support or scoliosis.

q. Neurological

Describe employee’s motor and sensory deficits in detail. Knee jerks are to be reported absent only when not obtainable upon reinforcement and as increased when foot is actually lifted from the floor following a light blow on the patellar tendon. Note any vibratory and/or positional abnormalities.

r. Mental Condition

Note any psychiatric and personality disorders, alcoholism, or drug abuse and the length of time that the symptoms have been in remission, or the employee has been asymptomatic or controlled. Document any psychotropic medications, dosages, and frequency of administration.

s. Pulmonary Function (Spirometry)

- a. Note if the employee’s breathing is labored or tachypnic. Confirm whether the employee has used a bronchodilator or anti-inflammatory agent within the preceding 48 hours.
- b. Guidelines for NIOSH approved testing may be reviewed at American College of Occupational and Environmental Medicine website:
<http://acoem.org/paprguid/guides/sppaper/spirom.htm>
- c. Testing to determine forced vital capacity (FVC) and forced expiratory volume at one second (FEV1) must be conducted according to the American Thoracic Society standards. **This requires a column time curve showing a minimum of three acceptable FVC maneuvers. Measurements must be made of the FVC and the FEV1. Calculate and express the FVC/FEV1 ratio as a percentage.** Record the largest FVC and the largest FEV1.

Attach a copy of the actual tracing along with the calculation (computerized printout preferred) to the STD 610.

- d. All CDF lung function tests shall be conducted by a technician who has completed a NIOSH approved certification course in spirometry and using a flow spirometer that meets the American Thoracic Society's specifications. Spirometers must be cleaned and maintained according to the manufacturer's specifications and calibrated as recommended by the American Thoracic Society.
- t. Exercise Treadmill Test:
- a. The National Fire Protection Guidelines recommend firefighters be able to reach a minimum of 10 METS on exercise testing without developing ischemia or cardiac rhythm disturbances.
 - b. It is expected that a standard Bruce Protocol or equivalent will be performed and 10 METS will be reached late in the third stage of a standard Bruce.
 - c. It is the responsibility of the CDF Physician to determine if treadmill testing is indicated for a particular employee.
 - d. Any **abnormal treadmill results** should be communicated to the employee, and the **CDF Physician shall be contacted immediately** to facilitate appropriate work restrictions, additional testing and follow-up assessment (Thallium ETT, Stress ECHO, or cardiology consultation.)

EXHIBIT B
Definitions of Employment Types and Required Supplementals

Employee Type	EMQ	610	206 B	Examination
	Employee Medical Questionnaire (EMQ-CDF 600a)	STD 610 Health Questionnaire	Consent Release Of Medical Information	Physical, audiometry, Spirometry; can consist of Exercise Treadmill Test or Medical Sub-Specialty Examination
Immediate Hire: The Unit/Region is hiring new employees to CDF in response to an immediate, critical need for augmentation of the firefighting force or an earlier than planned fire season opening.	X	X	X	As soon as possible following hire, not to exceed 60 days
New Hire: No medical record with CDF, no medical folder, name not recorded in RPP database.	X	X	X	Prior to start of Employment
Returning Seasonal: Separated from CDF Fire Fighter (FFI) position previous fire season; returning for current fire season	X	X	If Examination Needed	Determined by Medical Doctor
Returning Limited Term: Limited Term (LT) – Fire Fighter II (FF II), Fire Apparatus Engineer (FAE).	X	X	If Examination Needed	Determined by Medical Doctor
Retired Annuitant: Retired from State service; re-hired on a limited basis.	With BA: X	X	If Examination Needed	Determined by Medical Doctor
	Without BA:	X	If Examination Needed	Letter From Supervisor and Approved by Region
Permanent: Employee determined to be in a permanent position.	Annually X		If Examination Needed	Determined by Medical Doctor
Reinstatement: Permanently separated from State service and subsequently rehired.	X	X	If Examination Needed	Determined by Medical Doctor and Other Factors
Look Out: Subject only to audiometry and physical examination. Spirometry is excluded.		X	If Examination Needed (No Spirometry)	Determined by Medical Doctor

*For all other classifications or to schedule an appointment, please call your appropriate Region RPP Coordinators at the numbers listed below:

RESOURCES:

Southern Region RPP Coordinator
1234 E. Shaw Ave.,
Fresno, Ca 93710
(559) 243-4199

Northern Region RPP Coordinator
135 Ridgeway Ave.
Santa Rosa, CA 95401
(707) 576-2846

**Health and Safety Handbook Section 1823.1-1823.4 can also be referenced for additional information.

EXHIBIT C Group Definitions

- Group I – Comprised of current permanent employees, returning seasonals, or new hires who have been medically cleared for fit testing based on the CDF Medical Consultant's evaluation of completed and signed EMQs/STD 610s, and medical examination results on file. Applicants or employees in Group I are authorized to wear departmental respiratory protection equipment, including self-contained breathing apparatus. OSHPros will send a letter to each individual specifying medical clearance status.

- Group II – Comprised of current permanent employees or returning seasonals who have been provisionally medically cleared for fit testing based on the CDF Medical Consultant's evaluation of completed and signed EMQs/STD 610s, and/or medical examination results on file. Employees or returning seasonals in Group II are authorized to wear departmental respiratory protection equipment, including self-contained breathing apparatus on a provisional basis. Employees or returning seasonals in this group have 10 working days in which to contact the appropriate Region/Headquarters RPP staff to be scheduled a medical appointment. Medical examination results must be cleared by the CDF Medical Consultant or an employee's authorization to wear departmental respiratory protection equipment may be revoked. OSHPros will send a letter to each individual specifying medical clearance status.

- Group III – Comprised of current permanent, returning seasonal, or prospective employees (new hires/seasonals) who have not been medically cleared for fit testing based on the CDF physician's evaluation of completed and signed EMQs/STD 610s, and/or medical examination results on file. For each employee in this group, the CDF Medical Consultant's evaluation has identified that additional examination(s) or information from a treating medical provider is necessary prior to the employee being authorized to wear departmental respiratory protection equipment, including self-contained breathing apparatus. The CDF Medical Consultant will contact the individual by phone to discuss the medical condition(s) and/or limitations and what additional examination(s)/information are necessary. The CDF Medical Consultant will also send a certified letter to the individual specifying the medical condition(s) and limitations and what additional examinations/information is necessary. OSHPros will notify the Region/Headquarters by email with memorandum attachment (hardcopy of memorandum will be mailed) that the individual is not medically cleared and specify any restrictions and/or limitations. Upon review of additional examination results and/or requested information, CDF's Medical Consultant may authorize an individual in Group III to wear departmental respiratory protection equipment, at which time that individual will be placed in Group I.

- Group IV – Comprised of current permanent employees, returning seasonals, or new hires who are not medically cleared for fit testing based on a medical condition identified by the CDF Medical Consultant during his evaluation of completed and signed EMQs/STD 610s and/or medical examination results on file. The CDF Medical Consultant will contact each individual by phone to discuss medical

condition(s) and will follow-up with send a certified letter to the individual specifying medical condition(s). For a permanent employee, OSHPros will notify the Region or Headquarters RPP Coordinator and the Region or Headquarters Return to Work Coordinator (RTWC) by email with a memorandum attachment (hardcopy of the memorandum will be mailed) that the individual is not medically cleared and specify any restrictions and/or limitations. Returning seasonals and new hires are not cleared, and the offer for employment must be withdrawn.

- Group V – Comprised of current permanent employees who are not medically cleared for fit testing because they did not complete the RPP process in the prior year. Employees in this group either have not submitted a completed and signed EMQ or have not attended scheduled appointments. Until each employee completes the process in the current RPP cycle, he or she will not be medically cleared to wear departmental respiratory protection equipment, including self-contained breathing apparatus and should not be on an engine, as this would compromise the Department's ability to comply with Cal-OSHA Respiratory Protection requirements. OSHPros will send a certified letter; return receipt requested, to each individual specifying medical clearance status. OSHPros will also notify the Region or Headquarters Chief by email that the individual is not medically cleared. The employee has five working days from the date of this letter to contact the appropriate Region/Headquarters RPP staff to arrange for the medical appointment and/or any additional tests ordered.
- Group VI - Comprised of returning FF I, LT FAE, and LT FF II employees who are not medically cleared for fit testing. This may be due to noncompliance, in which case the employee did not complete the RPP process in the prior year (has not submitted a completed and signed EMQ, STD 610 or has not attended a scheduled appointment). It may also be because the CDF Medical Consultant has requested additional testing based on his evaluation of the employee's current EMQ/STD 610. Employees in this group are not provisionally cleared and may **NOT** be hired in the current year until they complete the process in the current RPP cycle. OSHPros will send a certified letter; return receipt requested, to each individual specifying medical clearance status. Units and/or Regions will use the RPP database to check the status.
- Group VI - Comprised of returning FF I, LT FAE, and LT FF II employees who are not medically cleared for fit testing. This may be due to noncompliance, in which case the employee did not complete the RPP process in the prior year (has not submitted a completed and signed EMQ, STD 610 or has not attended a scheduled appointment). It may also be because the CDF Medical Consultant has requested additional testing based on his evaluation of the employee's current EMQ/STD 610. Employees in this group are not provisionally cleared and may **NOT** be hired in the current year until they complete the process in the current RPP cycle. OSHPros will send a letter to each individual specifying medical clearance status. Units and/or Regions will use the RPP database to check the status.
- Group VII – Comprised of new hires in the fire fighter classifications generally due to an immediate hire and/or augmentation or no approved state budget. The new hires have been provisionally cleared (for 60 days) for fit testing based on the CDF

Medical Consultant's evaluation of completed and signed EMQs/STD 610s. Employees are authorized to wear departmental respiratory protection equipment, including self-contained breathing apparatus. Each Region will be responsible for coordinating the scheduling of the medical appointment with OSHPros within 10 working days of the State budget being approved. The medical examination results must be cleared by the CDF Medical Consultant or the employee's authorization to wear departmental respiratory protection equipment may be revoked. Within 45 calendar days, the Region must provide OSHPros the names of the individuals who have not been medically cleared. A provisional letter will NOT be generated by OSHPros.

**EXHIBIT D
RPP Documents**

Region and Headquarters RPP Coordinators must inform units that they are to **completely** fill out the top portion of the 600a (see below) before distribution to employees:

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION RESPIRATORY PROTECTION PLAN MEDICAL QUESTIONNAIRE CDF 600a (Revised 10/02)	Unit Payroll Code: _____ _____	Employee No: _____ _____
	CDF 200 Needed _____	EMQ NO: _____ (OSHPros Use Only)

Employment Status:
 (Check all that apply)
 Permanent New Hire
 Retired Annuitant Reinstatement
 Seasonal New Hire Seasonal Returning
 Other: _____

Date: _____ **SSN:** _____

Last Name: _____ **First Name:** _____ **MI:** _____ **Suffix:** _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Home Phone No: (____) _____ **Alternate Phone No:** (____) _____ **Date of Birth:** _____ **Age:** _____

ASSIGNMENT
Unit Name/ 3 LTR ID: _____ **Work Phone No:** (____) _____ **Civil Service Classification:** _____

The package distributed to the employee must include:

- a. Yellow envelope
- b. EMQ
- c. Standard 610 for Seasonal and New Hires

EXHIBIT E
List of Classifications Subject to RPP

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION				
RESPIRATORY PROTECTION PROGRAM (RPP)				
<i>Classifications requiring medical evaluation[Government Code 19253.5] prior to being Fit Tested [California Code of Regulations General Industry Safety Orders, Title 8, Section 5144]</i>				
ClassID	ClassTitle	CBUnit	Work Week Grp	CB Design
9001	FIRE CAPTAIN, CORRECTIONAL INSTITUTION	6	2	R
2278	PIPELINE SAFETY ENGINEER	7	2	R
2581	SUPERVISING PIPELINE SAFETY ENGINEER	7	E	S
8997	ARSON AND BOMB INVESTIGATOR	7	2	R
9010	DEPUTY STATE FIRE MARSHALL III (SUPERVISOR)	7	E	S
9013	DEPUTY STATE FIRE MARSHALL III (SPECIALIST)	7	2	R
9086	DEPUTY STATE FIRE MARSHAL	7	2	R
9087	FIRE SERVICE TRAINING SPECIALIST	7	2	R
9090	FIRE SERVICE TRAINING SPECIALIST III	7	2	R
1031	FORESTRY AND FIRE PROTECTION ADMINISTRATOR	8	E	M
1037	UNIT CHIEF	8	E	M
1039	ASSISTANT CHIEF (SUPERVISORY)	8	E	S
1041	FORESTER III	8	E	S
1042	FORESTER II (SUPERVISORY)	8	E	S
1046	FORESTRY FIRE PILOT	8	2	R
1047	FIRE PREVENTION OFFICER I	8	2	R
1049	FIRE PREVENTION OFFICER II	8	2	R
1050	AIR OPERATIONS OFFICER III (MAINTENANCE)	8	2	R
1051	BATTALION CHIEF (SUPERVISORY)	8	2F	S
1052	SENIOR AIR OPERATIONS OFFICER	8	E	S
1053	AIR OPERATIONS OFFICER III	8	2	R
1054	FORESTER I (NONSUPERVISORY)	8	E	R
1056	AIR OPERATIONS OFFICER II	8	2	R
1060	FORESTRY AID	8	2	R
1067	FIRE PREVENTION SPECIALIST I	8	2	R
1069	FIRE PREVENTION SPECIALIST II	8	2	R
1077	FIRE APPARATUS ENGINEER	8	2E	R
1082	FIRE FIGHTER II	8	2E	R
1083	FIRE FIGHTER I	8	2D	R
1085	FORESTRY TECHNICIAN	8	2	R
1086	FORESTRY ASSISTANT I	8	2	R
1093	FORESTRY ASSISTANT II	8	2	R
1095	FIRE CAPTAIN	8	2E	R
1755	FIRE FIGHTER II (PARAMEDIC)	8	2E	R
1756	FIRE APPARATUS ENGINEER (PARAMEDIC)	8	2E	R
1757	FIRE CAPTAIN (PARAMEDIC)	8	2E	R
6387	HEAVY FIRE EQUIPMENT OPERATOR	8	2E	R
6873	FORESTRY EQUIPMENT MANAGER I	8	E	S
6877	AIR OPERATIONS OFFICER I (MAINTENANCE)	8	2	R

ClassID	ClassTitle	CBUnit	Work Week Grp	CB Design
6882	AIR OPERATIONS OFFICER II (MAINTENANCE)	8	2	R
9721	FORESTER II (NONSUPERVISORY)	8	E	R
9723	BATTALION CHIEF (NONSUPERVISORY)	8	2F	R
9724	ASSISTANT CHIEF (NONSUPERVISORY)	8	E	R
3123	ASSOCIATE CIVIL ENGINEER	9	2	U
3126	ASSISTANT CIVIL ENGINEER	9	2	R
3124	CIVIL ENGINEERING ASSOCIATE	11	2	R
6470	CARPENTER SUPERVISOR	12	2	U
6475	CARPENTER II	12	2	R
6476	CARPENTER I	12	2	R
6530	ELECTRICIAN SUPERVISOR	12	2	U
6532	ELECTRICIAN II	12	2	R
6771	FORESTRY CONSTRUCTION AND MAINTENANCE SUPERVISOR	12	E	S
6826	HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)	12	2	R
6834	HEAVY EQUIPMENT MECHANIC	12	2	R
6940	MAINTENANCE MECHANIC	12	2	R
6191	WATER AND SEWAGE PLANT OPERATOR, DEPARTMENT OF FORESTRY AND FIRE PROTECTION (SAFETY)	13	2	R
6712	STATIONARY ENGINEER	13	2	R
6713	STATIONARY ENGINEER (CORRECTIONAL FACILITY)	13	2	R
8212	NURSE PRACTITIONER	17	2	R
6487	SKILLED TRADES JOURNEYPerson (CASUAL EMPLOYMENT) (CARPENTER)		2	E
6563	SKILLED TRADES JOURNEYPerson (CASUAL EMPLOYMENT) (ELECTRICIAN)		2	E
6565	SKILLED TRADES JOURNEYPerson (CASUAL EMPLOYMENT) (PLUMBER)		2	E

EXHIBIT F

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

AUTHORIZATION FOR RELEASE OF RPP MEDICAL INFORMATION

CDF 206-B (Rev 02/05)



To: _____
(Name of facility and/or doctor)

Date of visit/examination: _____

From: EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER (last four digits): _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

I hereby authorize you to copy and transmit all medical records pertaining to my respiratory protection medical examination performed on _____ (Date) and any additional tests that may be ordered to assess my medical clearance for respirator use as determined by an occupational medical physician to:

Department Physician
California Department of Forestry and Fire Protection
P.O. Box 980370
West Sacramento, CA 95798

Data and records concerning my physical and/or mental health with the following exceptions:

(IF NONE, STATE "NONE")

This authorization shall be valid for a period of 90 days after the date of my signature or earlier, if revoked by me in writing to the Departmental Medical Physician, Department of Forestry and Fire Protection. This authorization is **ONLY** valid for data and records obtained as a result of the visit/examination on the date listed above.

I hereby acknowledge that I have been informed of my right to receive a copy of this authorization upon request.

[Link to the Electronic CDF 206B Form](#)

Signature

Date

EXHIBIT G

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
AUTHORIZATON FOR RELEASE OF MEDICAL INFORMATION
CDF 206-C (Rev 12/03)



To: _____
(Name of facility and/or doctor)

From: EMPLOYEE NAME: _____
SOCIAL SECURITY NUMBER (last four digit): _____
STREET ADDRESS: _____
CITY, STATE, ZIP: _____
TELEPHONE: _____

I hereby authorize you to copy and transmit information concerning my fitness to:

Department Physician
California Department of Forestry and Fire Protection
Occupational Safety and Health Programs
P.O. Box 980370
West Sacramento, CA 95798

Data and records concerning my physical and/or mental health with the following exceptions:

(IF NONE, STATE "NONE")

This authorization shall be valid for a period of 90 days after the date of my signature or earlier, if revoked by me in writing to the Departmental Medical Physician, Department of Forestry and Fire Protection. This authorization is **ONLY** valid for data and records obtained as a result of the visit/examination on the date of listed above.

I hereby acknowledge that I have been informed of my right to receive a copy of this authorization upon request.

[Link to the Electronic CDF 206C Form](#)

Signature

Date