1. PURPOSE: Annually all fire department members that have medical clearance shall be fit tested per OSHA 29 CFR 1910.134 and SPFD SOG 120.4.

2. PROCEDURES: There is an assigned laptop that goes with the TSI fit test machine. The following are the directions to set up and conduct a fit test.

- Plug in both into an AC outlet
- Attach the white cable to the rear of the fit test machine and a USB port on the laptop
- Turn the laptop on and login (see labels)
- Before turning on TSI machine place large silver rod in machine (remove black cover on front left and inset rod)
  - Only use approved alcohol from vendor (not over the counter rubbing alcohol)
- Turn the TSI machine on
- Double click on the FitPlus v3.4.4 icon
- It will ask you to if you want to do the daily test, if this is the first time you have used it today then select yes
- On the menu bar select “PortaCount” and select Fit Test
- You may get a screen asking to select com port, select the top right for TCP/IP
- The next screen will be the where the information for the individual being tested is entered. Check the drop down menu for the matching name and select most recent test date
- The next screen will show Page 1 of 4
- Ensure that:
  - Name is entered last name first
  - ID # is your employee #
  - Company is:
    - Administration (Chiefs and EMS Coordinator)
    - FT (for Full Time Employees)
    - Engine 2, Engine 3, or Engine 6
  - Location is where the test occurred
- Click NEXT
- Page 2 or 4
  - Respirator List: Scott AV 2000 SCBA (500)
  - Manufacture: SCOTT
  - Model: AV 2000
  - Style: SCBA
  - Approval: Leave blank
  - Auto description: leave checked
• Click NEXT
• Page 3 or 4
  o Mask Size: Standard size is LARGE unless they have been given a specific mask
  o Operator: This is who gave the test
  o Leave all other setting on this page as is
• Click NEXT
• Page 4 or 4
  o This is the actual test page
  o Remove filter from the clear tube
  o Attach the clear tube to the test regulator
  o Have them put the SCBA mask on and attach regulator
  o Press start and have them follow the on screen directions
• When complete, select New Test if there are more people to test and follow same procedures
• When done testing shut down TSI machine and remove silver rod. Close program on laptop and shut down laptop
• Return all items to TSI case

3. REFERENCES:
• None

By Order Of:

Kevin W. Guimond

Kevin W. Guimond
Fire Chief