



# Indianapolis Metropolitan Police Department



## BULLETIN

### N100 RESPIRATOR PROCEDURES

**B20-024**

Officers must ensure their N100 Disposable Particulate Respirators are in good working condition by taking the following steps to examine the condition of the respirator without removing it from the packaging:

1. Check the packaging of the respirator to ensure that it has not been breached. If the package has not been breached and the respirator has not been removed from the plastic packaging, then it has not been exposed to any contaminant.
2. Examine the respirator for any creases, deformities or signs of extreme crushing that would interfere with the proper sealing of the respirator over the nose and mouth that could have occurred due to the conditions in which the respirator has been stored since being issued.
3. Manipulate the respirator to check for any dry rot of the interior face piece foam that is placed against the face and of the elastic tightening straps.

If the packaging has not been breached, there are no significant creases or deformities, no signs of extreme crushing, or no signs of dry rot, then the respirator is in good working condition. If any of these conditions are present, officers must advise their supervisors to have their respirators replaced.

Supervisors will compile a list of all respirators that need replaced and forward it to Officer Michael Woida ([michael.woida@indy.gov](mailto:michael.woida@indy.gov) TX: 317-691-6191) or Jerry Piland ([jerry.piland@indy.gov](mailto:jerry.piland@indy.gov) TX: 317-430-1914) for exchange/reissue.

The link to the following You Tube video provides instructions on the proper donning of the N100 respirator: <https://youtu.be/dlaMCOrhTK4>

Take the following steps to don (wear) the N100 Respirator:

1. Remove the respirator from the packaging (some issued respirators have been removed from original bulk packaging and placed in quart sized zip lock bags).
2. Thread the two head straps through the attachment tabs.
3. If you wear glasses, remove them at this time.
4. Stretch the head straps over the front of the respirator.
5. Place the respirator on your face covering the nose and the mouth.
6. Stretch the upper head strap over your head and place above your ears.
7. Stretch the lower head strap over your head and place the strap below your ears.
8. Manipulate the nose bridge metal piece to adjust the fit around your nose.
9. Adjust the respirator straps to achieve a snug fit on your face for comfort and assure that the inner seal of the respirator covers your nose and mouth with a tight seal.
10. After wearing the respirator, properly dispose of it as you would a pair of nitrile gloves, document the use and request a replacement.

**Officers should refer to previously issued Bulletin B20-017 (attached) regarding the appropriate use of these masks.**