



**PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER**

General Order Number: 10-03	Effective Date: March 28, 2014
Division: Logistics and Supply	
Chapter: Cleaning, Repair, Replacement and Alterations of Personal Protective Equipment	
By Order of the Fire Chief: Marc S. Bashoor <i>[Signature]</i>	Revision Date: N/A

POLICY

This General Order shall set forth the procedure for cleaning, repairing, replacing and altering Personal Protective Equipment (PPE).

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 3rd 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 / RESPONSIBILITIES

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. Logistics and Supply will only issued matched turnout coat and pants ensembles.

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



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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.

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 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.

All supervisors will ensure that all PPE receives an annual advanced inspection as outlined in NFPA 1851 Standard on Selection Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.

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 turnaround time is necessary, the Department's



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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.

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). 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



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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 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)



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

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

PRINCE GEORGE'S COUNTY GOVERNMENT

NOTICE OF LOSS OR DAMAGE REPORT

DEPARTMENT		CODE NO.	
DATE OF LOSS OR DAMAGE		DO NOT WRITE IN THIS SPACE	
PROPERTY AFFECTED	ESTIMATE OF LOSS		
BUILDING OR STRUCTURE	<input type="checkbox"/> \$		
MOTOR VEHICLE	<input type="checkbox"/> \$		
OTHER PROPERTY	<input type="checkbox"/> \$		
TYPE OF LOSS		ACTION TAKEN	
FIRE, WINDSTORM, OR OTHER		Adjust	
ACCIDENT OR COLLISION		Subrogate	
THEFT		None	
CAUSE OF LOSS OR DAMAGE (Attach Supporting Information)		DESCRIPTION OF PROPERTY AFFECTED	
DATE		SIGNED	
		TITLE	
DO NOT WRITE - INFORMATION NOTES			
FORWARD IN DUPLICATE TO: SAFETY AND INSURANCE MANAGEMENT DIVISION Room 5000, County Administration Building			

CLOTHING REQUEST

Full Name/Rank _____ Date _____

I.D.# _____ Station _____ Authorized _____

A. Turn-Out Gear

Size

Quantity

1. Coat, Bunker

2. Boots, 1/2 length

3. Helmet

4. Goggles/Liner

5. Gloves

6. Pants, Bunker

7. Suspenders

8. Nomex Hood

B. Uniform, Work

1. Pants, Work

2. Shirts, S. S. Dark Blue

3. Shirts, L. S. Dark Blue

4. Belt/Buckle

5. Parka, Winter Coat

C. Uniform, Dress

1. Pants, Dress Uniform

2. Pants, Dress (Office Only)

3. Shirts, S. S. Light Blue/White

4. Shirts, L. S. Light Blue/White

5. Blouse/Blazer (Insp. Only)

6. Hat, Dress/Cover

7. Raincoat

D. Insignia Request

1. Collar Pins _____ Badges, Breast _____ Cap _____ Tie Tac _____ PGFD Bar _____

2. Name Plates _____ Rank _____

First Two (2) Initials & Last Name _____

PPE Cleaning/Repair Request Form

Name: _____ ID #: _____ ☐ Vol. ☐ Car. Station/Shift: _____

Contact Number (s): _____ Pick-Up Location: _____
If different than Station Assignment

Inspected by: _____
Signature Printed Name ID# Date

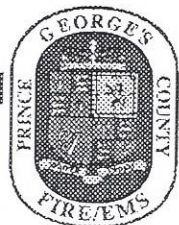
Approved by: _____
Signature Rank Printed Name ID# Date

Does the individual have a 2nd set of PPE available? COAT: ☐ Yes ☐ No PANTS: ☐ Yes ☐ No

COAT		COAT Shell	COAT Liner	COMMENTS (Description/Location)
Serial #:	Manf. Date:	(Pass/Fail)	(Pass/Fail)	
Cleanliness		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Rips, Tears, Cuts, etc		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Damaged or Missing Hardware		<input type="checkbox"/> P <input type="checkbox"/> F		
Flame/Heat Damage		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Stitching/Seam Integrity		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Quilt Stitching Integrity			<input type="checkbox"/> P <input type="checkbox"/> F	
Fabric Integrity		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Wristlet Integrity		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Reflective Trim Damage		<input type="checkbox"/> P <input type="checkbox"/> F		
Reflective Trim Reflectivity		<input type="checkbox"/> P <input type="checkbox"/> F		
Label Integrity/Legibility		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Hook and Loop Functionality		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Liner Attachment Systems		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Closure System Functionality		<input type="checkbox"/> P <input type="checkbox"/> F		
Accessory Integrity		<input type="checkbox"/> P <input type="checkbox"/> F		
Correct Assembly and size of shell, liner, DRD		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
DRD cleanliness		<input type="checkbox"/> P <input type="checkbox"/> F		
DRD Integrity/ Physical damage		<input type="checkbox"/> P <input type="checkbox"/> F		

PANTS		Pant Shell	Pant Liner	COMMENTS (Description/Location)
Serial #:	Manf. Date:	(Pass/Fail)	(Pass/Fail)	
Cleanliness		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Rips, Tears, Cuts, etc		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Damaged or Missing Hardware		<input type="checkbox"/> P <input type="checkbox"/> F		
Flame/Heat Damage		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Stitching/Seam Integrity		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Quilt Stitching Integrity			<input type="checkbox"/> P <input type="checkbox"/> F	
Fabric Integrity		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Reflective Trim Damage		<input type="checkbox"/> P <input type="checkbox"/> F		
Reflective Trim Reflectivity		<input type="checkbox"/> P <input type="checkbox"/> F		
Label Integrity/Legibility		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Hook and Loop Functionality		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Liner Attachment Systems		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	
Closure System Functionality		<input type="checkbox"/> P <input type="checkbox"/> F		
Accessory Integrity		<input type="checkbox"/> P <input type="checkbox"/> F		
Correct Assembly and size of shell, liner		<input type="checkbox"/> P <input type="checkbox"/> F	<input type="checkbox"/> P <input type="checkbox"/> F	

Vendor Comments: _____



PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT

Personal Protective Equipment

Inspection/Tracking Form #: Put sequential number here

Initial Inspection Date: _____

Reason for Inspection (circle one):

Employee/Member Injury

PPE Failure/Condition

Safety Issue (specify): _____

Name (Last, First, MI): _____

PGFD ID#: _____

Co #: _____

Injury Type (circle as applicable):

Sprain/Strain/Fracture

Soft Tissue Injury

Burn

Respiratory

Other (specify): _____

Description of Injured Area and Degree of Injury (specify): _____

Incident # _____

Incident Address: _____

PPE Information				On Scene Inspection		QA Office Inspection				Logistics Follow-up				
ITEM	Serial Number and/or Style	County Owned	Individually Owned	Collected & Sent to Safety Office	Inspected & Returned - OK	Condition		Disposition		Temporary Replacement PPE Issued	Condemned PPE Replaced	Damaged PPE Sent for Repair	Damaged PPE Repaired/Returned	PPE Retained/Stored at Logistics
						Condemned - Needs Replacement	Damaged - Needs Repair/Cleaning	Returned to Employee	Forwarded to Logistics					
COAT														
PANTS														
BOOTS														
GLOVES														
HOOD														
EYE Protection														
SCBA Facepiece														
HELMET														

On Scene inspection completed by: _____

Date: _____

QA PPE inspection completed by: _____

Date: _____

PPE delivered to Logistics by: _____

Date: _____

Individually owned PPE returned by: _____

Date: _____

Logistics PPE replacement/repair-return/storage completed by: _____

Date: _____

DISTRIBUTION: WHITE: QA Office

GREEN: Logistics via QA Office

P.G.C. Form # 4057 (Revised 6/03)

Canary: Logistics/Gear Replacement

PINK: Employee/Member

Collection OF PPE

- 1) PPE may be collected for further inspection if there appears to be a safety issue.
- 2) PPE may be collected for further inspection if any specific item is directly or indirectly related to an employee/member injury regardless of the items' condition.

Repair/Cleaning/Return/Replacement of PPE

- 1) An employee/member whose PPE has been collected may use their green copy of this form to get **temporary replacement** PPE at Logistics and Support Services until their PPE is repaired/cleaned/returned /replaced.
- 2) All Collected PPE will be forwarded to the Safety Office for further inspection.
- 3) Upon completion of inspection at the Safety Office, the Safety Office will return individually owned PPE to the owner with instruction on its further use/non-use.
- 4) Upon completion of inspection at the Safety Office, Department issued PPE will be forwarded to Logistics for repair/cleaning/return/replacement.
- 5) Any PPE not condemned by Logistics and Support Services, will be sent for repair and cleaning. Upon receipt of repaired and cleaned PPE, Logistics and Support Services will notify the employee/member to report to Logistics and Support Services with their temporary PPE for exchange.
- 6) When PPE is condemned by Logistics and Support Services or retained for other reasons, the employee/member will be informed that their temporary replacement PPE will be considered new issued PPE. Any issues with this replacement PPE shall be brought to the attention of Logistics and Support Services .

PRINCE GEORGES COUNTY FIRE COMMISSION

ISSUANCE OF PERSONAL PROTECTIVE EQUIPMENT REQUEST / AGREEMENT

TO: Logistics & Supply

The below named volunteer member meets or exceeds the training guidelines set forth by the Prince George's County Fire Commission and Prince George's County Code – Subtitle II.

The member is eligible to be issued a complete set of Personal Protective Equipment in order to meet Departmental requirements.

Volunteer Firefighter _____, Identification # _____ is a member of _____, Station # _____.
Name of Volunteer Station

By signing this Request/Agreement you acknowledge and agree to the following:

- 1) The Personal Protective Equipment is the property of Prince George's County.
- 2) The Personal Protective Equipment is for the sole and express use in Prince George's County Fire/EMS operations only. At no time will the Personal Protective Equipment be taken out of Prince George's County for use in Fire/EMS operations of another jurisdiction except when participating in official Prince George's County Fire/EMS operations or approved training.
- 3) With sufficient notice, the Personal Protective Equipment will be presented to any authorized member of the Prince George's County Fire/EMS Department or the Prince George's County Fire Commission or their designee for inspection.
- 4) If found in violation of this Request/Agreement the Personal Protective Equipment may be confiscated and the person in violation may be suspended from Prince George's County Fire/EMS operations.
- 5) If the Personal Protective Equipment of any volunteer member cannot be accounted for, the funds to replace it will be deducted from the General Operating Budget of the member's station.

Print: _____

Sign: _____

Volunteer Member / Date

Print: _____

Sign: _____

Volunteer Fire Chief/President / Date

Print: _____

Sign: _____

Fire Commissioner / Date

Gear Issued:

☐ Turnout Coat

☐ Turnout Pants

☐ Knee High Boots

☐ Helmet

Issued By: _____

Print / Date

☐ Pat Tag ☐ ID Card

Sign

Issued By: _____

Print / Date

Sign