



## 2018 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants

	Row	Round 125	Round 126	Round 127	Round 128
<b>Enrollment Deadline</b> (Last day to add analysts*)	<b>1</b>	4/1/2018	7/1/2018	10/1/2018	12/31/2018
<b>Samples Ship</b> (Last day to enroll initial organizations or analysts that require additional samples**)	<b>2</b>	3/1/2018	6/1/2018	9/1/2018	12/1/2018
<b>Samples Received by Organization</b>	<b>3</b>	3/10/2018	6/10/2018	9/10/2018	12/10/2018
<b>RESULTS DUE (11:59 PM EST)</b>	<b>4</b>	4/10/2018	7/10/2018	10/10/2018	1/10/2019
<b>Performance Reports Posted to Web</b>	<b>5</b>	4/24/2018	7/24/2018	10/24/2018	1/24/2019
<b>Retest Order Form Due</b>	<b>6</b>	5/8/2018	8/7/2018	11/7/2018	2/7/2019
<b>RETEST RESULTS Due</b>	<b>7</b>	5/30/2018	8/29/2018	11/29/2018	3/1/2019
<b>Retest Reports Posted to Web</b>	<b>8</b>	6/13/2018	9/12/2018	12/13/2018	3/15/2019

It is the responsibility of the organization to mark these dates on your calendar and track the deadlines for the program, including sample receipt dates (Row 3) and round close dates (Row 4 & 7). If the date falls on a weekend or public holiday, the deadline is moved to the next business day.

This document also includes information and instructions for your AAT participation including: **Sample Generation, Sample Preparation, Sample Analysis, Results Reporting, Proficiency Determination, Excused Absences** and **Analyst Drop for Non-Participation**.

### Enrollment Deadline

**Row 1** represents the enrollment deadline for participation in each AAT round.

\*This is the final date an analyst can be enrolled for inclusion in the round. *Enrollments that do not require additional AAT samples may be submitted after the Sample Ship date.*

Initial Organization applications and analyst enrollments that required additional AAT samples must be received by the Sample Shipping Date.

### Samples Ship

**Row 2** dates represent the shipping date of samples to every organization enrolled in the Asbestos Analysts Registry (AAR). Organizations with analysts enrolled by this date should receive AAT samples.

\*\*This is the last date that samples can be ordered for the round. Enrollments for initial organizations and any analyst enrollments that require additional samples must be received by this date to be included in the round.

### Sample Received by Organization

**Row 3** dates represent the date samples should be received by the organization's AAT Contact. If samples are not received by this date, IMMEDIATELY contact the AIHA Registry Programs at [Registries@aiha.org](mailto:Registries@aiha.org) or (703) 846-0755. The AIHA Registry Programs is not responsible for replacing samples not received by the participant, if notification occurs after five (5) business of the expected receipt date.



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### **THOROUGHLY INSPECT SAMPLES UPON RECEIPT, INCLUDING THE READABILITY OF THE PREPARED SAMPLE.**

Upon receipt of the AAT samples the following steps should be taken within 5 business days of receipt:

- Inspect the shipment for any damage,
- Ensure that the correct samples were received. Samples are identified, for example, as A1001, B1001, C1001, and D1001. The middle numbers are the current round number (round 100 in the example) and the last character is the batch number (batch 1 in the example), and
- Sample cassettes shall be opened, and filters prepped to verify readability of the prepared sample.

If samples are damaged, defective or anomalous, then the organization shall notify the AIHA Registry Programs within five (5) business days of receipt. Samples will be replaced at the expense of the organization if reported more than five (5) business days past the expected receipt date. Organizations requesting special shipping for replacement samples shall assume the cost of express carrier handling.

### **Results Due**

**Row 4** represents the due dates for the submission of data for each AAT round. Each enrolled analyst's results shall be submitted via the [AAT Data Entry Portal](#).

The Portal will open for result submission on a date shown in **Row 3**. Do not enter results prior to this date. Ensure that the open round is the round for which you intend to enter results. Occasionally the retest close date is the same as the round open date for the next round.

The Portal will **CLOSE** at **11:59:59 PM (ET)** on a date specified in **Row 4**.

### **Performance Results Reports Posted**

**Row 5** dates represent the date by which the AAT Performance Results Report will be posted to the website. Reports will be posted to the Portal within ten (10) business days of the round closing. The organization shall obtain their report from the website. Go to [http://apps.aiha.org/qms\\_aiha/public/pages/home.aspx](http://apps.aiha.org/qms_aiha/public/pages/home.aspx) and click the "Reports" icon located on the blue menu bar in the upper left hand corner of the screen.



Enter your organization ID number and your organization's password. Enter your organization ID number and your organization's password. The organization's password will be included in the email notifying your AAT Contact when result post to the [AAT Data Entry Portal](#). [Email](#) us if you need your password resent.

If, in this report, an analyst is rated NOT ACCEPTABLE the organization may request retest samples for a fee of \$545.00, to overwrite the results of the round.

### **Retest Order Forms Due**

**Row 6** dates represent the deadline to order a Retest for the round. Retest Order Forms are found in the [AAR Program Fee Schedule](#) or can be downloaded on our [website](#). Retest samples are mailed the first business day after the date in **Row 6** via Priority Mail.

### **Retest Results Due**

**Row 7** dates represent the due date for the submission of data for each AAT Retest round via the [AAT Data Entry Portal](#). The original results for the round will remain on record unless a retest is taken. Retesting will override the results of the current round and count toward your analyst's proficiency status. Analysts seeking



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expedited enrollment and proficiency determination refer to *AAR Policy, Article III, Section 3.12* for the retesting policies of expedited analysts.

### Retest Performance Results Reports Posted

The dates in **Row 8** represent the date that the AAT Performance Results Report for the retest round will be posted to the [AAT Data Entry Portal](#). Reports will be posted to the Data Entry Portal within 10 business days of the retest round closing. Reports are no longer mailed to organizations and it is the responsibility of the organization to obtain their report from the website. To obtain your report, go to the [AAT Data Entry Portal](#) and click the "Reports" button located on the menu in the upper left-hand corner of the screen. Enter your organization ID number and your organization's password. The organization's password is included in the email notification sent to your AAT Contact when results post to the [AAT Data Entry Portal](#). [Email](#) us if you need your password resent. A retest AAT Performance Results Report is available to any organization having an enrolled analyst who submitted retest results.

### AAT Sample Generation

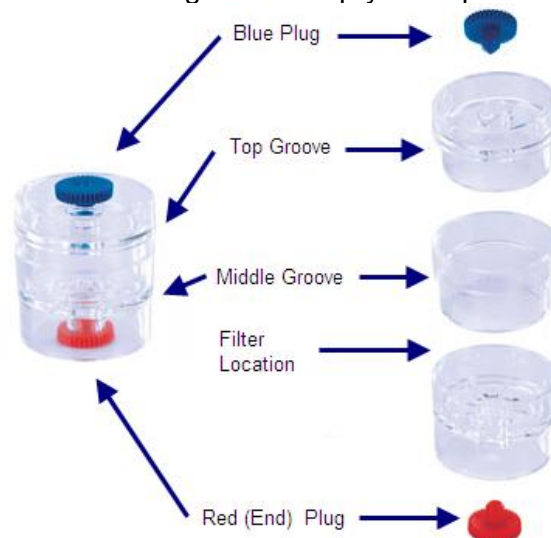
The proficiency samples for the AAT program are generated and distributed by RTI International. Samples are prepared using a liquid deposition with quantitatively prepared suspensions of asbestos or man-made fibers. The fiber suspensions are loaded onto mixed cellulose ester membranes (25 mm diameter, 0.8 µm pore size) and transferred to three-piece air monitoring cassettes.

Filters of each sample are analyzed by RTI International to evaluate fiber characteristics, verify concentration levels, and ensure homogeneity prior to distribution to participants.

One set of samples, 3 filters loaded with an asbestos fiber type (amosite or chrysotile), 1 filter loaded with a man-made fiber and 1 blank filter from the same filter lot, will be shipped to your organization's AAT Contact for every 5 analysts enrolled with your organization.

### AAT Sample Preparation

AAT fiber-loaded filters are placed into 3-piece air monitor cassettes for shipment. Open the cassette at the middle groove to gain access to the filter. Orient your cassette so that the filter is at the lowest point and the blue plug is facing upward. The best method for opening these cassettes is to place a solid object (such as a stainless-steel Cassette Opener) in the middle groove and pry the top half of the cassette from the lower.





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Filters should be prepared in the same manner as routine samples, following your organization's policies or Standard Operating Procedures.

Your sample kits will include a blank. This blank filter will be shipped in a filter holder. You should treat this blank as you would a field blank submitted with one of your client jobs.

### AAT Sample Analysis

AAT samples are analyzed by counting fibers on prepared mixed cellulose ester (MCE), 0.8-micron, 25-mm diameter filters using phase contrast microscopy. The method used for AAT samples should be the same as the method used for field samples. The AIHA Registry Programs strongly recommends the use of the NIOSH Method 7400 "A" counting rules.

AAT samples should be received and processed in the same manner as routine samples. Unique sample identification should be given following the organization's standard operating procedures. AAT samples should be given a due date and dealt with through the preparation and analysis process in the same manner as routine samples. Results should represent the analysis of the analyst who performed the count and not be compared with other analyst's results prior to submission. AAT samples should be stored and disposed of in the same manner as any asbestos containing material.

### AAT Results Reporting

Results shall be entered into the [AAT Data Entry Portal](#) in fibers per millimeter (fibers/mm<sup>2</sup>). Print and keep your AAT Submission Confirmation page minimally until the results for the round are posted.

The calculation for fibers/mm<sup>2</sup> is as follows:

$$E = \frac{(F/n_f - B/n_b)}{A_f}, \text{ fibers/mm}^2$$

E = fiber density of the filter (fibers/mm<sup>2</sup>)  
F/n<sub>f</sub> = average fiber count per graticule field  
B/n<sub>b</sub> = blank fiber count per graticule field  
A<sub>f</sub> = graticule field area (mm<sup>2</sup>)

A result must be reported for all four (4) samples or the data management system will report outliers.

Report results in whole numbers: a calculated result of 564.7 f/mm<sup>2</sup> would be entered as 565.

If you wish to correct an entry in the portal, prior to the round closing, simply reenter **all 4 results** making the necessary correction.

### AAT Sample Kit Blank

Results for the blank are not reported but adjusted out using the formula above. If your blank is determined to have a fiber density greater than 7 fibers/mm<sup>2</sup>, please contact the AIHA Registry Programs for a replacement sample kit for the round as soon as possible.

### AAT Proficiency Determination

Submitted results of each analyst will be compared with the acceptable performance limits for the round which are calculated using the reported results for each sample in the set. Any results that fall out of the acceptable



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upper and lower performance limit values for the round will result in an outlier; see *AAR Policy, Article III, Section 3.6*.

A counter's results are rated NOT ACCEPTABLE when results for that counter include more than two (2) outliers over the last two (2) consecutive rounds.

### **AAT Round Exemptions**

Unexcused absences result in 4 outliers for any enrolled analyst who does not submit results.

Registered Analysts failing to submit results for any round will lose their Registered Analyst status and be removed from the [AAR web list of Registered Analysts](#), until proficiency has been reestablished, unless the AIHA Registry Programs has granted an excused absence from the round.

Excused absences are only granted **prior** to the round closing and cannot be granted for consecutive rounds.

Send requests for excused absences to [Registries@aiha.org](mailto:Registries@aiha.org).

### **Analyst Administrative Removal**

Enrolled analysts failing to submit results for two (2) consecutive rounds will be administratively removed (dropped) from the AAR program, see *AAR Policy, Article III, Section 3.9.1*. Analysts will be dropped from the program without notification upon the close of the retest for the 2<sup>nd</sup> consecutive round in which they did not participate.