



**2020 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants**

	Row	Round 133	Round 134	Round 135	Round 136
<b>Enrollment Deadline</b> (Last day to enroll initial organizations or analysts that require additional samples*)	<b>1a</b>	<b>3/2/20</b>	<b>6/1/20</b>	<b>9/1/20</b>	<b>12/1/20</b>
<b>Final Enrollment Deadline</b> (Last day to add analysts requiring no additional samples**)	<b>1b</b>	<b>4/1/20</b>	<b>7/1/20</b>	<b>10/2/20</b>	<b>12/31/20</b>
<b>Samples Ship</b>	<b>2</b>	<b>3/1/20</b>	<b>6/1/20</b>	<b>9/2/20</b>	<b>12/2/20</b>
<b>Samples Received by Organization</b>	<b>3</b>	<b>3/10/20</b>	<b>6/10/20</b>	<b>9/10/20</b>	<b>12/10/20</b>
<b>RESULTS DUE (11:59 PM EST)</b>	<b>4</b>	<b>4/24/20</b>	<b>7/10/20</b>	<b>10/12/20</b>	<b>1/10/21</b>
<b>Performance Reports Posted to Web</b>	<b>5</b>	<b>4/27/20</b>	<b>7/24/20</b>	<b>10/26/20</b>	<b>1/25/21</b>
<b>Retest Order Form Due</b>	<b>6</b>	<b>5/8/20</b>	<b>8/7/20</b>	<b>11/9/20</b>	<b>2/8/21</b>
<b>RETEST RESULTS Due</b>	<b>7</b>	<b>6/1/20</b>	<b>8/31/20</b>	<b>11/30/20</b>	<b>3/1/21</b>
<b>Retest Reports Posted to Web</b>	<b>8</b>	<b>6/15/20</b>	<b>9/15/20</b>	<b>12/14/20</b>	<b>3/15/21</b>

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](#)
- ⇒ [Registry Portal Access](#)
- ⇒ [Proficiency Determination](#)
- ⇒ [Excused Absences](#)
- ⇒ [Analyst Drop for Non-Participation](#)

**Enrollment Deadline**

**Row 1** represents the enrollment deadlines for the AAR program and determine which AAT round will be the analyst's first round of participation.

**Row 1a** \*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 for the analysts to be enrolled in the round.

**Row 1b** \*\*This is the final date an analyst can be enrolled for inclusion in the round; the addition must not require additional AAT samples. If the addition requires additional AAT samples, or arrives after this date, the analyst will be enrolled in the next AAT round.

**Samples Ship**





## 2020 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants

**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.

Samples are shipped via a trackable courier. US participants sample kits are shipped via UPS (or US Post for PO Boxes) and via FedEx to participants in Puerto Rico or international participants. Please contact us if you need your tracking information.

### Samples 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.

### 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 to ensure you have the best quality sample for your proficiency determination.

- Inspect the shipment for any damage.
- Ensure that the correct samples were received. Samples are labeled with the AAT round number, the fiber type, the sample number and a unique barcode. Samples are numbered 1-4. Fiber types are abbreviated AMOS for amosite, CHRYS for chrysotile, and MMF for man-made fibers.
- Sample cassettes shall be opened, and filters prepped to verify readability of the prepared sample. Minimally, ensure that the prepared filter has cleared and that fibers are present on the filter.

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 Dashboard](#).

The AAT Data Dashboard 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 [AAT Data Dashboard](#) within ten (10) business days of the round closing. The organization shall obtain their report from the website. Your reports (as of AAT 129) can be accessed by clicking the link in the Round Results column of the Past Rounds table. Your organization's AAT Contact will receive an email when the AAT Performance Results Report for a round has been posted.





## 2020 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants

If, in this report, an analyst is rated *Unacceptable* the organization may request retest samples for a fee of \$600.00, 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 Dashboard](#). The original results for the round will remain on record unless retest results are entered by the due date. Retesting will override the results of the current round and count toward your analyst's proficiency status. Analysts seeking 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 Dashboard](#). Reports will be posted to the [AAT Data Dashboard](#) within 10 business days of the retest round closing. It is the responsibility of the organization to obtain their report from the website. Your reports (as of AAT 129) can be accessed by clicking the link in the Round Results column of the Past Rounds table. Your organization's AAT Contact will receive an email when the AAT Performance Results Report for the retest round have been posted. 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.



**2020 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants**

**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.

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.



*Figure 1 Sample Cassette Example*

**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 Dashboard](#) 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>)

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 return to the [AAT Data Dashboard](#), make the necessary correction(s) and save by clicking Next.





## **2020 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants**

### **Registry Portal Access**

To access the AAT Data Dashboard to enter results or view reports, you will need an email address in our system and your Registry Portal username.

The direct link for the Registry Portal: <https://online-reg.aiha.org/regssa>

### *Portal Roles for AAT participation*

- AAR Analysts can submit, view and edit their own results for the open round.
- AAT Data contacts can submit, view and edit the results of all of your enrolled analysts for the open round.

[Contact us](#) to add an email address to your record; to obtain your username; update your permissions; or if you have any issues with the portal.

User Guides for the Registry Portal can be found on our website.

### **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 upper and lower performance limit values for the round will result in an outlier; see *AAR Policy, Article III, Section 3.6*. Unexcused absences will result in 4 outliers for any enrolled analyst who does not submit results.

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 Participation Exemption**

Registered Analysts failing to submit results for any round will lose their Registered Analyst status and be removed from the [AAR Directory of Registered Organizations and 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.

