



2023 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants

	Row	Round 145	Round 146	Round 147	Round 148
Enrollment Deadline (Last day for enrollments that require additional samples*)	1a	3/2/2023	6/1/2023	9/1/2023	12/4/2023
Final Enrollment Deadline (Last day to add analysts requiring no additional samples**)	1b	4/3/2023	7/3/2023	10/3/2023	12/29/2023
Samples Ship	2	3/2/2023	6/1/2023	9/1/2023	12/2/2023
Samples Received by Organization	3	3/8/2023	6/8/2023	9/8/2023	12/11/2023
Results Due (11:59 PM EST)	4	4/11/2023	7/11/2023	10/11/2023	1/10/2024
Performance Reports Posted to Web	5	4/25/2023	7/25/2023	10/25/2023	1/24/2024
Retest Orders Due	6	5/9/2023	8/8/2023	11/8/2023	2/7/2024
Retest Results Due	7	5/31/2023	8/30/2023	12/1/2023	3/1/2024
Retest Reports Posted to Web	8	6/8/2023	9/13/2023	12/15/2023	3/15/2024

As a courtesy, the AIHA Registry Programs will send email reminders for important dates, however, it is the responsibility of the organization to mark these dates on your calendar and track the deadlines for the program, including sample receipt (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.

In addition to the program deadlines, this document also includes information and instructions for your organization and its affiliated analysts' AAT participation on the following:

 **Sample Generation**

 **Sample Filter Preparation**

 **Sample Analysis**

 **Results Reporting**

 **Registry Portal Access**

 **Proficiency Determination**

 **Excused Absences**

 **Analyst Drop for AAT Non-Participation**

Enrollment Deadline

Row 1: The deadlines for organization and analyst enrollment into the AAR program. Enrollment by this date determines which AAT round will be the organization's/analyst's first round of participation for that enrollment. Enrollments received after the deadline will be enrolled into the next regular AAT round.

***Row 1a:** The last date that samples can be ordered for the round. Enrollments for initial organizations and analyst enrollments that require additional samples must be received by this date for the analysts to be enrolled in the round.

****Row 1b:** 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.





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Samples Ship

Row 2: 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 to your organization AAT Shipping contact. US participants sample kits are shipped via UPS (or USPS for PO Boxes) and via FedEx to participants in Puerto Rico or international participants. Please contact us if you require the tracking information for your samples.

Samples Received by Organization

Row 3: The date samples should be received by the organization's AAT Shipping contact. If samples are not received by this date, IMMEDIATELY contact the AIHA Registry Programs at Registries@aiha.org. The AIHA Registry Programs is not responsible for replacing samples not received by the participant, if notification occurs after five (5) business days 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 samples for your analysts' proficiency demonstration.

- 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 or AM for amosite, CHRYS or CH 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: The due date for the submission of data for each AAT round. Each enrolled analyst's results shall be submitted via the [AAT Data Dashboard](#) by this date. The Registry Portal will no longer accept results for the round as of **11:59:59 PM (ET)** on a date specified in **Row 4**.

The AAT Data Dashboard will open for result submission on a date shown in **Row 3** and remains open for results submission or editing until the date specified in **Row 4**. Confirmation pages for the round are no longer available after the 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 [AAT Data Dashboard](#). The organization should obtain their report from the website. Your reports (as of AAT 129) can be accessed by clicking the [View Round Results](#) link in the **Round Results** column of the **Past Rounds** table. Your organization's AAT Data contacts and each enrolled analyst will receive an email when the AAT Performance Results Report for a round has been posted.

If, in this report, an analyst is rated *Unacceptable* the organization may request retest samples for a fee of \$650.00, to overwrite the results of the round.





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Retest Orders Due

Row 6: The deadline to order retest samples for the round. Retest Orders can be placed online in the Registry portal. Fee information can be found in the [AAR Program Fee Schedule](#). Retest samples are shipped the first business day after the date in **Row 6**.

Retest Results Due

Row 7: 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. Entry into the Open Rounds table will only be available for the retest to an organization that ordered a retest.

Retest Performance Results Reports Posted

Row 8: The date that the AAT Performance Results Report for the retest round will be posted to the [AAT Data Dashboard](#). 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 [View Round Results](#) link in the **Round Results** column of the **Past Rounds** table. Your organization's AAT Data contacts 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 for shipment.

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 Shipping contact for every 5 analysts enrolled with your organization.



Figure 1 Sample Cassette Example

AAT Sample Filter 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.





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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 or routine 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/mm²). Print and keep your AAT Submission Confirmation page minimally until the results for the round are posted.

The calculation for fibers/mm² is as follows:

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

E = fiber density of the filter (fibers/mm²)
 F/n_f = average fiber count per graticule field
 B/n_b = blank fiber count per graticule field
 A_f = graticule field area (mm²)

Report results in whole numbers: a calculated result of 564.7 f/mm² 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. Save a copy of your confirmation.

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. Please [contact us](#) via email if you need to establish an email address or individual contact record.

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

A filter blank is included in your sample kits. Results for the blank are not reported but adjusted out using the formula above ([AAT Results Reporting](#)). If your blank is determined to have a fiber density greater than 7 fibers/mm², please contact the AIHA Registry Programs for a replacement sample kit for the round as soon as possible.





2023 Deadlines & Instructions for Asbestos Analysts Testing (AAT) Participants

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, any enrolled analyst who does not submit results, will result in 4 outliers.

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.

Analyst Administrative Removal for AAT Non-Participation

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 2nd consecutive round in which they did not participate.

