

**ASBESTOS ANALYST REGISTRY  
ANALYST APPLICATION INSTRUCTIONS**

**INSTRUCTIONS FOR COMPLETING THE ANALYST APPLICATION FORMS**

When adding any analyst (initial or transfer) to your organization you must complete and submit a complete analyst application, Forms 8 -Form10 for each analyst, including the quality control documentation listed on Form 9. Organization's filing an initial organization application must additionally submit an analyst application for each analyst to be registered with the organization.

**A. READ THE POLICIES**

Before submitting the analyst application package(s), each affiliated analyst must be in full compliance with the requirements in the AAR Policy document, including your organization's quality system and the NIOSH 7400 method requirements

**B. ANALYST APPLICATION TYPES**

1. Initial Analyst

- An application for an analyst who has never been enrolled in the AAR program.
- See AAR Policy, Article IV, Section 4.2 for the initial analyst's listing process.
- Complete Form 8, Form 9 and Form 10.

2. Transfer Analyst

- An application for an analyst who has previously been in the AAR program, but is being transferred to a new organization or who has been out of the registry for some time and is reenrolling in the AAR program.
- The application shall represent the analyst's work with their new organization.
- See AAR Policy, Article IV, Section 4.3 for the transfer analyst's listing process.
- Complete Form 8, Form 9 and Form 10.

3. Expedited Analyst

- An application for an analyst (initial or transfer) who is seeking an expedited listing process in the AAR program.
- See the applicable policy section for the initial or transfer analyst and AAR Policy, Article IV, Section 4.5 for the additional considerations for an expedited analyst's application process.
- Additional considerations are also required for the AAT program for Expedited Analysts; see AAR Policy, Article III, Section 3.2.
- Complete Form 8 (check the box that indicates Expedited Application), Form 9 and Form 10.
- An analyst enrolling with an initial or unapproved organization cannot seek expedited application.

**C. COMPLETING THE ANALYST APPLICATION FORMS**

1. Form 8

Complete Form 8 and list all analysts affiliated with your organization to be enrolled via the application. Make additional copies of Form 8 as needed.

- Probationary Period - All analysts affiliated with an organization that are to be registered shall have a probationary period defined. This is a time, determined by the organization, during which the analyst performs analysis under supervision, or where their results are checked by the QA manager for proficiency and accuracy and the analyst is trained in the organization's quality system. Typically, this time would include repeated analysis of reference slides and recounts of field samples previously analyzed by other analysts with review of this data for bias and accuracy. AIHA recommends a probationary period be at least 2 weeks.

2. Form 9

- For each analyst, the attachments indicated on Form 9 must be submitted: training certificate and training outline (including contact hours); examples of the analysis of reference slides at the required three levels of fiber loading; control chart(s) for the analysis of the reference samples; and examples of the statistical comparison of the same analyst recount of sample analysis.
- Each attachment must be labeled with the prefix given and the initials of the analyst (e.g., for analyst John A. Doe, the training certificate will be labeled as TC-JAD, the training outline as TO-JAD, etc.)

3. Form 10

- Complete for each analyst to be enrolled
- Must be signed by the analyst to be enrolled and an authorized representative of the organization