

TRACKER AIR USER GUIDE

Version 1.2



DOCUMENT CONTROL

Document

Tracker Air User Guide

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1. INTRODUCTION

The aim of this User Guide is to help you capture Air Monitoring data and produce Air Monitoring certificates. The data you capture is sent into Alpha Tracker, where the certificates are generated and emailed back to you. The data is stored in Alpha Tracker and copies of the documents can be accessed from the project folder.

This guide includes information on the following:

- setting up an Air Monitoring project in Alpha Tracker
- capturing data for:
 - an Air Monitoring Certificate
 - a Clearance Certificates
- synchronising to send the data into Alpha Tracker
- displaying the data in Alpha Tracker.

Please note that screens in this document are representative only and may not exactly match those on your system. Please contact <u>support@alpha-tracker.com.au</u> for any customisation requests

It is assumed in this document that you are familiar with the Alpha Tracker software system. Please refer to the Alpha Tracker User Guide for additional information on how to use Alpha Tracker.

1.1 Setting up your devices

To capture Air Monitoring data you need to have MDS (Mobile Data Studio) on your smartphone or tablet and the suite of Tracker Air projects pushed down to your device. Please contact <u>suport@alpha-tracker.com.au</u> or contact the office on 1300 946 3010 if you need any help with setup.

1.2 Setting up an Air Monitoring project

Before you can capture any information for an Air Monitoring project on your handheld device you need to set up the project on Alpha Tracker. Once the project is created, it will be available for selection on your smartphone or tablet.

To set up an Air Monitoring project:

- 1. Click the "New Projects" menu option to display the New Project screen.
- 2. Complete all the required details to set up your Air Monitoring project.





As a minimum, you are advised to complete the bold fields:

- Project Number
- Client
- Project Manager
- Site Name/Ref
- Project Type
- Estimated Total Project Value.

Ensure that the **Project Type** is set to "Air Monitoring" (or your equivalent) so that the **Air Monitoring** button is displayed. Note that the **Air Monitoring** button is only visible for projects where the project type has a category of "Air Monitoring".

3. Save the new project.

The project will be available for selection on the handheld device after approximately five minutes. The device must be synchronised to update it with the latest available information, including the latest projects. You need an internet or data connection in order to synchronise.



2. CAPTURING THE DATA

To capture the data for your Air Monitoring project, you use the MDS app on your smartphone or tablet. On here you can find a number of MDS apps, each of which guides you through the sections for which you need to capture data. The MDS apps are for:

- Air Monitoring
- Clearances.

You do not need an internet or data connection while you are capturing the data.

Once the data has all been captured, you check it and then synchronise to send it in to Alpha Tracker where it is stored. You need an internet or data connection in order to synchronise.

When Alpha Tracker receives the data, a certificate can be generated or your settings can automatically generate the certificate (as a Word and a PDF file) and email these files back to you for issue. Please contact support@alpha-tracker.com.au to request setting changes.





3. AIR MONITORING

To capture the data for your Air Monitoring:

- 1. Open the MDS app on your smartphone or tablet.
- **2.** Select the Air Monitoring app.
- 3. Tap Start New Session. The first page is displayed for you to start capturing data.

3.1 Entering Site Information

Complete all available fields to enter the Site Information.

🖡 Air Monitoring - Session 📃 🗖	٢.	📄 📔 Air Monitoring - Session 💿 💷 🔤	3
Site Information	^	▲	^
Project Number		Description of work	
		^	
Client Name/Address:			
		×	
Site Address:		Deviations	
Inspected By			
Sampled Date 31-12-2021		×	
Certificate Number: AM-20211231122405		Contractor Name	
Report Number v		Contractor Address	
Work location:		^	
^			
		×	
~		NATA Laboratory	
Description of work		Lab Name	
^			
	~	v	*

- 1. Select the Alpha Tracker project number for this work in the **Project Number** field. The Client and Site name and address are populated with details from the project.
- 2. Select the name of the sampler in the **Inspected By** field and the date in the **Sampled Date** field.
- **3.** The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
- 4. Select the report number (if multiple certificates in a day/at a site) from the **Report Number** drop down.
- 5. Enter the Work Location, Description of work and any Deviations in the relevant fields.



- 6. Enter the removal contractor's name and address in the **Contractor Name** and **Contractor Address** field.
- 7. Select your Laboratory from the drop down list on the Laboratory field. The list of Labs is maintained in Alpha Tracker (Setup|Lab and Surveys|Labs). Confirm if NATA/IANZ or not.
- 8. Enter the location of the work being carried out in the **Work location** field.
- 9. Click Next or Next Page to move on to the next section, Sampling Summary.

3.2 Entering Sampling Summary Details

Complete all available fields to enter the Sampling Summary details. These details specify the equipment used in the air sampling. You enter these details before specifying the data for the individual samples.

📔 Air Mo	nitoring -	Session					8	
			Sa	mplin	g Sun	nmary	^	
Rotamet	er No.					~		
Filter Diar	Filter Diameter							
	13				25			
NPL Test	Slide							
			N1 test					
Microsco	pe							
						~		
Highest S	Set Fully	Observed						
1	2	3	4	5	6	7		
Highest S	Set Partia	ally Obser	ved					
1	2	3	4	5	6	7		
Temperat	ture (Dec	irees C)						
Start Tes	t Condit	ions						
	condic					^		
						~		
End Test	Conditio	ns						
						^		
1							4	

- 1. Enter the details of the air testing equipment used in the appropriate fields, including the following:
 - Rotameter number
 - Filter diameter (in mm)
 - NPL Test Slide number
 - Microscope (this determines the microscope Factor)
 - Timer number
 - Highest set fully observed
 - Highest set partially observed
 - Temperature (in degrees Celsius, °C)
 - Start Test Conditions
 - End Test Conditions.





Please contact <u>support@alpha-tracker.com.au</u> if you wish for your Equipment to be available in the drop downs for selection.

2. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.

📄 Air Monito	ring - Session	
		Photographs
Photo		
	Click to atta	ch image
Comments	`	
Do you wish	to take another phot	0
	Yes	No
• <u>Back to</u>	<u>Sample Menu</u>	

To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.
- 3. Click Next or Next Page to move on to the next section, Sampling.

3.3 Entering details of the samples

You can enter details of up to 16 air samples on the app – allowing for 15 samples and one field blank. Once you have entered the details of the sampling equipment used, you see a list of the available sample pages. Starting from sample 1, select the sample number for which you want to enter details.

1. Starting from sample 1, select the sample number for which you want to enter details. A new page is displayed.





Sampling Sample Number Blank Sample Sample Number Sample 1 Cowl Number Sample 2 Cowl Number Sample 3 Location Sample 4 Sample Date Sample 5 Sample Date Sample 6 End Date and Time Sample 8 Initial Flow (ml) Sample 10 Average Flow (ml): Sample 12 Location (min):	Air Monitoring - Session		📄 Air Monitoring - Sessi
Blank Sample Sample Number Sample 1 Cowl Number Sample 2 Test Type Sample 3 Location Sample 4 Sample Date Sample 6 Start Date and Time Sample 7 Duration (min): Sample 8 Initial Flow (ml) Sample 10 Average Flow (ml): Sample 12 Low Power Scan Undertail	E	Sampling 🔒	B
Sample 1Pump NumberSample 2Cowl NumberSample 3Test TypeSample 4Sample DateSample 5Start Date and TimeSample 6End Date and TimeSample 7Duration (min):Sample 8Initial Flow (ml)Sample 10Average Flow (ml):Sample 11Volume (L):Sample 12Low Power Scan Undertake	<u>Blank Sample</u>		Sample Number
Sample 2 Cowl Number Sample 3 Location Sample 4 Sample Date Sample 5 Start Date and Time Sample 6 End Date and Time Sample 7 Duration (min): Sample 8 Initial Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Location	Sample 1		Pump Number
Sample 3 Test Type Sample 3 Location Sample 4 Sample Date Sample 5 Start Date and Time Sample 6 End Date and Time Sample 7 Duration (min): Sample 8 Initial Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Location	Sample 2		Cowl Number
Sample 4 Sample Date Sample 5 Start Date and Time Sample 6 End Date and Time Sample 7 Duration (min): Sample 8 Initial Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaken	Sample 3		Test Type
Sample 1 Sample Date Sample 5 Start Date and Time Sample 6 End Date and Time Sample 7 Duration (min): Sample 8 Initial Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaker	Sample 4		
Sample 5 Start Date and Time Sample 6 End Date and Time Sample 7 Duration (min): Sample 8 Initial Flow (ml) Sample 9 Final Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaker	Sample 5		Sample Date
Sample 5 End Date and Time Sample 7 Duration (min): Sample 8 Initial Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaken	- <u>Sample S</u>		Start Date and Time
Sample / Duration (min): Sample 8 Initial Flow (ml) Sample 9 Final Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaken			End Date and Time
Sample 8 Initial Flow (ml) Sample 9 Final Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaken	Sample /		Duration (min):
Sample 9 Final Flow (ml) Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaken	<u>Sample 8</u>		Initial Flow (ml)
Sample 10 Average Flow (ml): Sample 11 Volume (L): Sample 12 Low Power Scan Undertaken	Sample 9		Final Flow (ml)
Sample 11 Volume (L): Sample 12 Low Power Scan Undertaker	<u>Sample 10</u>		Average Flow (ml):
Sample 12 Low Power Scan Undertaken	Sample 11		Volume (1):
	• <u>Sample 12</u>		Low Power Scan Undertaken

- 2. Enter the test results for sample 1 in the available fields, including:
 - Sample number
 - Pump number
 - Cowl number
 - Test type

The Test Type field is a self-learning dropdown. This means that you can tap on the arrow and select a value from the dropdown, or tap on the field and type in a value of your choice. If you type in a value this value is subsequently added to the dropdown list on the device you are using.

- Location
- Sample Date
- Start time
- End time
- Initial flow
- Final flow
- Low Power Scan undertaken?
- Sample Voided/Rejected?

If the sample is voided/rejected, you will be presented a reason for this in a free text box:

Sample Voided?	×
Sample Void	
	~
Sample Void Reason	
	<u>^</u>
	· · · · · · · · · · · · · · · · · · ·



If the sample is not rejected, then you will be presented with 100 fields numbers to enter your counts in. Selecting a field number then shows the text box to enter the number of fibres found in this field:

alpha[®] tracker

📄 Air	Air Monitoring - Session									×
Sampl	e Void	ed?		_	_	_	_		X	^
1	2	3	4	5	6	7	8	9		
Fibres	Field 1	.0					1]
11	12	13	14	15	16	17	18	19	20	
Fibres	Field 1	6					0	.5]
21	22	23	24	25	26	27	28	29	30]
31	32	33	34	35	36	37	38	39	40	
41	42	43	44	45	46	47	48	49	50	
51	52	53	54	55	56	57	58	59	60	
										,
61	62	63	64	65	66	67	68	69	70	J
71	72	73	74	75	76	77	78	79	80	~

The Total fibres are calculated and shown in the relevant fields:

Fibres	2.0
Fields	100
Calculated Results f/ml:	
Reported result f/ml:	
<0.01	

The following fields are automatically calculated depending on the values you enter:

- Duration (in minutes, only if start and end time completed)
- Average flow (either mL or L depending on setting, only if initial flow and final flow completed)
- Volume (L only if Duration and Average Flow Calculated)
- Calculated results (f/ml, only if above fields and fibre counts are entered)
- Reported results (f/ml), only if above fields and fibre counts are entered)
- 3. Click **Back to Sample Menu** to return to the Sampling page from where you can select the next sample (eg Sample 2) for which you want to enter details. Repeat these steps as necessary to enter details of all samples.
- 4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.





📄 Air Monitoring - Session	- • •
<u></u>	Photographs
Photo	
Click to at	tach image
Comments	
Do you wish to take another pho	oto
Yes	No
• Back to Sample Men	<u>u</u>

To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the **Back to Sample Menu** link to take you back to the Sampling page.

3.4 Signing the Declaration

To sign the Certificate:

1. Tap **Next** or **Next Page** to display the Declaration page where you record acknowledgement of the results.

Air Monitoring - Session	
8	Declaration
Pass/Fail	~
Comments	
	^
	~
Enter your Counter PIN	1.2
Analysed By	~
Enter your Approver PIN	14
Analysed Date and time	Tap to set
Contractor supervisor signature	





- 2. To sign the acknowledgement of results:
 - Select whether the air monitoring has Passed or Failed
 - Enter additional comments in the **Comments** field
 - Enter the Counter's name (secured by unique PINs associated to each user, please contact <u>support@alpha-tracker.com.au</u> to set up the pins)
 - Select the Analyst's name from the dropdown list on the **Analyst** field.
 - Enter who is approving the certificate in the Approved By field (secured by unique PINs associated to each user, please contact <u>support@alpha-tracker.com.au</u> to set up the pins)
 - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.
 - Ask the Contractor to sign the acknowledgement in the **Contractor's supervisor** signature box.
- 3. Select **Finish** to return to the MDS screen listing your sessions.

3.5 Checking and sending in the data

You are advised to check that you have completed all fields for the Air Monitoring certificate before you send in the data. You can easily do this by tapping on the session to re-open it and then using **Next** to page through all the available pages, checking each one as you go. The app will indicate whether you have left any fields empty when you attempt to leave the page.

When the data has been checked, you can finish and synchronise to send in the data to Alpha Tracker.

- 1. Select **Finish** to return to the MDS screen listing your session.
- 2. Tap Menu then select Mark for Send.
- **3.** Tap **Menu** again and select *Synchronise* or *Send*, depending on your device, to send the data in to Alpha Tracker.

If set up, Alpha Tracker generates the certificate and emails them to you, otherwise you can generate your certificates from within Alpha Tracker. Either way it stores a copy of both the Word and PDF versions in the project folder.

The email address used is determined by the **Unit ID** under Settings in MDS. This Unit ID must be specified on the Staff record of one member of staff in Alpha Tracker – the email is sent to the email address on this Staff record.





4. CLEARANCES

To capture the data for your Clearance Certificate:

- 1. Open the MDS app on your smartphone or tablet.
- 2. Select the Clearances app.
- 3. Tap Start New Session. The first page is displayed for you to start capturing data.

4.1 Entering Site Information

Complete all available fields to enter the Site Information.

Clearance Certificate - Session	
	Site Information
Project Number	
	~
Client Name/Address:	
Site Address:	
Inspected By	~
Certificate Number: CC-20211231130657	

- 1. Select the Alpha Tracker project number for this work in the **Project Number** field. The Client and Site name and address are populated with details from the project.
- 2. Select the name of the person undertaking the inspection in the Inspected By field.
- **3.** The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.
- 4. Click Next or Next Page to move on to the next section, Summary/Preliminary Checks.





4.2 Entering Summary/Preliminary Checks

Clearance Certificate - Session		• 🛛	Clearance Certificate -	Session	
Summary	/Preliminary Che	ecks	Total Work Area (m2/n	n3)	
Contractor Name			Start Date		Tap to set
		~	Start Time		Tap to set
Contractor Address		^	Ashestos Removal Con	trol Plan	
		~	YES		NO
Contractor's site supervisor			Notification Form		
Contractor Phone Number			YES		NO
Contractor Email			Enclosure Intact and O	perational?	
			YES	NO	N/A
Contractor Licence Number			Negative Pressure Units	s operational?	
riability of ACM			YES	NO	N/A
Friable	Non-Friable		Hygiene facility present	t, clean and opera	tional?
Description of work / materials bei	ng removed	_	YES	NO	N/A
		^	Waste/transit route ar	nd waste storage a	area clear of obvious ACM?
			YES	NO	N/A
		~	All unnecessary equipm	nent removed fron	n enclosure/work area?
Work location		~	YES	NO	N/A

- 1. Enter the contractor's name and address in the **Contractor Name** and **Contract address** field.
- **2.** Enter the name of the site supervisor in the Contractor's site supervisor field, including Contractor Phone Number, Contractor Email and Contractor Licence Number.
- Select the type of asbestos being dealt with (contact <u>support@alpha-tracker.com.au</u> to customise these options)
- 4. Select your Laboratory from the drop down list on the **Laboratory** field. The list of Labs is maintained in Alpha Tracker (*Setup*/*Lab* and *Surveys*/*Labs*).

The Certificate Number is generated according to the type of project and a date/time stamp and displayed in the **Certificate Number** field.

- Enter the description of the work being carried out in the Description of Work / materials being removed field.
- 6. Enter the location of the work being carried out in the Work location field
- 7. Set the start date of the test by tapping in the **Start Date and** Start Time fields. Today's date and time is entered.
- 8. Answer the Yes/No questions below.
- 9. Add comments relevant to the section.
- **10.** Select whether the section has passed and who completed this section's inspection.
- 11. Click Next or Next Page to move on to the next section, Visual Inspection.



4.3 Visual Inspection

📔 Clearance Certificate -	Session						
Visual Inspection							
Amount of material ren	noved (total area)						
Unit of Measurement							
m2	m3	lin m					
Access available to all a	reas?						
YES		NO					
Any remaining asbesto	s outside scope of wor	ks?					
YES		NO					
All ACM removed / Is a	rea free of all ACM?						
YES	YES NO						
All visible debris in wor	k area removed?						
YES	YES NO						
Adjacent surfaces are f	ree from debris and vis	sible dust?					
YES		NO					
Any transit routes/was visible asbestos, debris	ste routes/skips/hygie and waste?	ne facilities free of					
YES NO							
Area surrounding work	area free of visible ast	oestos debris?					
YES	YES NO						
Vieual Incoartion Daces	do.	Visual Incoartion Daccad?					

- 1. Complete all fields relevant to the Visual Inspection
- 2. Select whether the section has passed and who completed the inspection.
- 3. Click Next or Next Page to move on to the next section, Air Monitoring.

4.4 Air Monitoring

Clearance Certificate - Session	
<u></u>	Air Monitoring
Air monitoring conducted?	
YES	NO
Clearance air monitoring passed?	
YES	NO
• Visual Inspection	
 <u>Reoccupation</u> 	
 <u>Sampling Summary</u> 	

- 1. Enter details about whether Air Monitoring was conducted or not.
- 2. If "YES" then answer the questions that are applicable (and only appear if yes selected).





Clearance Certificate - Session			
i Air Monitorin			
Air monitoring conducted?			
YES	NO		
Background monitoring			
YES	NO		
Control monitoring			
YES	NO		
Clearance monitoring			
YES	NO		
Exposure Asbestos Air Monitoring	?		
YES	NO		
NATA Laboratory			
YES	NO		
Laboratory	~		
Air Monitoring Report attached?			
YES	NO		
Can the area be reoccupied?			
YES	NO		
	~		

- 3. Answer questions about the Enclosure used
- 4. Select whether the section has passed and who completed this section's inspection.
- 5. Click Next or Next Page to move on to the next section, Sampling Summary.

4.5 Entering Sampling Summary Details

Complete all available fields to enter the Sampling Summary details. These details specify the equipment used in the air sampling. You enter these details before specifying the data for the individual samples.

📔 Air Mo	nitoring -	Session				
			Sa	mplin	g Sun	nmary
Rotamete	er No.					~
Filter Diar	neter					
	13				25	
NPL Test	Slide					
			N1 test			
Microscop	De					
						\sim
Highest S	et Fully (Observed				
1	2	3	4	5	6	7
Highest S	et Partia	lly Obser	ved	-		
1	2	3	4	5	6	7
Temperat	ure (Deg	rees C)				
Start Tes	t Conditi	ons				
						^
						\sim
End Test	Conditio	ns				
						^
1						

1. Enter the details of the air testing equipment used in the appropriate fields, including the following:





- Rotameter number
- Filter diameter (in mm)
- NPL Test Slide number
- Microscope (this determines the microscope Factor)
- Timer number
- Highest set fully observed
- Highest set partially observed
- Temperature (in degrees Celsius, °C)
- Start Test Conditions
- End Test Conditions

Please contact <u>support@alpha-tracker.com.au</u> if you wish for your Equipment to be available in the drop downs for selection.

2. Tap the Photographs link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.

Air Monitor	ing - Session						
<u>e</u>		Photographs					
Photo							
	Click to attach image						
Comments							
Do you wish	to take another p	hoto					
	Yes	No					
• <u>Back to Sample Menu</u>							

To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the appropriate link to take you back to the required page.
- 3. Click Next or Next Page to move on to the next section, Sampling.





4.6 Entering details of the samples

You can enter details of up to 16 air samples on the app – allowing for 15 samples and one field blank. Once you have entered the details of the sampling equipment used, you see a list of the available sample pages. Starting from sample 1, select the sample number for which you want to enter details.

1. Starting from sample 1, select the sample number for which you want to enter details. A new page is displayed.

Air Monitoring - Session		Air Monitoring - Session		
<u></u>	Sampling	<u>.</u>	Sample 1	
• <u>Blank Sample</u>		Sample Number		
• <u>Sample 1</u>		Pump Number	<u> </u>	
• <u>Sample 2</u>		Cowl Number		
• <u>Sample 3</u>		Location	~	
• <u>Sample 4</u>				
• Sample 5		Sample Date	31-12-2021	
• Sample 6		End Date and Time	Tap to set	
• Sample 7		Duration (min):		
• Sample 8				
• Sample 9		Initial Flow (ml)		
• Sample 10				
• Sample 11		Average Flow (ml):		
• Sample 12		Volume (L):		
	~	Low Power Scan Undertaken?		

- 2. Enter the test results for sample 1 in the available fields, including:
 - Sample number
 - Pump number
 - Cowl number
 - Test type

The Test Type field is a self-learning dropdown. This means that you can tap on the arrow and select a value from the dropdown, or tap on the field and type in a value of your choice. If you type in a value this value is subsequently added to the dropdown list on the device you are using.

- Location
- Sample Date
- Start time
- End time
- Initial flow
- Final flow
- Low Power Scan undertaken?
- Sample Voided/Rejected?

If the sample is voided/rejected, you will be presented a reason for this in a free text box:





Sample Voided?	~ ×
Sample Void	
	~
Sample Void Reason	
	<u>^</u>
	~

If the sample is not rejected, then you will be presented with 100 fields numbers to enter your counts in. Selecting a field number then shows the text box to enter the number of fibres found in this field:

📄 Air	👔 Air Monitoring - Session								×	
Sampl	Sample Voided?							•	~ ×	î
1	2	3	4	5	6	7	8	9	10]
Fibres	Fibres Field 10						1]
11	12	13	14	15	16	17	18	19	20]
Fibres	Fibres Field 16						0	.5]
21	22	23	24	25	26	27	28	29	30	J
31	32	33	34	35	36	37	38	39	40	J
41	42	43	44	45	46	47	48	49	50	
51	52	53	54	55	56	57	58	59	60	
						-		-		
61	62	63	64	65	66	67	68	69	70]
71	72	73	74	75	76	77	78	79	80	v

The Total fibres are calculated and shown in the relevant fields:

Fibres		2.0
Fields	100	
Calculated Results f/ml:		
Reported result f/ml:		
<0.01		

The following fields are automatically calculated depending on the values you enter:

- Duration (in minutes, only if start and end time completed)
- Average flow (either mL or L depending on setting, only if initial flow and final flow completed)
- Volume (L only if Duration and Average Flow Calculated)
- Calculated results (f/ml, only if above fields and fibre counts are entered)
- Reported results (f/ml), only if above fields and fibre counts are entered).
- **3.** Click **Back to Sample Menu** to return to the Sampling page from where you can select the next sample (eg Sample 2) for which you want to enter details. Repeat these steps as necessary to enter details of all samples.



4. Tap the **Photographs** link at the bottom of the page to display the Photographs page if you wish to take any photos at this stage.

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🔒 Air Monito	ring - Session	
e		Photographs
Photo		
	Click to attach ima	ge
Comments		
Do you wish	to take another photo	
	Yes	No
• <u>Back to</u>	<u>Sample Menu</u>	

To take photos:

- Tap on the **Photo** box to take a photo.
- Enter a label or caption for the photo in the **Comments** field.
- Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- Click on the **Back to Sample Menu** link to take you back to the Sampling page.

4.7 Reoccupation

Elearance Certificate - Session		
	Reoccupation	^
Enclosure and surrounding area fr	ee of visible asbestos?	
YES	NO	
Transit/waste routes free from A	CM debris and waste?	
YES	NO	
All ACMs within scope removed ar	nd remaining ACMs intact?	
YES	NO	
Can the area be reoccupied under	normal conditions?	
YES	NO	
Comments		
	^	
	×	
Final Inspection Passed?		
YES	NO	
 Visual Inspection 		
• <u>Air Monitoring</u>		
Sampling Summary		
		¥





- 1. Complete all fields relevant to Reoccupation.
- 2. Select whether the section has passed and who completed this section's inspection.
- 3. Click Next or Next Page to move on to the next section, Photographs.

4.8 Photographs

📄 Air Monitor	ring - Session	
2		Photographs
Photo		
	Click to at	tach image
Comments		
Do you wish	to take another pho	oto
	Yes	No
• <u>Back to</u>	Sample Men	<u>u</u>

- 1. To take photos:
 - Tap on the **Photo** box to take a photo.
 - Enter a label or caption for the photo in the **Comments** field.
 - Tap Yes if you wish to take another photo, or No if you have finished taking photos for the current section. If you tap Yes, then another Photo box is displayed below the last one for you to continue taking photos.
- 2. Click Next or Next Page to move on to the next section, Declaration.





4.9 Signing the Declaration

To sign the Certificate:

Clearance Certificate - Session	- • ×
9	Declaration
Pass/Fail	~
Comments	
	^
	~
Counted By	~
Analyst	~
Document Reviewer	~
Contractor supervisor signature	
Date and time	Tap to set

- 1. In the **Pass/Fail** field indicate whether the location has passed or failed the inspection.
- 2. Type any comments you may have in the **Comments** field.
- **3.** To sign the declaration of results:
 - If air monitoring was conducted and counting down on the app, select the Counted By's name from the dropdown list on the **Counted By** field.
 - Select the analyst's name from the **Analyst** drop down.
 - Ask the Contractor to sign the acknowledgement in the **Contractor supervisor** signature box.
 - Tap the **Date and time** box to enter the current date and time, to show when the acknowledgement was signed.
- 4. Select **Finish** to return to the MDS screen listing your sessions.

4.10 Checking and sending in the data

You are advised to check that you have completed all fields for the Clearance certificate before you send in the data. You can easily do this by tapping on the session to re-open it and then using **Next** to page through all the available pages, checking each one as you go. The app will indicate whether you have left any fields empty when you attempt to leave the page.

When the data has been checked, you can finish and synchronise to send in the data to Alpha Tracker.

1. Select **Finish** to return to the MDS screen listing your session.





- 2. Tap Menu then select Mark for Send.
- **3.** Tap **Menu** again and select *Synchronise* or *Send*, depending on your device, to send the data in to Alpha Tracker.

If set up, Alpha Tracker generates the certificate and emails them to you, otherwise you can generate your certificates from within Alpha Tracker. Either way it stores a copy of both the Word and PDF versions in the project folder.

The email address used is determined by the **Unit ID** under Settings in MDS. This Unit ID must be specified on the Staff record of one member of staff in Alpha Tracker – the email is sent to the email address on this Staff record.





5. DISPLAYING YOUR DATA

By synchronising your sessions on the handset, the data is sent into Alpha Tracker and stored under the appropriate project number(s). A copy of the documents generated from these sessions is automatically generated and stored in the document folder for the project.

You can display the air monitoring data in Alpha Tracker and also view copies of the documents issued.

5.1 Viewing air monitoring data in Alpha Tracker

The air monitoring data sent in is visible by using the **Air Monitoring** button on the Project screen.

Note that the **Air Monitoring** button is only visible for projects where the project type has a category of "Air Monitoring".

1. Search for the required project.

You can search for the project in a number of ways:

- entering a key word or project number in the Quick Search field at the top of the Projects menu
- selecting the "Project List" menu option and:
 - entering search criteria to find the required project if they are not already displayed, display the search fields by clicking on the "Click here to search" link
 - clicking a filter button (Open Projects, Closed Projects, All) at the top of the Project List
- selecting one of the "Open Projects" menu options which let you list projects in a number of ways.

All the methods of searching for a project produce a list of projects matching your search criteria.

Refer to Section 1.4, Searching in Alpha Tracker, in the Alpha Tracker User Guide for further details on search criteria that you can use in Alpha Tracker search fields.

- **2.** Select the project to display by clicking on the underlined project number. The Project Details screen is displayed.
- 3. Click the Air Monitoring button to display the Air Monitoring screen.





Project Details						Milestones				
roject Number	T-56462					Project Opened	28/01/2021	📃 🛛 Judy K	ey	
lient	2CLIENT	The Next Client	Q	+ New Client	Send Mail	Quote Produced				
outation Ref						Order Received				
lient Order						Turnaround		•		
lient Project Ref						Mara Milastanas	Done: D Du	e: O Overo	lue: 0	
roject Manager	Judy Key		~	Project Staff		Report Produced				
to Name/Def	The Testin	a Site	0		Cite Details	Report Floddced				
te Name/Ref	The Testing	g site	~		Site Details	Project Invoiced				
roject Type	Air Monito	ring	•	Air Monitoring	Buildings	Project Closed				
stimated Total roject Value	0.00	··· Fixed Price				· ·				
	Change Log					Return Date		•		
tatus	New		~			Contacts & Address	ses			
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Click on the tab corresponding to the type of air monitoring certificate for which you have sent in data. The data is displayed.

The left part of the screen lists the certificates sent in. Clicking on the appropriate certificate, displays the detail of the certificate on the right-hand side of the screen.

- 4. View the **Photos** and **Samples** by clicking on the appropriate buttons associated to the certificate.
- 5. Display the certificates for the project by opening the document folder for the project.

This can be done from the Project screen or from the Project List.

The documents are saved as Word and PDF files. You can identify these files in the folder as they have "original" in their filename, they also have the certificate number in their filename.

6. If it is necessary to issue amended certificates, it is possible to amend the data displayed on the Air Monitoring screen and use the **Report** button to create another copy.





A Word and PDF copy are emailed to you and also stored in the document folder for the project.

Ensure that you amend the regenerated certificate to demonstrate clearly that it is a re-issue, e.g. by adding an version number to the certificate.

Please contact <u>support@alpha-tracker.com.au</u> for customisation of settings:

- Restricting names in drop downs
- Controlling who can approve certificates
- Specifying if records lock or not after approval
- Specifying if final certificates can be generated without being approved
- Customisation of field labels and visibility both within Alpha Tracker and on the apps.

