RESP-FIT
RESPIRATOR FIT TESTING
TRAINING & ACCREDITATION

Retrieving Annual Data from OHD QuantiFit2® and Quantifit®

Guide to exporting fit test data for annual reporting from OHD Logic™ and Fit Track Gold™ software

v1

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RESP-FIT Data Export

- Due 31st January this data will include all completed fit tests from previous year.
- The first reporting is to be submitted by 31/1/2022 and must include all fit tests completed for each methodology from 1/1/2021-31/12/2021.
- Data is kept confidential and will be used to inform the development of the Program and promote RESP-FIT.
- If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation. A reminder will be sent in early March
- Reporting data is an annual requirement to maintain your accreditation
- This guide will help assist accredited fit testers determine how many tests have been completed in the year for both the OHD QuantiFit2 and Quantifit
- It is critical that you ensure data is accurate, and you have counted data from each laptop/database/CNP machine used

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4 Step Process

1. Considerations (Pages 4 – 5)
2. Exporting and Analyzing Data from OHD Logic Software (Pages 6 – 13)
3. Exporting and Analyzing Data from OHD Fit Track Gold Software(Pages 14 – 18)
4. Data is reported to RESP-FIT (Pages 19 – 20)

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Step 1: Considerations Prior to Data Export (OHD Logic and Fit Track Gold)

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RESP-FIT Data Report Considerations

- Data can be counted through multiple methods; this guide will show you how to use the software (OHD Logic and OHD Fit Track Gold) to count number of fit tests completed
- Reporting data only needs to be completed for the program you use (OHD Logic/OHD Fit Track Gold/Both Programs)
- If you have multiple laptops you will need to report data from each laptop and count all data
- If you use multiple laptops you can export out all data from databases and then import all data to one database (so that it is all collated together), this data can then be reported and can be counted easily. Refer to OHD Manufacturers Specifications for guidance on importing data.

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Step 2: Exporting and Analyzing Data from OHD Logic Software

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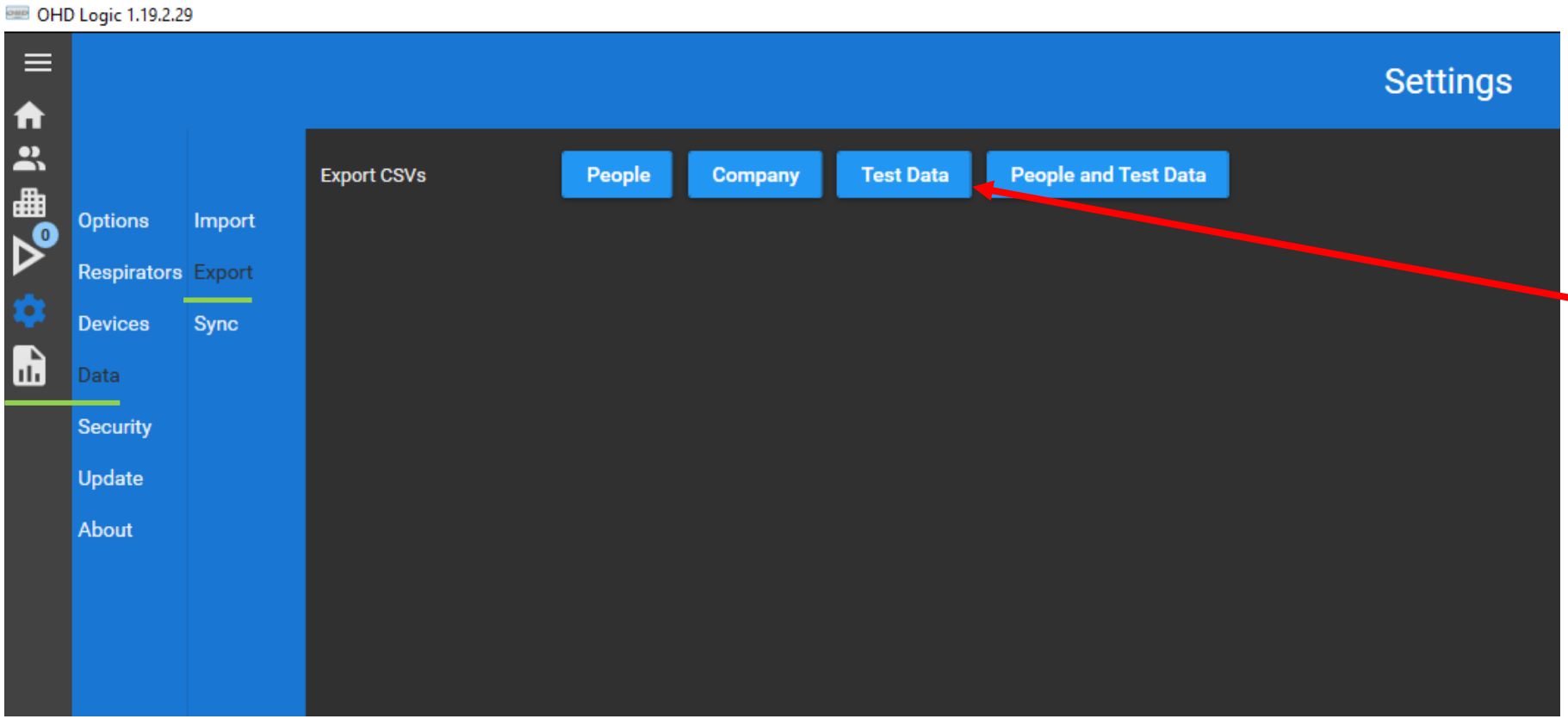
Open OHD Logic and go to Reports > Data > Export



1. Select “Test Data”

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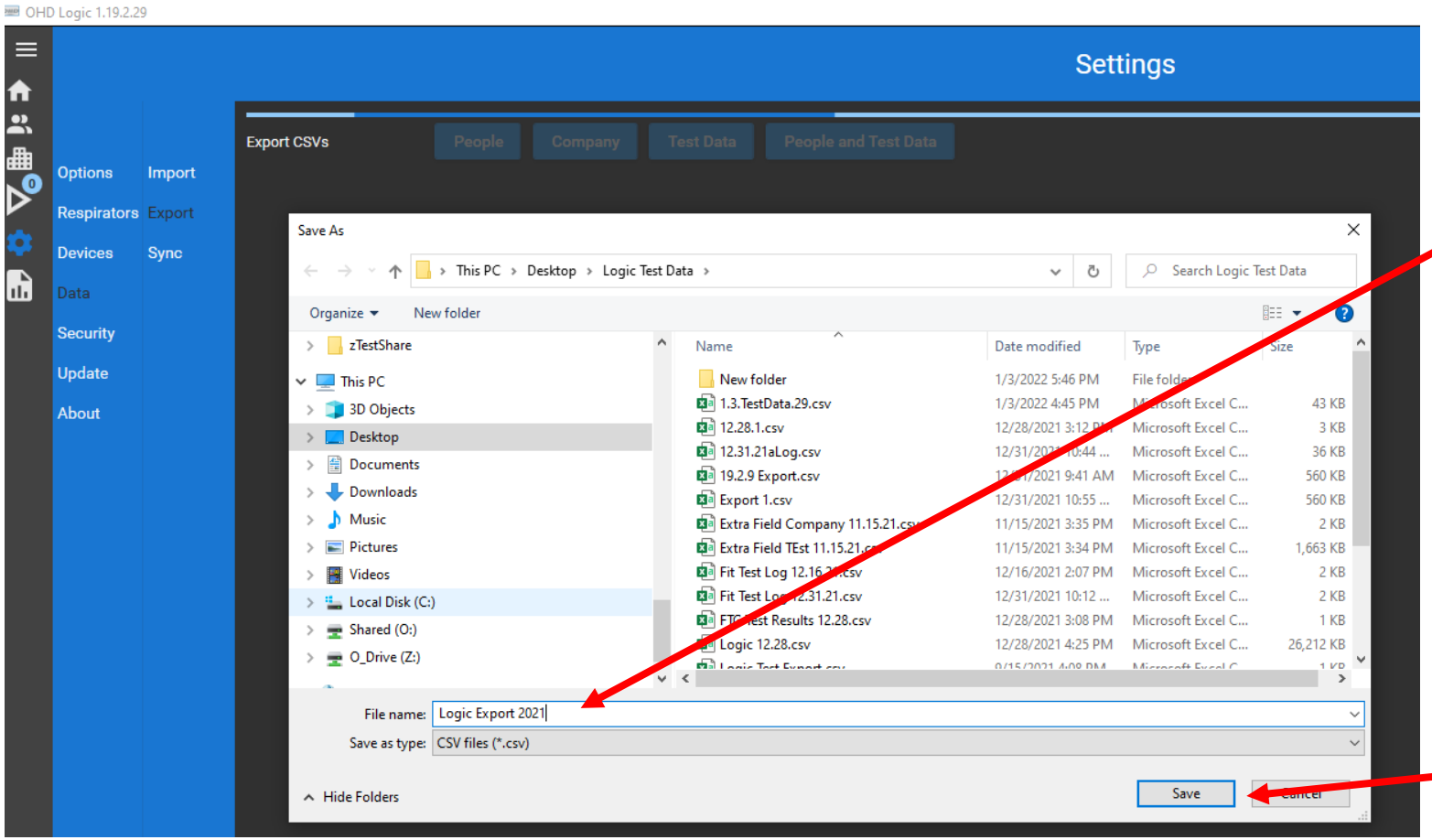
Choose where to save your export file



1. The “Save As” dialog box will open. Chose the Name and location of where to save the CSV file.

2. Click “Save”.

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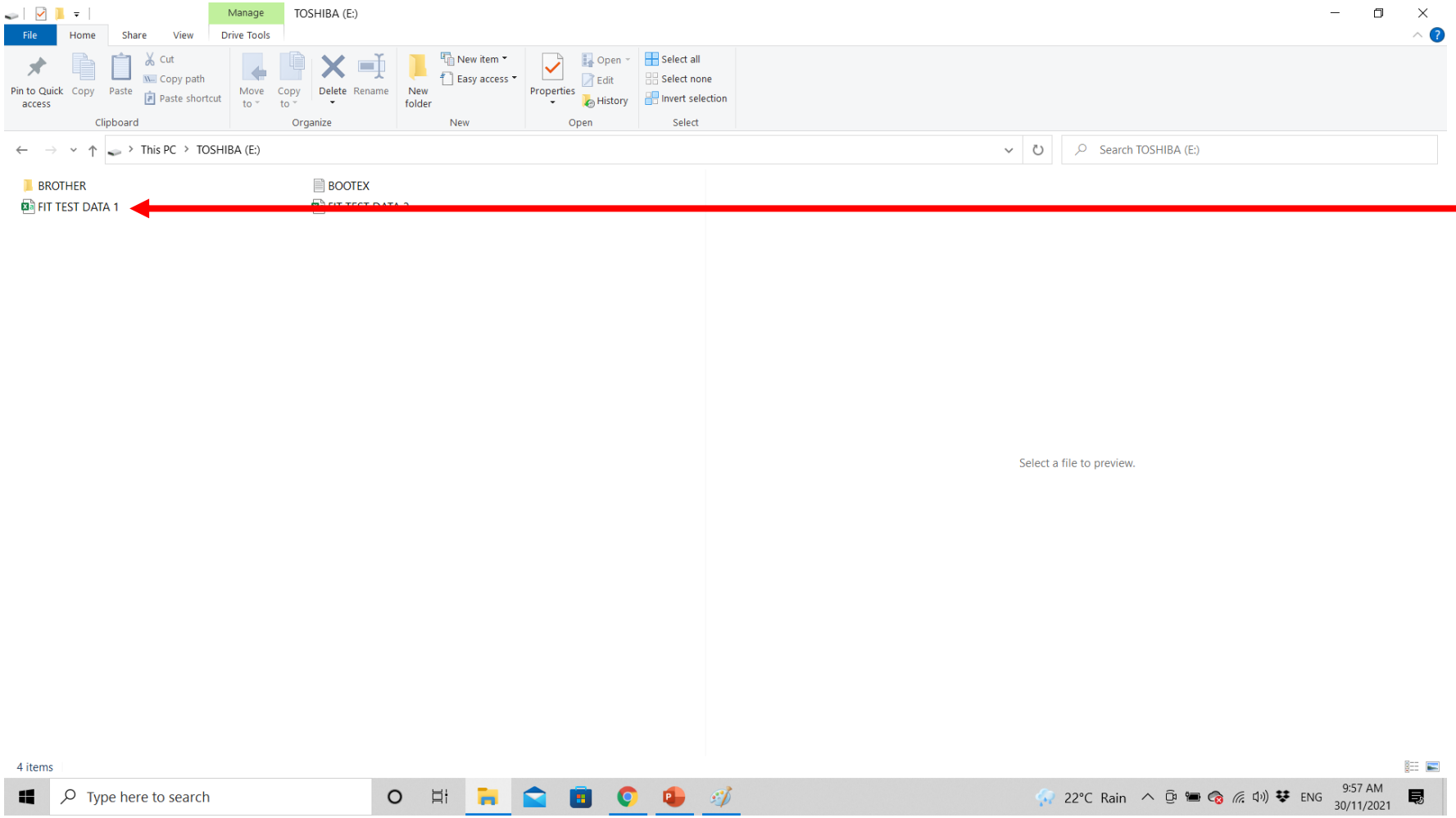
Open Exported File



1. Open Exported File in Excel

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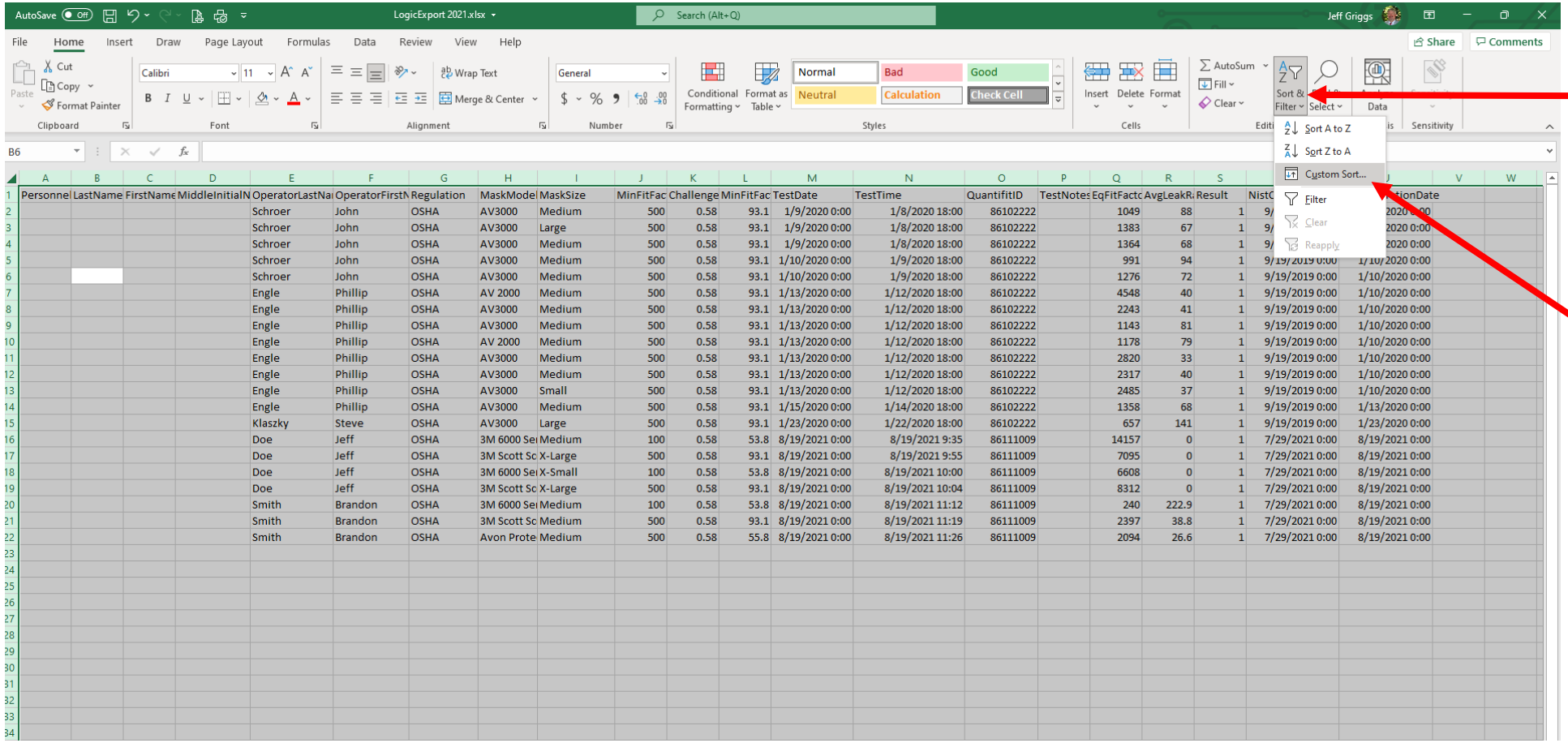
Select all Data and Filter



Personnel	LastName	FirstName	MiddleInitialN	OperatorLastNa	OperatorFirstN	Regulation	MaskModel	MaskSize	MinFitFac	Challenge	MinFitFac	TestDate	TestTime	QuantifitID	TestNotes	EqFitFactc	AvgLeakR	Result	NistC	ionDate
				Schroer	John	OSHA	AV3000	Medium	500	0.58	93.1	1/9/2020 0:00	1/8/2020 18:00	86102222		1049	88	1	9/	2020 0:00
				Schroer	John	OSHA	AV3000	Large	500	0.58	93.1	1/9/2020 0:00	1/8/2020 18:00	86102222		1383	67	1	9/	2020 0:00
				Schroer	John	OSHA	AV3000	Medium	500	0.58	93.1	1/9/2020 0:00	1/8/2020 18:00	86102222		1364	68	1	9/	2020 0:00
				Schroer	John	OSHA	AV3000	Medium	500	0.58	93.1	1/10/2020 0:00	1/9/2020 18:00	86102222		991	94	1	9/19/2019 0:00	1/10/2020 0:00
				Schroer	John	OSHA	AV3000	Medium	500	0.58	93.1	1/10/2020 0:00	1/9/2020 18:00	86102222		1276	72	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV 2000	Medium	500	0.58	93.1	1/13/2020 0:00	1/12/2020 18:00	86102222		4548	40	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV3000	Medium	500	0.58	93.1	1/13/2020 0:00	1/12/2020 18:00	86102222		2243	41	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV3000	Medium	500	0.58	93.1	1/13/2020 0:00	1/12/2020 18:00	86102222		1143	81	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV 2000	Medium	500	0.58	93.1	1/13/2020 0:00	1/12/2020 18:00	86102222		1178	79	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV3000	Medium	500	0.58	93.1	1/13/2020 0:00	1/12/2020 18:00	86102222		2820	33	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV3000	Medium	500	0.58	93.1	1/13/2020 0:00	1/12/2020 18:00	86102222		2317	40	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV3000	Small	500	0.58	93.1	1/13/2020 0:00	1/12/2020 18:00	86102222		2485	37	1	9/19/2019 0:00	1/10/2020 0:00
				Engle	Phillip	OSHA	AV3000	Medium	500	0.58	93.1	1/15/2020 0:00	1/14/2020 18:00	86102222		1358	68	1	9/19/2019 0:00	1/13/2020 0:00
				Klaszky	Steve	OSHA	AV3000	Large	500	0.58	93.1	1/23/2020 0:00	1/22/2020 18:00	86102222		657	141	1	9/19/2019 0:00	1/23/2020 0:00
				Doe	Jeff	OSHA	3M 6000 Se	Medium	100	0.58	53.8	8/19/2021 0:00	8/19/2021 9:35	86111009		14157	0	1	7/29/2021 0:00	8/19/2021 0:00
				Doe	Jeff	OSHA	3M Scott Sc	X-Large	500	0.58	93.1	8/19/2021 0:00	8/19/2021 9:55	86111009		7095	0	1	7/29/2021 0:00	8/19/2021 0:00
				Doe	Jeff	OSHA	3M 6000 Se	X-Small	100	0.58	53.8	8/19/2021 0:00	8/19/2021 10:00	86111009		6608	0	1	7/29/2021 0:00	8/19/2021 0:00
				Doe	Jeff	OSHA	3M Scott Sc	X-Large	500	0.58	93.1	8/19/2021 0:00	8/19/2021 10:04	86111009		8312	0	1	7/29/2021 0:00	8/19/2021 0:00
				Smith	Brandon	OSHA	3M 6000 Se	Medium	100	0.58	53.8	8/19/2021 0:00	8/19/2021 11:12	86111009		240	222.9	1	7/29/2021 0:00	8/19/2021 0:00
				Smith	Brandon	OSHA	3M Scott Sc	Medium	500	0.58	93.1	8/19/2021 0:00	8/19/2021 11:19	86111009		2397	38.8	1	7/29/2021 0:00	8/19/2021 0:00
				Smith	Brandon	OSHA	Avon Prote	Medium	500	0.58	55.8	8/19/2021 0:00	8/19/2021 11:26	86111009		2094	26.6	1	7/29/2021 0:00	8/19/2021 0:00

1. Ctrl+ A, select all data and then “Sort and Filter”.

2. Select “Custom Sort”

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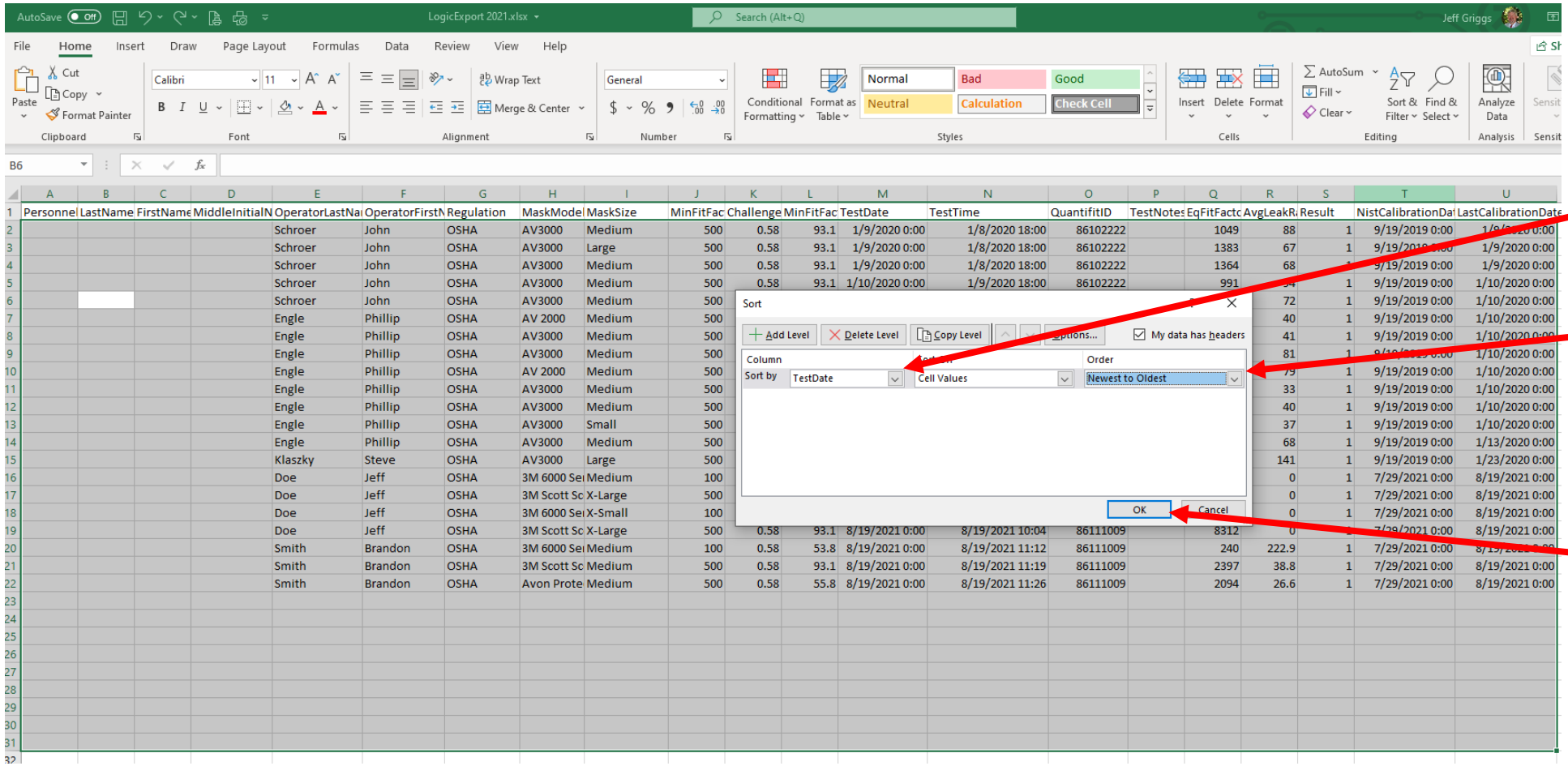
Finished



1. Sort by “TestDate”.

2. Order by “Newest to Oldest”.

3. Click “Ok”

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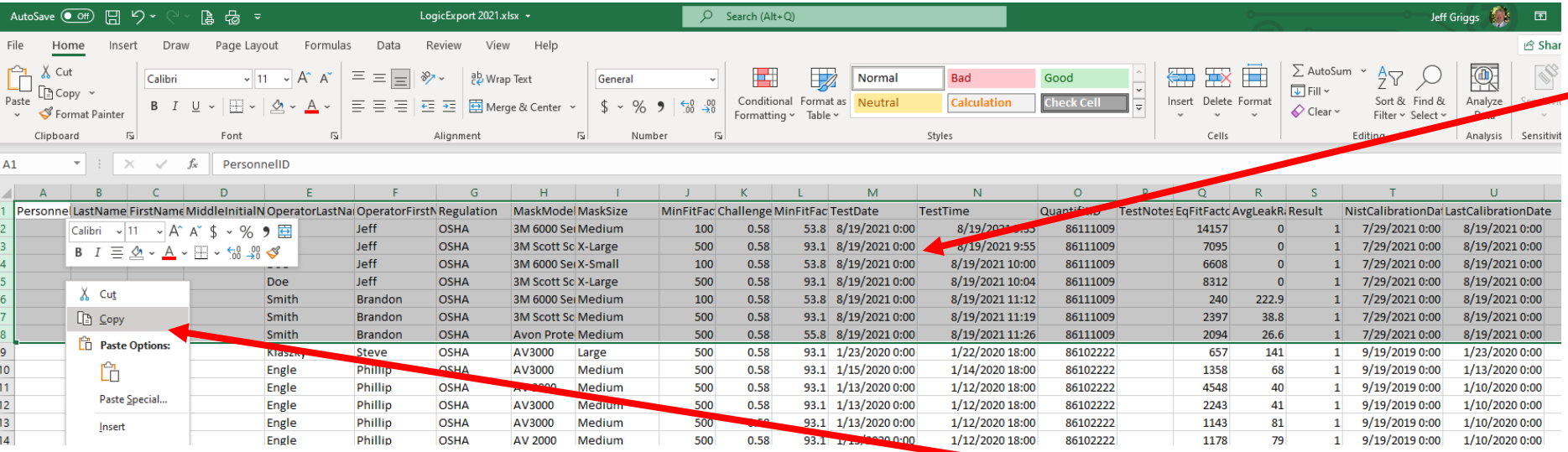
Select Data within Time Range



1. Select all data within range (ie 1/1/2021-31/12/2021). Dates of test are in the TestDate Column (Note: Logic defaults to the date format of the PC. This sample data is in the US date format.)

2. Copy and paste 2021 data to another sheet.

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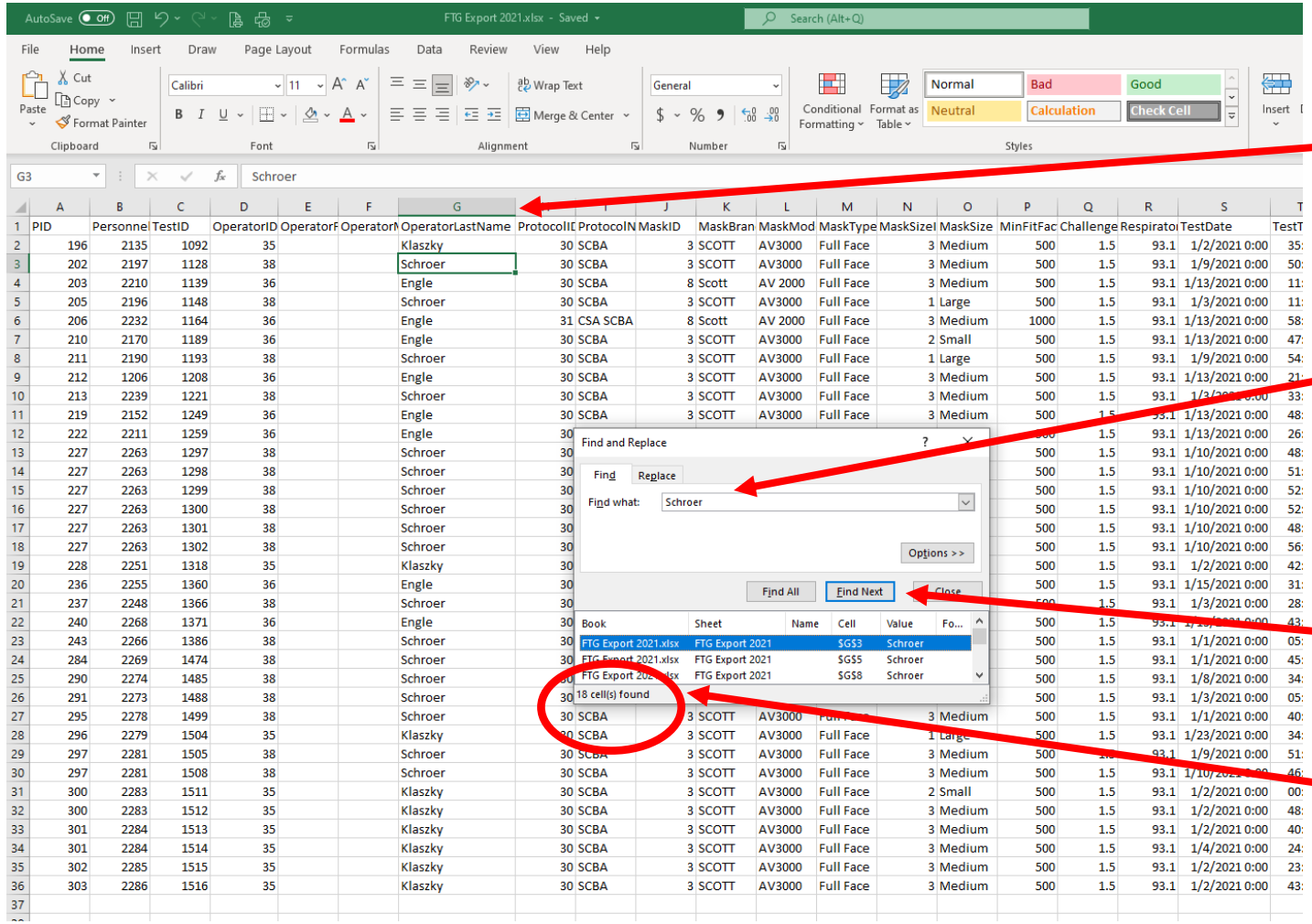
Sort and Filter / Finished



1. Click OperatorLastName Tab, Ctrl + f.

2. Search for Operator by Name

3. Find All

4. Total Number of tests completed by operator (18)

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Step 3: Exporting and Analyzing Data from OHD Fit Track Gold Software

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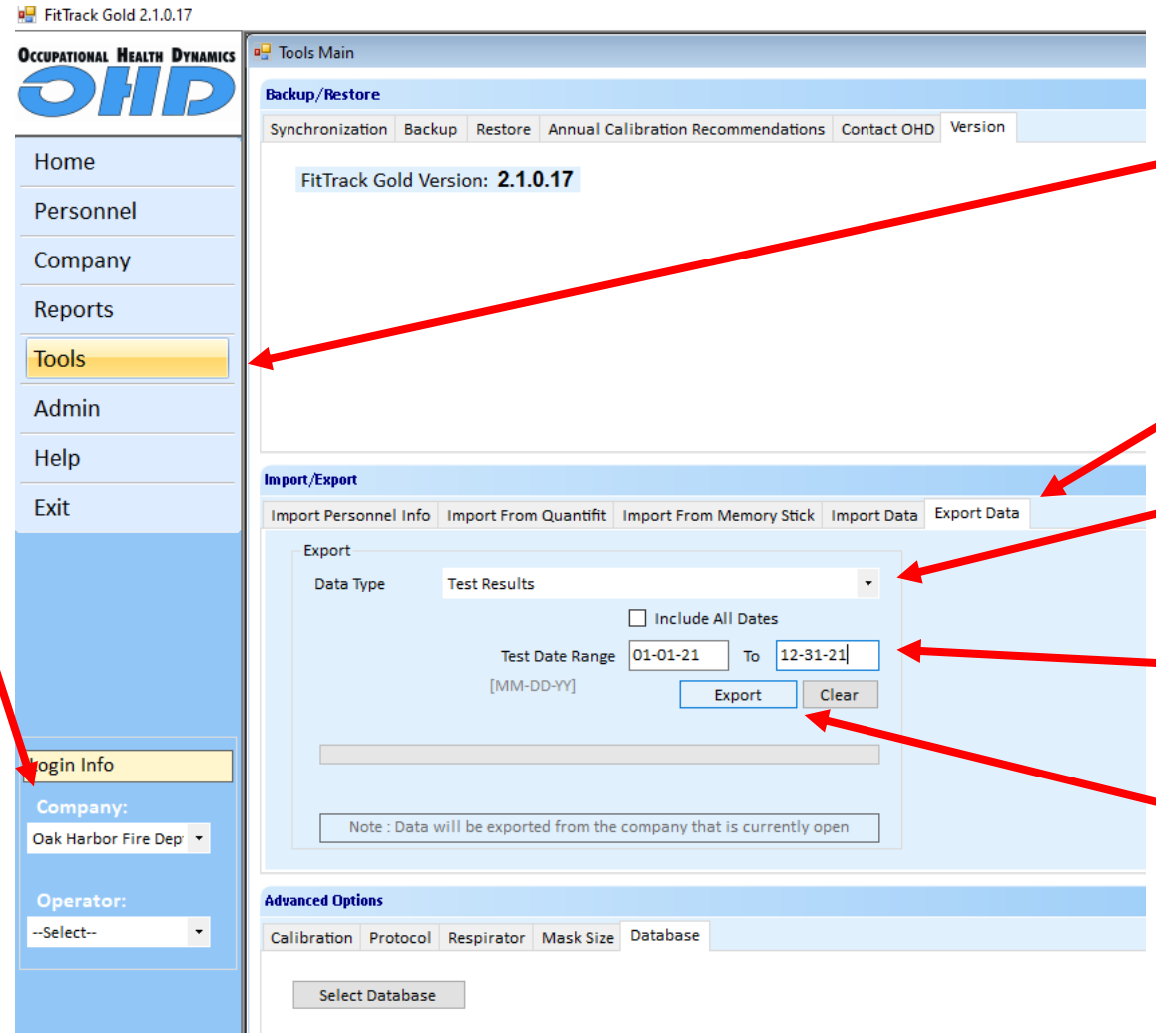
Open OHD Fit Track Gold

2. Select “Company” (Note: Only data may be exported for one company at a time. Data will need to be exported for each company tested each year. The data may be copied and pasted into a single Excel file for analysis.)



1. Select “Tools”

3. Select “Export Data”

4. Select Data Type “Test Results”

5. Choose the range of the test dates.

6. Click “Export”

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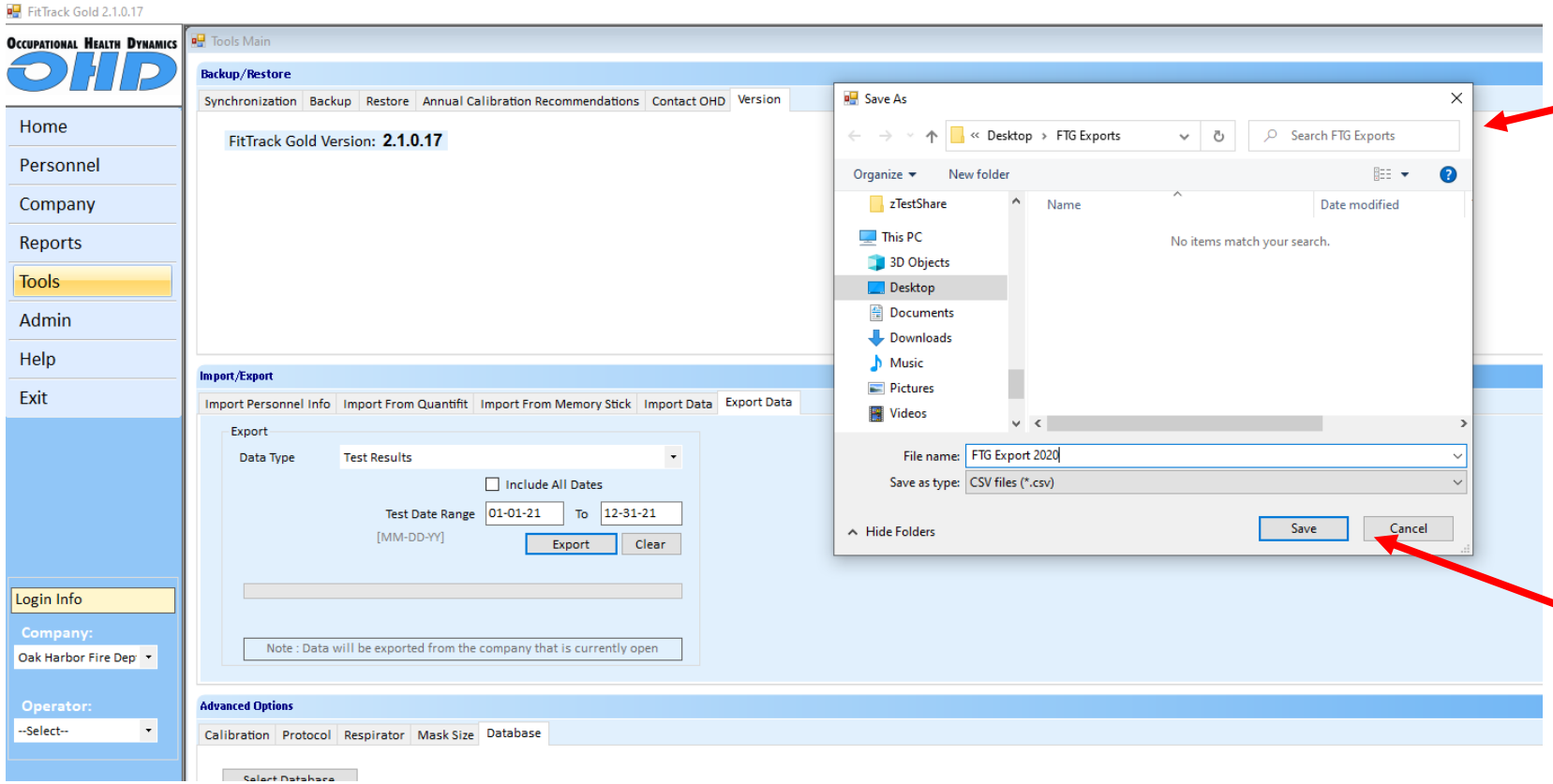
Choose where to save your export file



1. The “Save As” dialog box will open. Chose the Name and location of where to save the CSV file.

2. Click “Save”.

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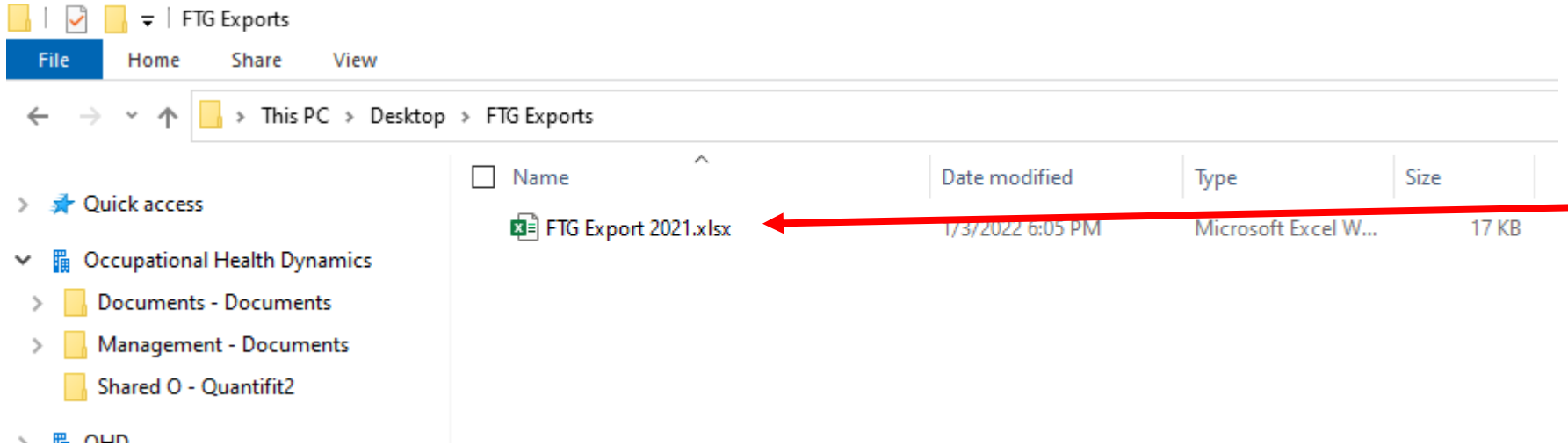
Open Exported File



1. Open Exported File in Excel

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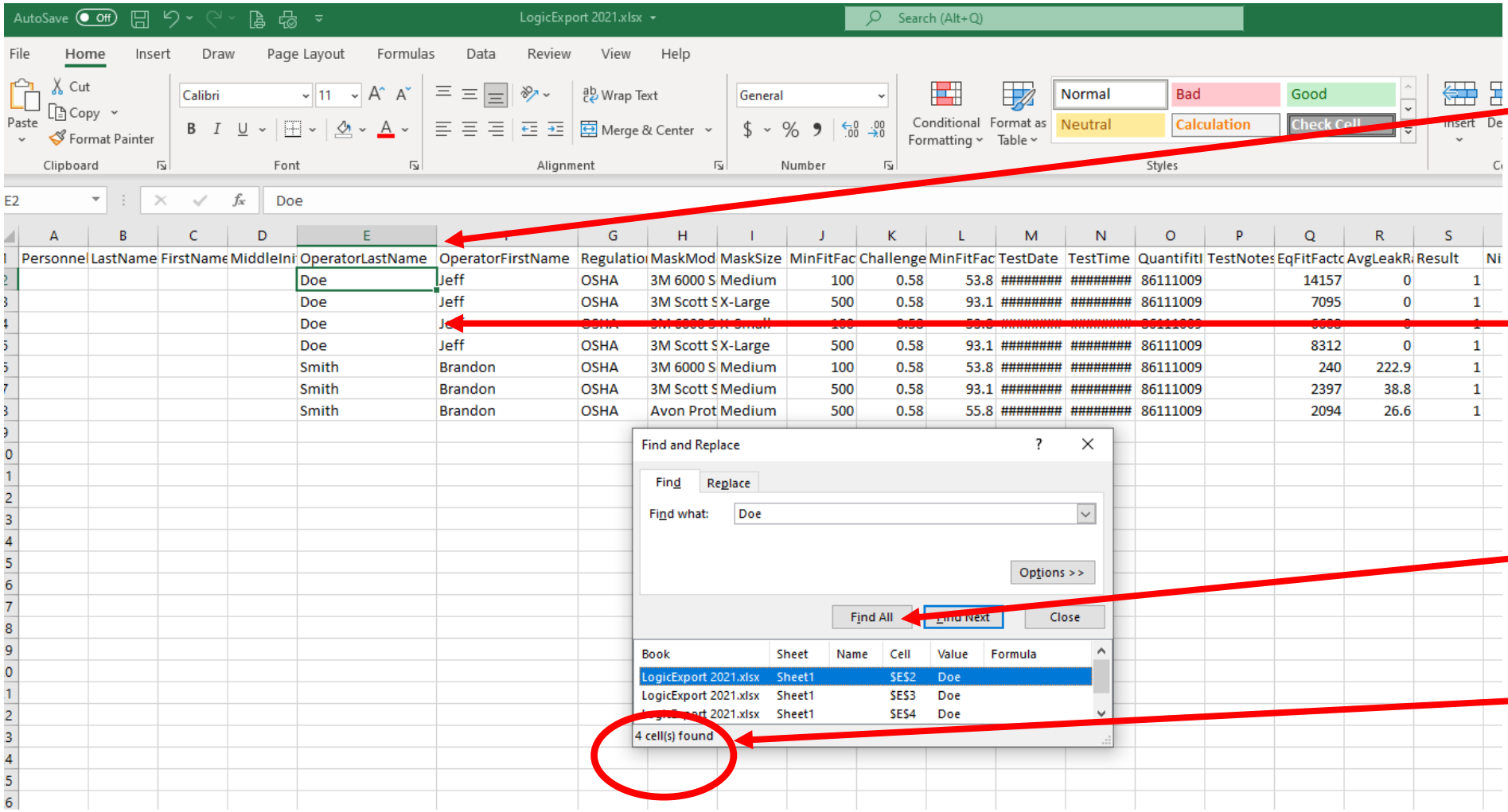
Sort and Filter / Finished



1. Click OperatorLastName Tab, Ctrl + f.

2. Search for Operator by Name

3. Find All

4. Total Number of tests completed by operator (4) within date range

Step 4 Reporting to RESP-FIT

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RESP-FIT Annual Reporting Requirement

- It is a mandatory requirement for all RESP-FIT Accredited fit testers and Approved training providers to annually provide data around the number of people they have fit tested and trained per methodology.
- It is a requirement to maintain accreditation that annual reporting is submitted.
- The objective in collecting this data is to inform the development of the program and market RESP-FIT in the future. We hope over time with the increase of accredited fit testers and fit testing being performed in workplaces we can quantitatively show this increase with this self reported data. Data is kept confidential
- This submitting of data is done via your RESP-FIT member log in page which this guide will take you through how to do.
- The reporting window to submit data is from 1st January to 31st January.
- Data provided is all for fit tests a Accredited fit tester performed in the previous year per methodology accredited for. For Approved training providers it is the number of people who went through their approved training courses per methodology they are approved for.
- Accuracy of submitted data – We understand this is self reported data, hence need it to be as accurate as possible based on your fit test records or training records. We want as a reliable picture as possible to the activity going on in industry. Please do not overestimate or inflate your number.
- We are not tracking which fit testers did the most fit tests in the previous year or anything like that but collectively getting a picture of our impact.

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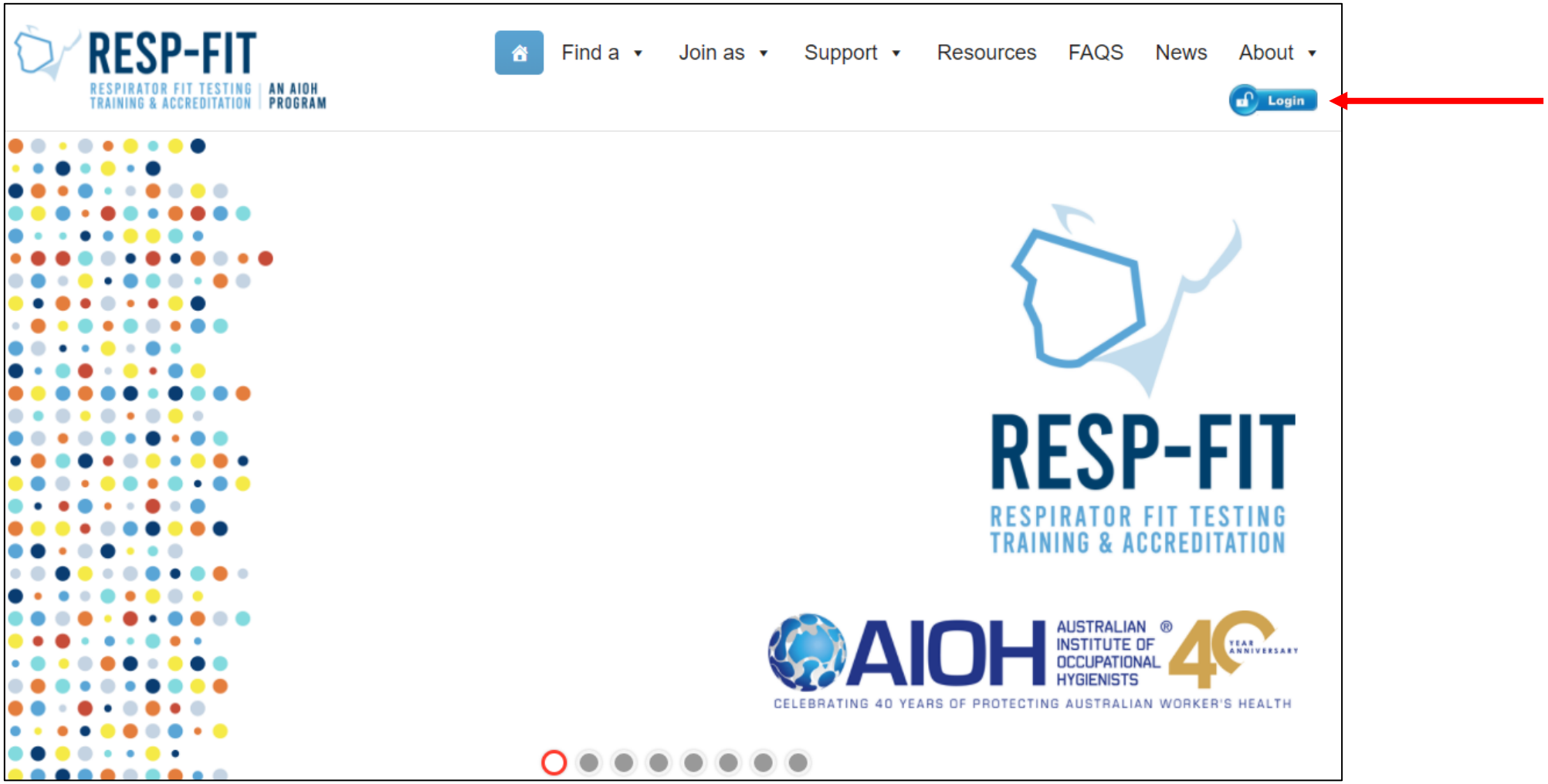
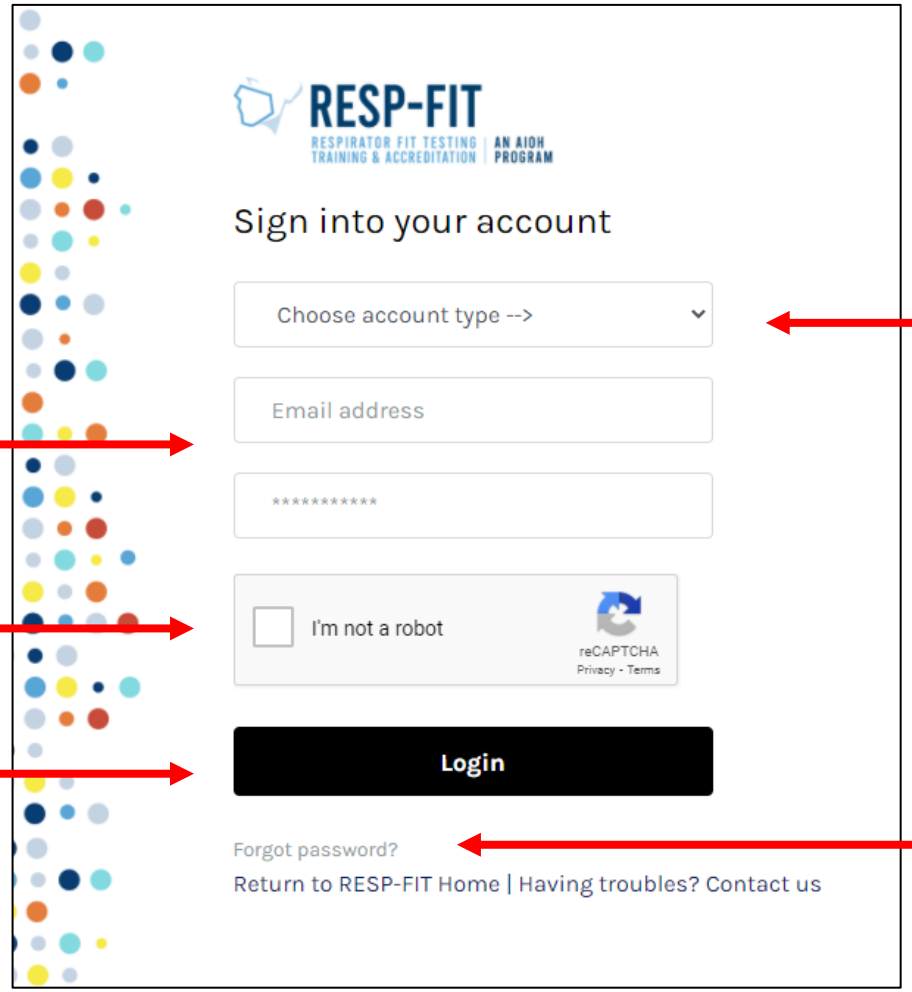
Visit respfit.org.au to login



Logging In



1. There are 2 types of account types, Individual and Organisation
   - Individuals are Accredited fit testers and Approved trainers
   - Organisations are Approved training providers, Fit Tester service Providers, Partners and Supporters

2. Enter your email address and password

3. Select “I’m not a robot” unless you are a robot

4. Login

When logging in for the first time or you have forgotten your password, click on “Forgot password”

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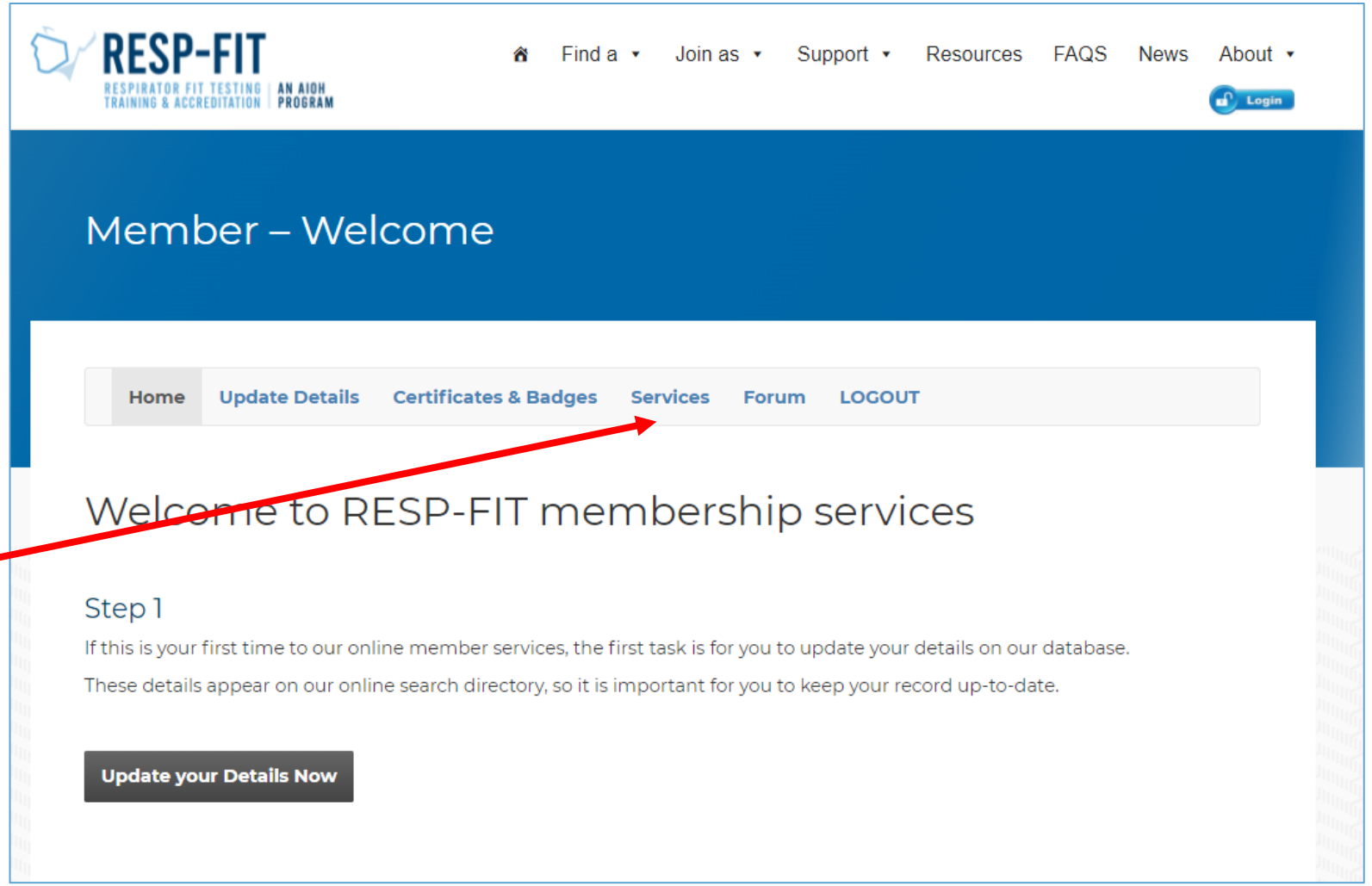
Services

Go to Services



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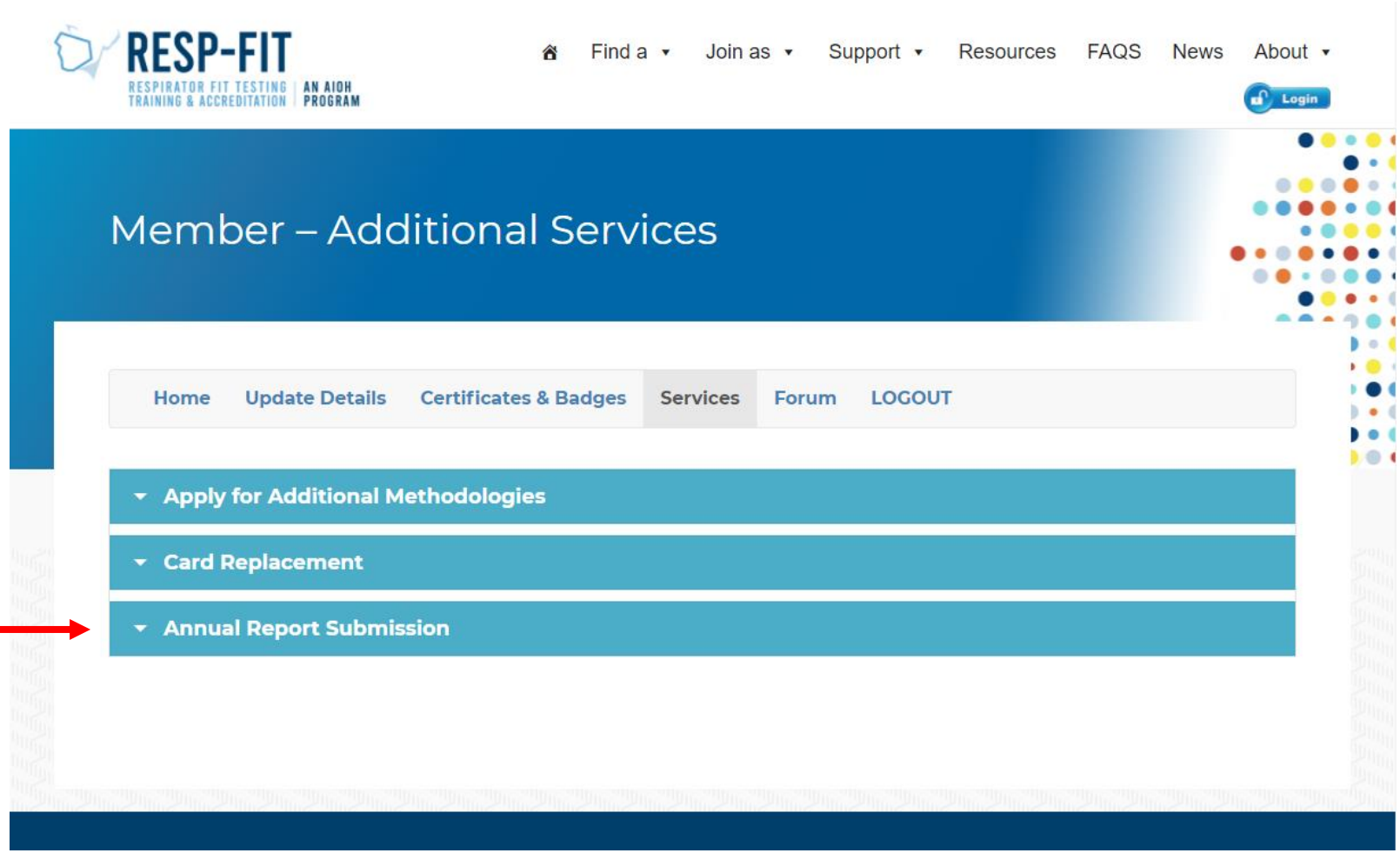
Annual Report Submission

Select Annual Report Submission



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Accredited Fit Testers – Submission

Enter number of people you fit tested in the previous year for the method/s you are accredited in

Annual Report Submission

Due 31st January of the year for the previous years, which reports on the number of fit tests for each methodology conducted in the previous year. This deidentified data will be utilised to inform the development of the Program and promote RESP-FIT. If the report is not submitted by the 1st April in the following calendar year, the individual will forfeit their accreditation.

This is an annual requirement to maintain accreditation.

Annual Report Due

Reporting Year

2020

Please enter the number of people you have fit tested for the previous year. If there were no people fit tested, enter zero.

A numeric value is required for each Fit Test Methodology you are accredited in.

Qualitative Fit Test (QLFT) – Aerosol taste test (ATT) *

Quantitative Fit Test (QNFT) – Ambient aerosol condensation Nuclei Counting (CNC) *

Quantitative Fit Test (QNFT) – Controlled Negative Pressure (CNP) *

Submit

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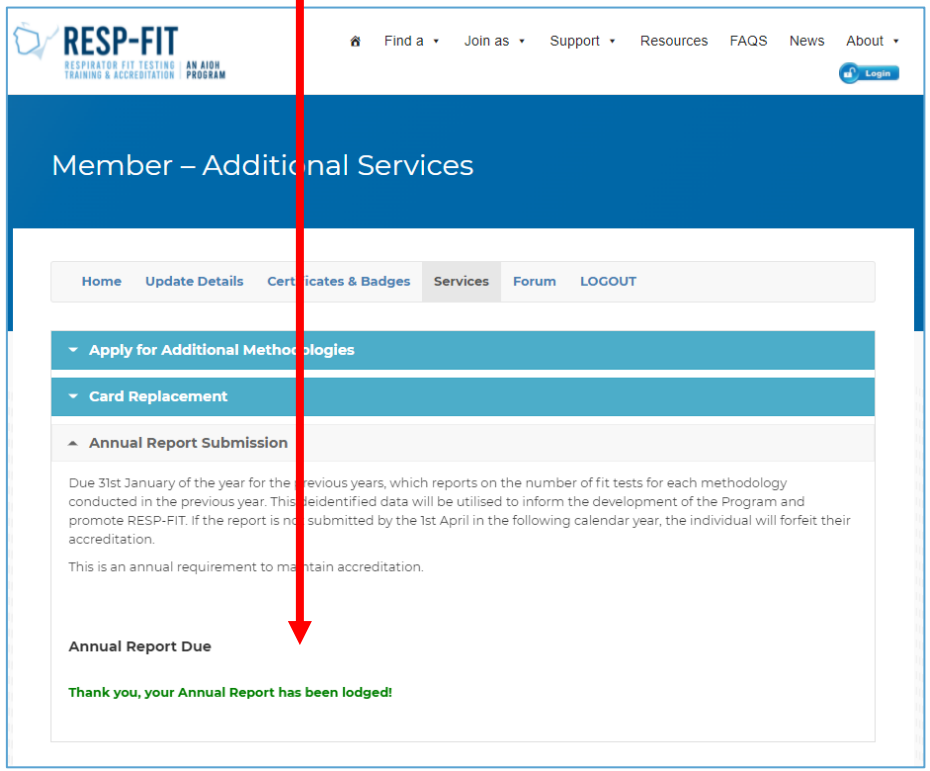
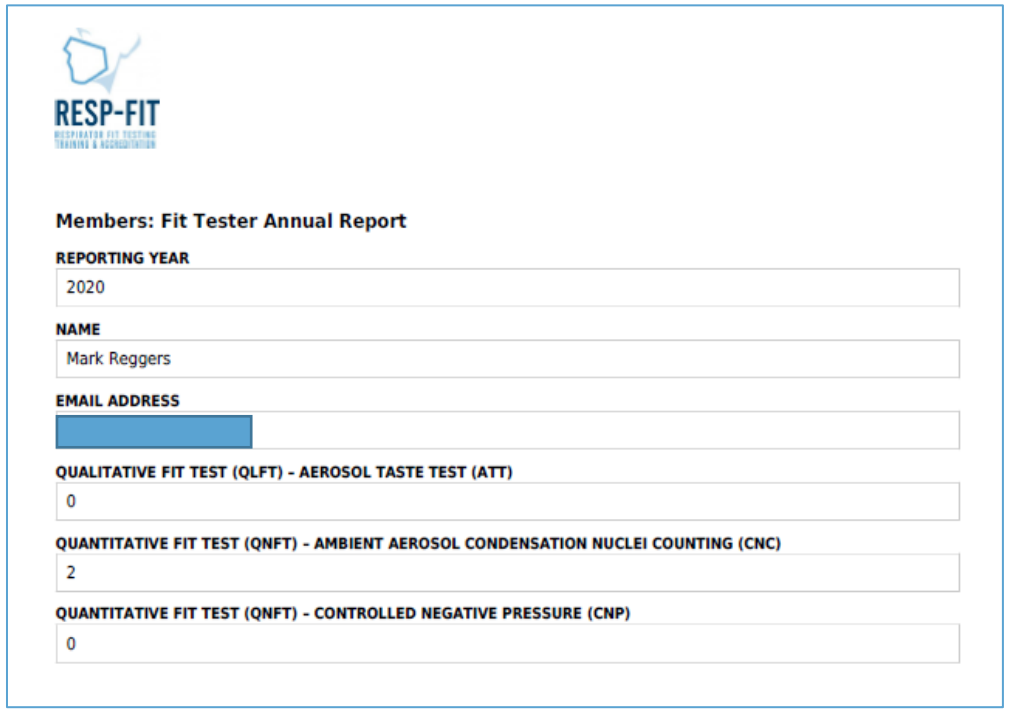
Accredited Fit Testers – Lodged Report

You will see the following screen to confirm annual report has been lodged



You will also be sent a confirmation email with a pdf report for your submission to keep for your records



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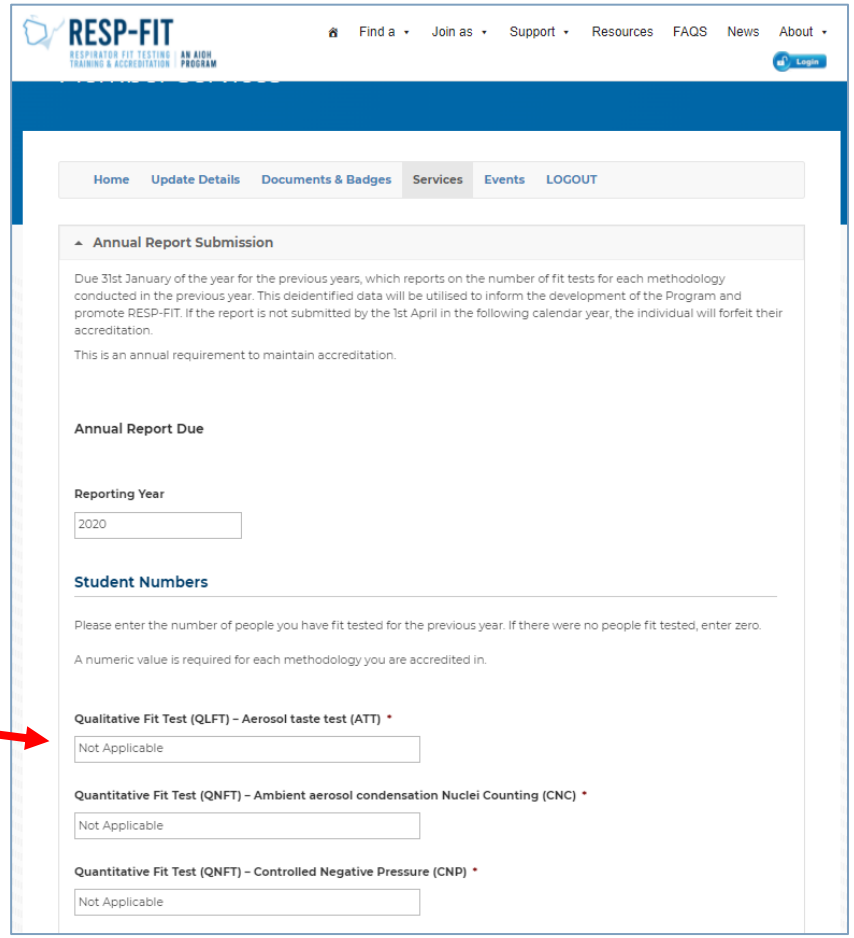
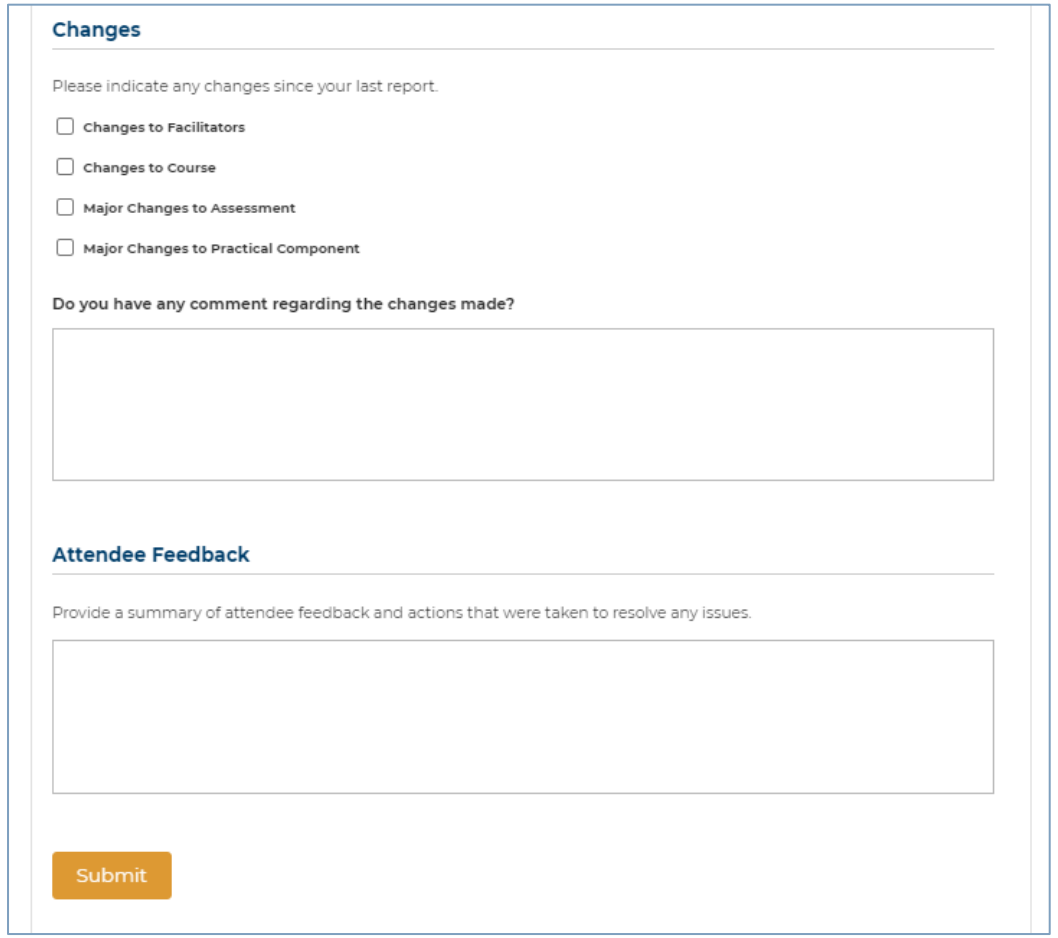
Approved Training Providers – Submission

Enter number of people you trained in the previous year for the method/s you are accredited in



Provide additional details regarding any course changes made during the year and any attended feedback and resolution (if required)



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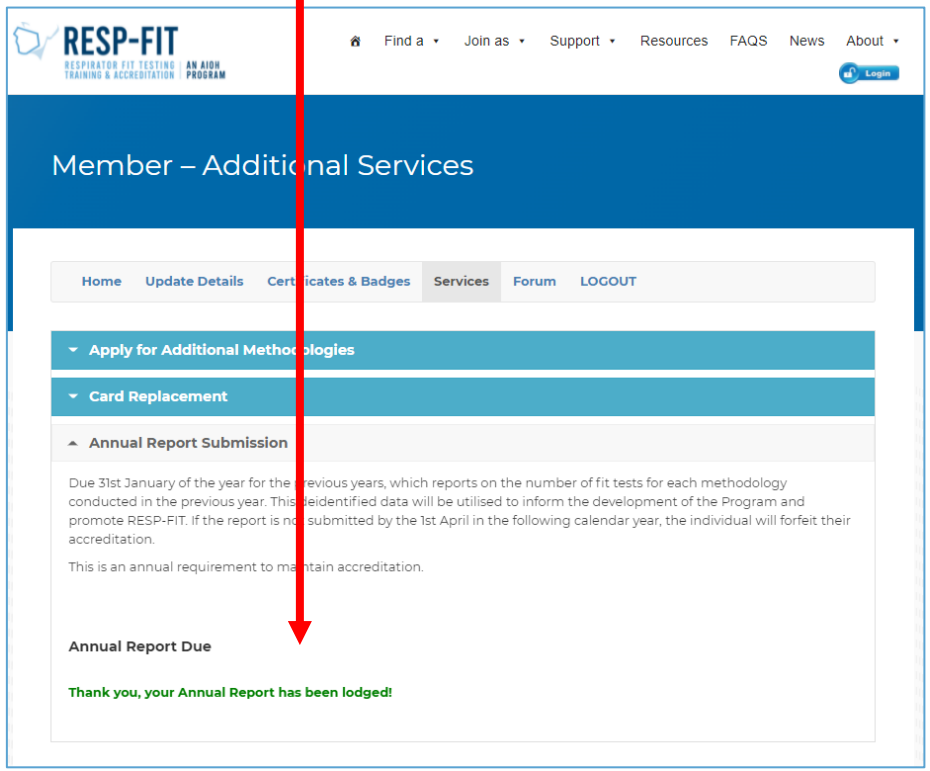
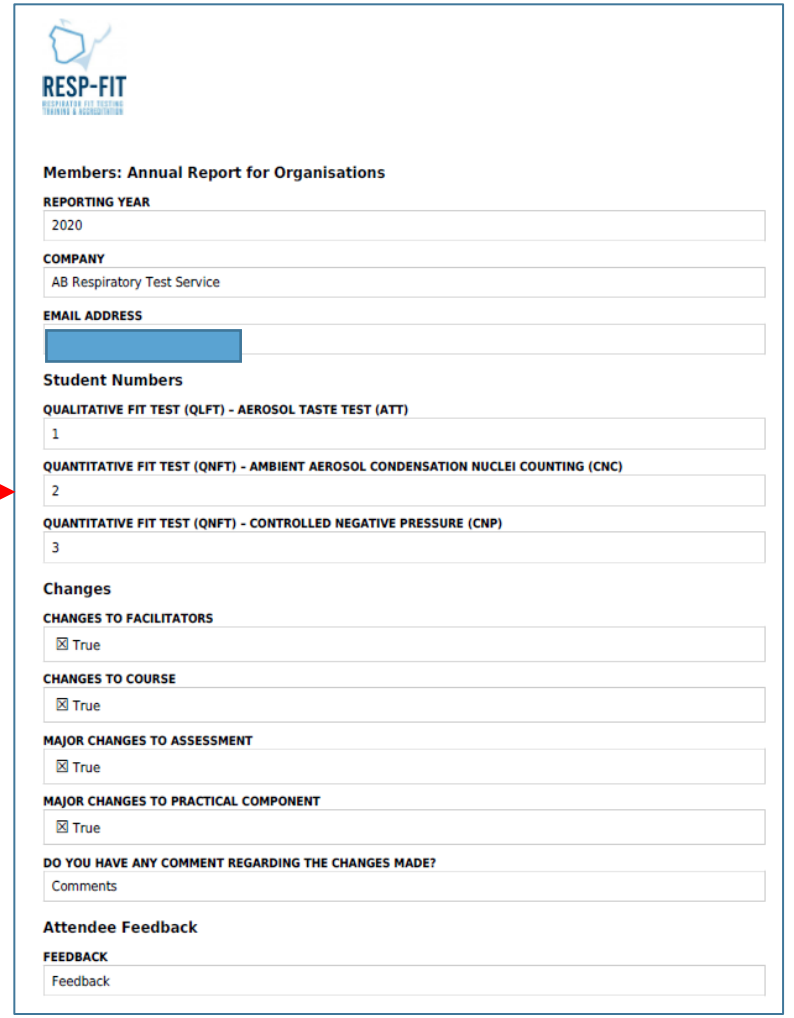
Approved Training Providers– Lodged Report

You will see the following screen to confirm annual report has been lodged



You will also be sent a confirmation email with a pdf report for your submission to keep for your records



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RESP-FIT
RESPIRATOR FIT TESTING
TRAINING & ACCREDITATION

FIT TEST TO
FIT RIGHT

Thank you

For more information visit www.respfit.org.au

or email respfit@aioh.org.au

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