

INSTRUCTIONS FOR HANDLING PT SAMPLES AND REPORTING RESULT

- This is a laboratory sample; not for consumption.
- Fill in with storage conditions specific to the analyte.
- Fill in with sample instructions specific to the analyte.
- Treat the sample in the same manner as any routine sample except as noted by the FSIS Accredited Laboratory Program (ALP).
- Laboratories may not subcontract out any PT samples. If a laboratory is unable to analyze its samples, ALP personnel should be notified.
- No comments should be made on the PT Sample Results Form.
- If PT samples are received in poor condition, the ALP should be notified immediately by email (ALP@usda.gov). The ALP may replace samples, or an excuse from reporting results may be authorized.
- All entries on forms and reports should be clearly typed or legibly written on the original.
- Name and title of authorized person signing form should also be printed below signature on all forms and reports provided by the ALP.
- Results may be submitted by email, and the original form must be signed. Digital signatures are acceptable.
- The lab will receive an email confirmation from the ALP for submitting results via email. Please keep this email for your records.
- If you do not receive an email confirmation within three business days, contact the ALP to verify that the results were received.
- PT sample results must be received on or before the due date indicated on the report form. Late results are subject to rejection. Failure to report PT sample results could result in revocation of accreditation. Results will not be accepted once the PT round has been scored and reported.
- ALP will consider claims regarding PT sample results lost in the mail only with acceptance proof of mailing. Acceptance proof of mailing includes receipts from the U.S. Post Office or overnight/express delivery carriers.
- Requests for "Excused Absences" for PT sample results must be in writing, explain the reason for the request, and be received by ALP by email before the due date.
- Laboratories may not be excused more than twice per accreditation period. Any further requests to be excused will be reviewed on a case-by-case basis by ALP staff.
- If a laboratory believes that there was a data processing error in the PT report at FSIS, the laboratory may request a review. The request must be in writing and received by ALP within 30 days of the data of the report in question.
- Retain a copy of your PT Sample Results for your records.
- All correspondence (including comments, suggestions, and appeals) should be sent to:

Accredited Laboratory Program
USDA, FSIS, OPHS, LQARCS
Russel Research Center
950 College Station Road
Athens, GA 30605

or

ALP@usda.gov