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U.S. Department of Agriculture
 Food Safety and Inspection Service
 Accredited Laboratory Program
**PROFICIENCY TESTING (PT)
 SAMPLE RESULTS**

INSTRUCTIONS: FSIS: Complete items 1 through 6.

Laboratory: Report analytical findings under item 7. See the Instruction page for additional instructions.

1. ALP Lab Number:	2. PT Sample Number:	5. Laboratory Address:
3. Date Sent: (mm/dd/yyyy)	4. Due Date for Results: (mm/dd/yyyy)	

Email Results by the Due Date to: ALP@USDA.Gov

6. Sample Type or Name: Food Chemistry	7. Results Entry Report to Two Decimal Places:
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Analyte	Amount	Unit
Moisture		%
Protein		%
Fat		%
Salt		%
Ash (Optional)		%

Submitted by Signature:

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Printed Name:

Title:

Date: (dd/mm/yyyy)

Instructions for Handling PT Samples and Reporting Results

This is a laboratory sample; not for consumption

Keep sample refrigerated or frozen. Freeze the sample for storage.

Laboratories must report all analytes for interlaboratory PT sample results, unless officially excused from doing so.

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 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 mail or email. If submitting results by email, the original form must be signed. Digital signatures are acceptable as well as pdf copies. 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.

ALP will consider claims regarding PT sample results lost in the mail only with acceptable proof of mailing. Acceptable 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 at the address below 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 at the address below 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 addressed to:

Accredited Laboratory
ProgramUSDA, FSIS, OPHS,
LQARCSRussell Research
Center 950 College Station
RoadAthens, GA 30605

or

ALP@usda.gov