OMB Number: 0583-0082 Expires:

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0583-0082. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
ACCREDITED; ABORATORY PROGRAM
PROFICIENCY TESTING (PT)
SAMPLE RESULTS

1. ALP Lab Number:

2. PT Sample Number:

4. Due Date for Results: mm/dd/yyyy)

1. Due Date for Results: mm/dd/yyyy)

1. Due Date for Results: mm/dd/yyyy)

1. Due Date for Results: mm/dd/yyyy)

EMAIL RESULTS BY THE DUE DATE TO ALP@USDA.Gov

3. Samp	le Ty	pe or	١	lame:
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7. Results Entry Report to Two Decimal Places:

ANALYTE		AMOUNT	UNIT		
Submitted by Signature					
		7			
Printed Name		Title	Date (dd/mm/yyyy		

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