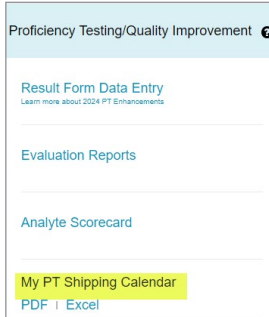




My PT Kit: Key Activities

The CAP recommends utilizing this list for each proficiency testing (PT) shipment your laboratory receives to assist you in establishing a comprehensive process for your laboratory's PT.

Things To Know



When your PT kit(s) are due to ship

You can access your laboratory's customized My PT Shipping Calendar from the e-LAB Solutions Suite (ELSS) home page

Who receives CAPTRAKer e-mail notifications?

CAPTRAKer is an email sent when your laboratory's kit(s) ships, including the tracking numbers.*

- It is sent automatically to your laboratory's PT Shipping Contact
- You can request to have additional laboratory staff receive CAPTRAKer notifications by emailing contactcenter@cap.org with the full name(s), email address(es), and the CAP account number(s) for those individuals to receive CAPTRAKer emails

Program Mailing Name (eg, CM-A): _____ Year: _____

1. Check your CAPTRAKer and confirm receipt of the kit(s).

- Refer to My PT Shipping Calendar to know which shipments you are expecting, and to check the tracking information in your CAPTRAKer email to confirm receipt in your laboratory.
- CAP shipments either ship overnight or two-day shipping — if you do not receive the kit within two days of the shipment date, contact the CAP Customer Contact Center.



2. Read the Materials for this Mailing and the Storage and Stability Instructions in the kit instructions.

- Once your kit arrives in your laboratory, open the box to ensure all contents arrived in good condition.
- If there is concern with the material, contact the CAP immediately.
- Plan accordingly, and ensure you have staff and time to run the sample material.

3. Process specimens promptly.

- It is best practice to test specimens as soon as possible once received in your laboratory.
- If you need to request a due date extension, do so *before* the program's due date.

4. Submit results online.

- *Most* program due dates allow 3 weeks for submission of results (refer to your result form for the due date).
- Results must be received by the due date reflected online via ELSS > Result Form Data Entry.
- When submitting online, there are two steps:
 1. You must **save** each page 
 2. Once all of your data is saved, **approve and submit** the results 
- Once results have been approved and submitted you will see it in the "received" status online.
- You may download or print a copy of your results after approval; this PDF will have a received timestamp on the bottom left corner, which can be used as confirmation that the CAP received your results.

5. Review and sign off on the evaluation.

- The ELSS site administrators for your laboratory are emailed a notification whenever a program evaluates.
- It is best practice to establish a process to review the evaluation and participant summary once it is available.
- Once reviewed in its entirety, the evaluation must be signed by a designated person.
- Any unacceptable results, exception codes, or biases should be addressed and documented internally per your laboratory's procedure.

*for *online-delivery* CAP events, an email is sent on the "ship date" to the PT shipping contact and ELSS site administrators with instructions on how to access the program