Proficiency Testing Kit Instructions and Result Form Resource

On the proficiency testing (PT) program(s) shipment date, your laboratory’s kit will be mailed or made available online. If mailed, your kit will include kit instructions and necessary testing materials for a specific mailing (eg, A, B, C). Most PT result forms are only available online via e-LAB Solutions Suite, with a few exceptions. This resource provides an overview of what is provided with your kit.

Kit Instructions

Sample of Page 1

Note: Information listed on page 1 is critical and should be read every mailing prior to testing.

1. FOR LABORATORY USE ONLY: The FOR LABORATORY USE ONLY box can be used to indicate the results due date (see the top of the result form for this information).

2. Title: The title indicates the program code, mailing letter, program year, and name of the program.

3. Materials for this Mailing: The Materials for this Mailing section indicates specimens and/or materials that are included in the PT kit for the respective programs that are listed and if the materials are online-only.
   Note: This section lists all possible orderable programs and kit materials for a given mailing. Your laboratory will only receive the program(s) it ordered.

4. Storage and Stability Instructions: The Storage and Stability Instructions section includes how to store specimens once your laboratory’s PT kit is received in the laboratory. Additional information may be provided regarding stability after opening. This section may not be included for all programs.

5. New for this Mailing: The New for this Mailing section includes critical program changes for a specific mailing.

7 Tests in this Program: The Tests in this Program section provides a list of all analytes/tests that can be reported for a given mailing.
**Master Lists:** The Master List(s) section contains a list of allowable reporting codes, which may include methods, manufacturers, instruments, reagents, kits, and/or discipline-specific lists used for PT/EQA reporting purposes.

- Hands should be washed after removing gloves and before leaving the testing area.
- Program specimens and reagents should be kept in separate refrigerators from those containing blood or blood components for transfusion.
- Program specimens, reagents, and disposable equipment used in testing should be autoclaved or incinerated and disposed of as hazardous waste. Disposal must follow local regulations, if more stringent than regulations enforced by the CDC or the FDA.

Warning: This program may contain a chemical known to the State of California to cause cancer.

If there has been an accident in which you have been exposed to the testing materials, call the CAP Hot Line at 800-443-3244 or 847-470-2812 (Country code: 901) at any time. You can access Safety Data Sheets (SDS) by logging on to cap.org. Under the Laboratory Improvement tab, click on Catalog and Ordering Information.

**FOR ASSISTANCE**

Provide your CAP number and contact information with all correspondence. Participants in countries serviced by a designated CAP distributor should contact their distributor’s customer service department.

Telephone: 800-323-4040 or 847-632-7000 (Country code: 001) option 1
(Monday – Friday, 7:00 AM – 5:30 PM US Central Time)

Email: contactcenter@cap.org
Website: cap.org
Address: CAP Surveys Program
325 Waugh Road
Northfield, IL 60093-2750
USA

**MASTER LISTS**

<table>
<thead>
<tr>
<th>Deleted codes</th>
<th>New/Updated codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>1290 Abbott Aria hs</td>
<td>1305 Syneos XN4 series (XN-360L/360L/450L/560L/960L)</td>
</tr>
<tr>
<td>1410 Micrometropol (all UV) Wazed</td>
<td>1892 Syneos Xs-5001, Xs-8001, Xs-1000, Xs-1200-AL</td>
</tr>
<tr>
<td>1986 Syneos Xs-2100L , Xs-2100, Xs-2100L</td>
<td>1829 Syneos Xs-1000C (RL, App)</td>
</tr>
<tr>
<td>1828 Syneos Xs-2100C, Xs-2100DC</td>
<td>1441 Syneos XT-1600, XT-2000</td>
</tr>
<tr>
<td>1357 Syneos Xs-2100, (Blood Center)**</td>
<td>1443 Syneos XT-4000</td>
</tr>
<tr>
<td>2015 Syneos Xs-2100L</td>
<td>0010 Other, specify on result form</td>
</tr>
<tr>
<td>1418 Syneos XN-series [EXCEPT XN-series (RL, App)]</td>
<td></td>
</tr>
<tr>
<td>1988 Syneos XN-series (RL, App)**</td>
<td></td>
</tr>
</tbody>
</table>

* Syneos Xs-2100DC, Regular Calibration: Use instrument code 1986
** Syneos Xs-2100AL, Blood Center Calibration: Use instrument code 1357
*** Syneos XN-series: For reference laboratories using CELL/HEALTH C: Use instrument code 1196
† Syneos Xs-1000C: For reference laboratories using CELL/HEALTH C, Use instrument code 1829
Attestation Page: The laboratory director or designee and the testing personnel must sign the attestation page included with the kit or print the online result form with attestation page for physical signature. It is also acceptable for the laboratory director to log in to cap.org with their personal credentials, access the result form using e-LAB Solutions Suite, type their name on the attestation page, save, and approve using the existing online result form functionality. Do not return this page to the CAP. Refer to the Result Form, Attestation Page section, for additional information.
Result Form

1. **Last Updated**: When viewing a result form online, this is the date that the result form was last updated by a user in e-LAB Solutions Suite.

2. **Kit Number**: The unique number assigned to each program kit.

3. **Program Codes**: The code(s) associated with the program. **Note**: This code is identical to what is listed in the Surveys and Anatomic Pathology Education Programs Catalog.

4. **Due Date**: The date that results are due to the CAP. Results must be approved and submitted by this date, midnight, Central Time, in order to be accepted.

5. **Important Box**: Critical information for a given mailing. Review this box every mailing.

6. **Unit of Measure (UOM)**: Provides the UOM for this analyte reporting area. In some cases, you must select your UOM by clicking a reporting bubble. The UOM must match the results you are reporting.

7. **Instrument Code Box**: Enter your testing method, instrument, reagent, etc., code in the reporting box provided. Codes can be found on the master list in the kit instructions or in the online drop-down menu (which can be accessed by clicking anywhere in the reporting box). In most cases, the code reported by your laboratory for the last mailing will be prepopulated. This can be changed at any time by selecting a new code from the drop-down menu.

8. **Exception Code Bubbles**: Select one of these bubbles to indicate the reason why an analyte was not reported. An explanation of these codes is provided in the kit instructions. Selecting an exception code will result in that code being assigned to any result area left blank.

9. **Specimen Number**: The number assigned to the testing material (eg, vial, online challenge) provided. Verify that specimen numbers on the testing materials match the reporting area in the result form.

10. **Reporting Box**: This area is where your laboratory records its results. Results must be reported to the decimal place provided in the reporting area.
Attestation Page

This document should be signed by testing personnel and retained by the laboratory as documentation. Do not return this page to the CAP. Your laboratory may use this page or the version provided on the kit instructions.

1. Signature Boxes: Use this section to physically sign your name. The laboratory director (or designee) and the testing personnel involved with this mailing must sign. Online signature functionality is not available at this time.

2. Survey Mailing Information: The program code, mailing, and year for a given mailing (eg, CA2022).

3. Use of Other Box: If an “other” method code was entered for any analyte, use this section to indicate the testing method used. This section is not intended for comments.

Attestation/Use of Other Form

Attestation Statement

As stated in the February 28, 1992 United States Federal Register under Subpart H 493-801 (b) (1), “the individual testing or examining the samples and the laboratory director must attest to the routine integration of the samples into the patient work load using the laboratory's routine methods.” The laboratory director or designee and the testing personnel must sign the result form.

You may use the attestation page provided in the kit instructions or, alternatively, print, sign, and retain a copy of this page for your records and inspection purposes.

If your laboratory requires additional space for signatures, copy this form as needed.

We, the undersigned, recognizing that some special handling may be required due to the nature of proficiency testing (PT) materials, have as closely as is practical, performed the analyses on these specimens in the same manner as regular patient specimens. We confirm that results were not shared or PT specimens referred or tested outside our CLIA identification number.

Director (or Designee) (signature required)

Testing Personnel (signature required)

Testing Personnel (signature required)

Testing Personnel (signature required)

Use of Other

If applicable, use this section to list methodology information not found on the master lists or result form. For online entry, you can enter only 255 characters. CAP Accreditation Program Participants: Do not use this section to make changes to your test/activity menu. Update your test/activity menu using Organization Profile on cap.org via e-LAB Solutions Suite.

Signatures will not display when viewed online.

Customer Contact Center 800-323-4040 or 847-832-7000
(Country code: 001) option 1

AO 5/6/23