



# AOAC Laboratory Proficiency Testing Program

Maintain Highest Possible Standard of Accuracy and Reliability

## 2015



Proficiency Testing Provider  
Certificate Number 1782.01



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## **AOAC Proficiency Testing Program Provides the Highest Standard of Accuracy, Reliability, Quality and Service**

Today's analytical laboratories compete in a truly global marketplace. To succeed, an analytical laboratory must maintain the highest possible standard of accuracy and reliability.

The AOAC INTERNATIONAL Laboratory Proficiency Testing Program enables laboratories to offer their products to markets worldwide. In fact, AOAC INTERNATIONAL has assumed a leadership role in providing proficiency testing programs to analytical laboratories. The program has grown to meet the needs of our ever-expanding field and currently offers a wide array of proficiency testing program modules in the areas of food microbiology, food chemistry, pesticide residues, and others.

### **The Laboratory Proficiency Testing Program comes with AOAC INTERNATIONAL's commitment to provide:**

- An A2LA Accredited program since 2001
- Independent assessment of the accuracy and reliability of your analytical data
- Testing samples arrive at your laboratory ready to analyze, like routine samples
- Comprehensive testing programs offering a wide array of analytes and matrices
- Confidential and secure website to enter data
- Historical database
- State-of-the-art electronic reports
- Access to international quality experts
- Expanding programs to meet your quality assurance needs



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## Two Enrollment Options

### Full Year Enrollment

AOAC offers an annual program which starts with the first selected shipment and continues for one year. Your laboratory can enroll in any of our programs, at any time, and be set up to receive the very next shipment of samples for the program that you choose. To enroll please complete the **full year enrollment form** by the enrollment due date.

### Partial Year Enrollment

AOAC offers a custom program of partial shipments to fit your labs needs. You may enroll in as many shipments as your lab requires. Prepayment is required for all partial enrollments. To enroll please complete the **partial enrollment form** by the enrollment due date.

## Easy Steps to Enroll

1. Select the program your lab requires from the Program Catalog
2. Use the writable enrollment form to fill out your selections. Complete all steps of the form. All fields are required. If the form is not completed this will delay your enrollment. (Note: By checking the boxes next to the program and start date, your form will automatically calculate the price).
  - a) **Step 1a:** Program, Rates and Start date - Select your program (check the box to the left of each program(s) you wish to enroll in).
  - b) **Step 1b:** Program, Rates and Start date - Select your program start date (check the box next to the start month/date. See the Enrollment Deadlines to ensure your enrollment will be accepted for the selected start date).
  - c) **Step 1c:** Program, Rates and Start date - If your located in Canada or Mexico, check the box at the bottom of the form that says "Check box if shipping to Canada or Mexico" (there is an additional shipping fee to these locations).
  - d) **Step 1d:** Billing Policies - Read and Initial next to each billing policy.
  - e) **Step 2:** Shipping Information - Provide the primary contact information and the shipping address where samples should be received (the primary contact person receives emails about shipments, results and renewals).
  - f) **Step 3:** Billing Information - Provide Billing Information and primary billing contact.
  - g) **Step 4:** Payment Information - Provide Purchase order and/or payment information.
  - h) **Step 5:** To submit electronically select the button "Click to Submit". To submit via fax or mail select "Click to Print".

## Enrollment Confirmation

Once your enrollment is completed, AOAC will email a confirmation with your program information, unique Site Identification (ID), participant login information, and invoice or receipt.

## Late Enrollments

AOAC will make every effort to accommodate any new enrollments or enrollment changes that come in after the 30 day enrollment deadline. Please contact AOAC in writing at [LPTP@aoac.org](mailto:LPTP@aoac.org) to request a late enrollment.

## Enrollment Deadlines

Your laboratory can enroll in any of our programs, at any time, and be set up to receive the very next shipment of samples for the program that you choose. We only require that your laboratory enroll in a program at least **30 days** prior to the next shipment month (**see enrollment deadlines on pages 13-14**).AOAC provides participant numbers to the test material provider 30 days prior to a scheduled shipment. In order to receive a shipment your lab must be included on this list.

## Enrollment Date

Your enrollment date is considered to be the date AOAC INTERNATIONAL receives written notification for a new enrollment or renewal in the Laboratory Proficiency Testing Program.

## Primary Contact

The AOAC Laboratory Proficiency Testing Program only allows one email contact for the program. If you require additional personnel in your lab to receive emails regarding delivery and deadlines please contact your IT department to create a group email address (one email address with the capability of being received by more than one person).

Any primary contact changes must be completed using the **Primary Lab Contact Change Form** or emailed to [LPTP@aoac.org](mailto:LPTP@aoac.org).

## International and Non-Continental U.S. Customers

AOAC ships all samples using Fedex via overnight. These shipments are sent door-to-door service. We can readily ship samples to most of North America, Central America, South America, Europe and some regions of Asia. Other international locations can receive samples but the laboratory would need to hire an independent broker such as World Courier or other. If we can ship to your location, an additional international shipping fee will be added to your invoice total. Shipping rates are determined by Fedex, not by AOAC.

Please **contact AOAC LPTP** if your laboratory is interested in signing up for one of our programs that contains pathogens as specific countries do have regulations on importing “dangerous goods”. Pathogens are considered “dangerous goods” according to IATA regulations. AOAC staff will gladly look up this information for you.

## Permits

Many countries require import permits or certificates of origin for customs clearance. Please request this permit information from your local authorities to determine if any permits are required. Import permits are obtained by the customer and a copy should be forwarded to AOAC INTERNATIONAL at [LPTP@aoac.org](mailto:LPTP@aoac.org).

In addition, these documents need to be provided to your customs broker/agent prior to the ship date of your ordered product. Many countries require a waiting period upon registration for such permits. Please submit all permits and other required documentation a minimum of six weeks prior to the shipment date for all ordered programs.

## Cancellations

Notify AOAC by email, [LPTP@aoac.org](mailto:LPTP@aoac.org), at least 30 days prior to a scheduled shipment with your Site ID, lab name, and reason why your lab must cancel. If cancellation is received after your enrollment date or the 30 day period AOAC will charge an Early Termination Fee (ETF) of \$150.00 per program and, if applicable, any prorated fees associated with sample shipment(s) reported or received.

**Questions about Enrollment? Email [LPTP@aoac.org](mailto:LPTP@aoac.org)**

## Site Identification (Site ID)

To maintain confidentiality AOAC assigns a unique lab Site Identification number to each participating lab. We call this number your Site ID and it is used to identify your laboratory in the proficiency testing program and billing.

## Analyses Deadlines

For all programs except P01, laboratories have two weeks to complete the analyses and submit results. P01 Pesticide Residue participants have 30 days to complete the analyses and submit results (see shipment dates on pages 11-12).

## How to Submit Results

AOAC assigns a unique login and password to each participating lab. A confidential and secure web site has been designed so that your laboratory can log in using a secure password and enter responses, methods, and results online through the use of the internet. Laboratories also receive reports electronically through the web site. The electronic submission of results and report distribution greatly reduces the turnaround time for issuing results, ensuring your laboratory receives its verified results as quickly as possible.

## Certificates

AOAC provides certificates to participating laboratories after you have completed your first round of testing, for your current enrollment period.

To request a certificate complete the [Certificate Request Form](#).

## Assign a Reviewer

You may assign up to four people to review reports through the AOAC PT website. Use the "Assign Reviewer" function to add these individuals. Note: Reviewers do not have access to raw data submitted, and cannot make changes in any way. **View more detailed instructions.**

## View Reports

There are two ways to view and print electronic reports and results:

1. Participants receive an email notification from AOAC when results are issued with a direct link to your report in the email.
2. Login to the PT Participant website to view and print current and historical reports.

[View more detailed instructions](#)

Questions about participation? Email [LPTP@aoac.org](mailto:LPTP@aoac.org)



## Discounts

Full enrollments: If your company enrolls 5-9 laboratories then they will receive a 5% discount on the sample price for all laboratories enrolling. 10 or more will receive a 10% discount on the sample prices for all laboratories enrolling. The discount applies to the sample prices and not the shipping fees.

Partial enrollments: Do not qualify for discounts.

## Shipping Fees

Domestic shipping prices are included in the rates. International shipping fees please **contact AOAC** for further information. If we can ship to your location, additional international shipping fees will be added to your invoice total. Shipping rates are determined by Fedex, not by AOAC.

## Payment Terms

Existing Participants: Payment Terms are NET 60 for existing customers who have established credit with AOAC. Full payment is due by the Payment Due date located on your invoice.

New Enrollees: Prepayment is required, if your lab has no prior credit history with AOAC. If prepayment is not received 30 days prior to the requested start date, your enrollment will start with the next shipment available upon receipt of payment.

Partial Enrollments: Prepayment is required for ALL partial enrollments.

AOAC reserves the right to change these payment terms at any time and request prepayment for accounts that have a past due credit history.

## Renewals

Full Enrollments: If you are currently enrolled in a full year PT program, AOAC emails renewal invoices to the primary lab contact 90 days prior to your labs program renewal date. Renewal instructions are included in the email.

Partial Enrollments: AOAC does NOT sent renewal notices for partial enrollments. We send a general notification with the partial year enrollment form. It is up to the lab to set up a partial year enrollment schedule by returning the completed enrollment form to AOAC.

Questions about billing? Email [LPTP@aoac.org](mailto:LPTP@aoac.org)





### **Routine Samples Ready to Analyze**

AOAC's proficiency testing samples arrive at the laboratory ready to analyze like routine samples. AOAC's samples go through rigorous homogeneity testing before the samples are shipped. Stability testing is completed at the round's end.

Other companies that offer proficiency testing programs have samples that have to be prepared and mixed prior to analysis; this can present an opportunity for error and also takes additional time and resources.

### **Samples Used for Evaluation**

The AOAC Proficiency Testing Program has procedures in place to ensure that the result data the participating laboratories' receive meets the requirements that were determined by an advisory task force consisting of international experts. If a sample fails to meet the requirements then that sample is flagged for review and may not be used for evaluation.

Questions about samples? Email [LPTP@aoac.org](mailto:LPTP@aoac.org)



### **Standard Microbiology Programs (M01, M08, M09)**

The Standard Microbiology Program was developed for laboratories that compete in the area of food safety. This program helps laboratories prove proficiency in detection of pathogens (including *Salmonella*, *E. coli* O157:H7, and *Listeria*), as well as quantifying aerobic organisms, coliforms, *E. coli*, Coagulase Positive *Staphylococcus*, yeast and mold, *Bacillus cereus*, and *Enterobacteriaceae*. The program offers eight test samples—four qualitative and four quantitative. Additionally, participants have the option of reporting and being evaluated on O and H antigens for *Salmonella* and identifying *Listeria* species. A laboratory may perform as many or as few analyses among the tests listed above. This program is also available without *E. coli* O157:H7 (M08) and without *E. coli* O157:H7 and *Listeria* (M09).

### **Pathogen-Free Microbiology Program (M02)**

For laboratories that do not routinely test for pathogens, AOAC offers the Pathogen-Free Program, which offers an opportunity to participate in a microbiology program without bringing potentially hazardous pathogens into the laboratory. The program includes four samples of mashed potatoes for quantitative determination of coliform, *E. coli*, yeast and mold, and aerobic plate count. A laboratory may perform as many or as few analyses among the tests listed above.

### **Meat Microbiology Programs (M03, M04, M05, M10, M12)**

Foodborne pathogens pose a serious problem in the United States, annually five million illnesses and four thousand deaths are attributed to meat and poultry products. And, because outbreaks of *Listeria monocytogenes*, *E. coli* O157:H7, and *Salmonella* are making headlines, many companies are eager to prove the safety of their foods. With the increased public concern surrounding foodborne pathogens, laboratories are under considerable pressure to provide detailed analyses in a host of meat related areas. To address these requirements, AOAC offers three modules within its Meat Microbiology Program. The first (M03) provides 10 ground meat samples to determine different *Salmonella*. The second (M04) provides 10 ground meat samples to test the presence or absence of *E. coli* O157:H7. Finally, laboratories may choose a module (M05) which includes 12 processed meat samples, that determines the presence or absence of *Listeria monocytogenes*.

In addition, for those laboratories that wish to analyze all three pathogens or two pathogens in a meat matrix, AOAC offers two combination pathogen programs in a meat matrix (M10 and M12). The first Combination Pathogen Program (M10) offers participating laboratories the opportunity to test for *Salmonella* species in a ground meat matrix (four samples), *E. coli* O157:H7 in a ground meat matrix (four samples), and *Listeria monocytogenes* in a processed meat matrix (four samples). Now AOAC offers a second combination program, Combination Pathogen Program without *E. coli* O157: H7 (M12), for laboratories testing for *Salmonella* species in a ground meat matrix (four samples) and *Listeria monocytogenes* in a processed meat matrix (four samples).

### **Salmonella in Liquid Egg (E02)**

This qualitative program consists of five *Salmonella* in Liquid Egg samples. This program allows the participant to report present or absence of *Salmonella* and also provides the opportunity to report the O and H antigens.

### **Food Chemistry for Nutrients Programs (C01,C02)**

U.S. Food and Drug Administration (FDA) requirements for nutrition labeling demand food chemistry panels adhere to strict federal guidelines. AOAC offers proficiency testing programs for both meats (C01) and cheese (C02) chemistry with two samples per shipment. Each program offers analysis of protein, moisture, fat, salt, ash, carbohydrate, cholesterol, sodium, potassium, magnesium, iron, calcium, and calories. In addition, the C01 Meat Chemistry Program offers analysis of nitrite\*, saturated fat, monounsaturated fat, polyunsaturated fat, and trans fatty acids. The C02 Cheese Chemistry program also offers analysis of lactose\*, galactose\*, phosphorus, saturated fat, monounsaturated fat, polyunsaturated fat, and trans fatty acids.

\* These analytes are currently not included in the AOAC INTERNATIONAL Proficiency Testing Programs scope of accreditation.

### **Pesticide Residues in Fruits and Vegetables Program (P01)**

In an effort to meet the needs of the analytical laboratory community, AOAC recently added the Pesticide Residues in Fruits and Vegetables Program. Laboratories participating in the program can test for an extensive array of pesticide residues in a fruit and vegetable matrix (P01). The list of chemicals tested in the program was developed after an extensive survey of international needs and interests. Countries participating in the survey included the United States, Canada, the United Kingdom, the Netherlands, Sweden, and Australia. The Pesticide Residues in Fruits and Vegetables Program features: 56 possible chemicals, Three shipments of testing materials per year, three test samples per shipment, and a fruit and vegetable matrix.

To assist analytical laboratories in tailoring the program to fit their specific needs, laboratories are asked to provide a listing of those residues that they will be testing. Participants are only evaluated for these specific residues and the report provided will clearly identify these pesticides. (view a list of Pesticide Residues on page 12).

# P01 PROGRAM - PESTICIDE RESIDUE LIST

Pesticide Residue	CAS#	Pesticide Residue	CAS#
Acetamiprid	135410-20-7	Fenbuconazole	114369-43-6
Aldicarb	116-06-3	Fenvalerate-Total	51630-58-1
Aldicarb-sulfoxide	(116-06-3)*	Fludioxonil	131341-86-1
Aldoxycarb	1646-88-4	Imidacloprid	138261-41-3
Azinphos ethyl	2642-71-9	Iprodione	36734-19-7
Azinphos methyl	86-50-0	Malathion	121-75-5
Azoxystrobin	131860-33-88	Methamidophos	10265-92-6
BHC (HCH) - Total	608-73-1	Methidathion	950-37-8
Boscalid	188425-85-6	Methoxyfenozide	161050-58-4
Carbaryl	63-25-2	Myclobutanil	88671-89-0
Carbofuran	1563-66-2	Omethoate	1113-02-6
Chlorpropham (CIPC)	101-21-3	Oxamyl	23135-22-0
Chlorpyrifos	2921-88-2	Parathion methyl	298-00-0
Clothianidin	210880-92-5	Permethrin - total	52645-53-1
Cypermethrin	52315-07-8	Phorate	298-02-2
Cyprodinil	121552-61-2	Phoratesulfone	2588-04-7
DCPA (Dacthal)	1861-32-1	Phosmet	732-11-6
DDE p p	72-55-9	Pirimiphos methyl	29232-93-7
DDT p p	50-29-3	Propiconazole	60207-90-1
Diazinon	333-41-5	Propoxur	114-26-1
Dichloran	99-30-9	Pyraclostrobin	175013-18-0
Dieldrin	60-57-1	Pyrimethanil	53112-28-0
Dimethoate	60-51-5	Spinosad	131929-60-7 (Spinosyn A) & 131929-63-0 (Spinosyn D)
Dinotefuran	165252-70-0	Tebufenozide	112410-23-8
Diphenylamine	122-39-4	Thiamethoxam	153719-23-4
Endosulfan II	33213-65-9	Trifloxystrobin	141517-21-7
Endosulfan I	959-98-8	Quintozene	82-68-8
Endosulfan sulfate	1031-07-8	Vinclozolin	50471-44-8
Ethion	563-12-2		

\*= Parent

# 2015

Program	Shipment Date (mm-dd-yy)	Enrollment Deadline (mm-dd-yy)	Matrix*	Analytes		
<b>M01*</b> Standard Microbiology	01-19-15	12-15-14	Mashed Potatoes	<i>Salmonella</i>	APC	Yeast
	04-13-15	03-09-15		<i>Listeria</i>	Coliform	Mold
	07-13-15	06-08-15		<i>E. coli</i> O157:H7	<i>E. coli</i> (generic)	<i>B. cereus</i>
	10-05-15	09-01-15		<i>Enterobacteriaceae</i>	<i>S. aureus</i>	
<b>M08*</b> Standard Microbiology	01-19-15	12-15-14	Mashed Potatoes	<i>Salmonella</i>	APC	Yeast
	04-13-15	03-09-15		<i>Listeria</i>	Coliform	Mold
	07-13-15	06-08-15		<i>Enterobacteriaceae</i>	<i>E. coli</i> (generic)	<i>B. cereus</i>
	10-05-15	09-01-15			<i>S. aureus</i>	
<b>M09*</b> Standard Microbiology	01-19-15	12-15-14	Mashed Potatoes	<i>Salmonella</i>	APC	Yeast
	04-13-15	03-09-15		<i>Enterobacteriaceae</i>	Coliform	Mold
	07-13-15	06-08-15			<i>E. coli</i> (generic)	<i>B. cereus</i>
	10-05-15	09-01-15			<i>S. aureus</i>	
<b>M02</b> Pathogen Free	02-16-15	01-13-15	Mashed Potatoes	APC	Yeast	
	05-04-15	03-30-15		Coliform	Mold	
	08-03-15	07-01-15		<i>E. coli</i>		
	11-02-15	09-28-15				
<b>M03*</b> Meat Microbiology	03-02-15	01-29-15	Ground Beef	<i>Salmonella</i>		
	06-08-15	05-14-15				
	09-14-15	08-10-15				
	12-07-15	11-02-15				
<b>M04*</b> Meat Microbiology	03-02-15	01-29-15	Ground Beef	<i>E. coli</i> O157:H7		
	06-08-15	05-14-15				
	09-14-15	08-10-15				
	12-07-15	11-02-15				
<b>M05*</b> Meat Microbiology	03-02-15	01-29-15	Hot Dogs	<i>Listeria</i>		
	06-08-15	05-14-15				
	09-14-15	08-10-15				
	12-07-15	11-02-15				
<b>M10*</b> Meat Microbiology Combo	03-02-15	01-29-15	Ground Beef & Hot Dogs	<i>Salmonella</i>		
	06-08-15	05-14-15		<i>E. coli</i> O157:H7		
	09-14-15	08-10-15		<i>Listeria</i>		
	12-07-15	11-02-15				
<b>M12*</b> Meat Microbiology	03-02-15	01-29-15	Ground Beef & Hot Dogs	<i>Salmonella</i>		
	06-08-15	05-14-15		<i>Listeria</i>		
	09-14-15	08-10-15				
	12-07-15	11-02-15				
<b>E02*</b> Liquid Whole Egg Program	02-02-15	01-13-15	Liquid Whole Egg	<i>Salmonella</i>		
	08-03-15 <sup>1</sup>	07-06-15				

\*Programs contain Pathogens

Updated: 12/12/2014 9:21 AM

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Program	Shipment Date (mm-dd-yy)	Enrollment Deadline (mm-dd-yy)	Matrix*	Analytes		
<b>C01</b> Ground Meat	03-03-15	01-30-15	Ground Meats	% Moisture	% Salt	Salt
	06-02-15	04-30-15		% Fat	Nitrite (ppm)**	Calories (cal/100g)
	09-08-15	08-04-15		% Protein	Potassium (ppm)	% Saturated Fat
	12-08-15	11-03-15		% Ash	Magnesium (ppm)	% Monounsaturated Fat
<b>C02</b> Processed Cheese	03-03-15	01-30-15	Cheese	% Carbohydrate	Iron (ppm)	% Polyunsaturated Fat
	06-02-15	04-30-15		Cholesterol (mg/100g)	% Calcium	% Trans Fatty Acids
	09-08-15	08-04-15		% Sodium	% Lactose**	Calories (cal/100g)
	12-08-15	11-03-15		% Fat	% Galactose**	% Phosphorus
<b>P01</b> Pesticide Residues in Fruits and Vegetables	02-10-15	01-09-15	Cucumbers	<a href="#">Click here</a> for a list of possible analytes		
	06-09-15	05-05-15	Peaches			
	10-13-15	09-08-15	Tomatoes			

\*Programs contain Pathogens

\*\*Analyte currently not under scope of accreditation.

Updated: 02/02/2015 12:46 PM

## PROGRAM RATES

# 2015

<b>Program</b>	<b># Shipments per year</b>	<b>Program Description</b>	<b>Annual Program Fee</b>	<b>Annual Shipping Fee*</b>	<b>Full Program Rate</b>	<b>Program Rate (Per Quarter)</b>
<b>M01</b>	<b>4</b>	Standard Microbiology Program	\$3,400.00	\$700.00	<b>\$4,100.00</b>	<b>\$1,025.00</b>
<b>M08</b>	<b>4</b>	Standard Microbiology Program (without <i>E. coli</i> O157:H7)	\$3,400.00	\$700.00	<b>\$4,100.00</b>	<b>\$1,025.00</b>
<b>M09</b>	<b>4</b>	Standard Microbiology Program (without <i>E. coli</i> O157:H7 & <i>Listeria</i> )	\$3,400.00	\$700.00	<b>\$4,100.00</b>	<b>\$1,025.00</b>
<b>M02</b>	<b>4</b>	Pathogen-Free Microbiology	\$2,800.00	\$400.00	<b>\$3,200.00</b>	<b>\$800.00</b>
<b>M03</b>	<b>4</b>	Meat Microbiology 1 ( <i>Salmonella</i> )	\$2,700.00	\$760.00	<b>\$3,460.00</b>	<b>\$865.00</b>
<b>M04</b>	<b>4</b>	Meat Microbiology 2 ( <i>E. coli</i> O157:H7)	\$2,900.00	\$760.00	<b>\$3,660.00</b>	<b>\$915.00</b>
<b>M05</b>	<b>4</b>	Meat Microbiology ( <i>Listeria</i> )	\$2,900.00	\$760.00	<b>\$3,660.00</b>	<b>\$915.00</b>
<b>M10</b>	<b>4</b>	Combination Meat Microbiology ( <i>Salmonella</i> , <i>E. coli</i> O157:H7 & <i>Listeria</i> )	\$4,780.00	\$760.00	<b>\$5,540.00</b>	<b>\$1,385.00</b>
<b>M12</b>	<b>4</b>	Combination Meat Microbiology ( <i>Salmonella</i> & <i>Listeria</i> )	\$3,530.00	\$760.00	<b>\$4,290.00</b>	<b>\$1,073.00</b>
<b>C01</b>	<b>4</b>	Meat Chemistry	\$2,150.00	\$350.00	<b>\$2,500.00</b>	<b>\$625.00</b>
<b>C02</b>	<b>4</b>	Cheese Chemistry	\$2,250.00	\$350.00	<b>\$2,600.00</b>	<b>\$650.00</b>
<b>P01</b>	<b>3</b>	Pesticide Residues in Fruits & Vegetables	\$4,000.00	\$360.00	<b>\$4,360.00</b>	<b>\$1,454.00</b>
<b>E02</b>	<b>2</b>	Salmonella in Liquid Egg	\$1,800.00	\$450.00	<b>\$2,250.00</b>	<b>\$1,125.00</b>

- Domestic shipping prices are included in the rates.
- Shipping to Canada or Mexico please add \$150.00 USD to the annual shipping cost and for partial enrollments, \$50.00 per quarter.
- Shipping fees are subject to change.
- All other international locations email [LPTP@aoac.org](mailto:LPTP@aoac.org) prior to enrollment (see [shipping information](#) on page 8)



**AOAC INTERNATIONAL**  
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