

# INSTRUCTIONS

## GENERAL PROFICIENCY TESTING INFORMATION

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**STUDY SHIPPING DATE:** October 15 2012

**STUDY DEADLINE:** November 9 2012

**WEB DATA ENTRY:** [www.cala.ca/profwebdata.html](http://www.cala.ca/profwebdata.html)

**INSTRUCTIONS:** [www.cala.ca/Instructions.html](http://www.cala.ca/Instructions.html)

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### GENERAL NOTES

1. PT results must be reported in the units indicated, using the CALA web-data-entry system by midnight of the study deadline. Failure to report results by this time will be treated as an unacceptable PT.
2. Provide information on results, method and date analyzed.
3. Provide name and telephone number of laboratory contact.
4. PT samples must be treated with the same effort and workflow as the majority of client samples.
5. Collusion or falsification of PT study data will result in withdrawal of PT recognition and may also result in withdrawal of accreditation.
6. The only instruction sheet that has changed since the last study is the one for C11/C12/C13.