



Instructions for Handling Test Materials

Result Forms

- Download the fillable PDF **Quality Result Form** and **Drug Residue Result Form** from the [Milk Proficiency Testing Program](#) website. Adobe Acrobat or Adobe Acrobat Reader will be needed to complete these forms. The latest version of Adobe Acrobat Reader can be downloaded for free at [Adobe](#).
- Full details regarding entering and reporting results are described in each result form and the **Proficiency Testing Forms Instructions** (located on the [Milk Proficiency Testing Program](#) website).
- Submit result forms by **April 11, 2025**.

Receipt and Storage

- Verify samples are present (see table below).

Test Set Contents		
Sample(s)	Vial Color	Test
1 – 8	Blue	Aerobic Count, Coliform Count, Phosphatase
9 – 14	Yellow	Aerobic Count, Plate Loop Count
15 – 22	Green	Drug Residue (Inhibitory Substances)
23	Clear	Temperature Control
24 – 31	Purple	Somatic Cell Count (Shipped separately if ordered)

Fat Level Details for Charm Phosphatase Testing	
Sample(s)	Product Type
8	Chocolate Milk, 1%
2, 6	2% Milk
3, 5	Skim Milk
1, 4, 7	Whole Milk

- Record temperature of TC (#23) prior to testing on test result form (page 1).
- If samples are frozen, record sample number on test result form (page 1). Frozen samples may be thawed and tested.
- If any samples are leaking, please contact DATCPBLSProficiencyTesting@wisconsin.gov or (608) 224-4831.
- Keep all samples refrigerated (0 – 4.5 °C).
- **Analyze all samples within one day of receipt.**

Analysis

- Test materials should be analyzed in accordance with the most current NCIMS 2400 series.
- Keep all samples within 0 – 4.5 °C during analysis.
- Each analyst should perform test controls independently.
- Samples should not be analyzed in duplicate for any test.

Shipping Supplies

- Return shipper to:
WDATCP Bureau of Laboratory Services
2601 Agriculture Drive, Suite 150
Madison, WI 53718
- The follow items must be returned with the shipper: icepack, polycell floater vial rack, and pegboard(s).
- **Please note that if shippers are not returned by April 18, 2025 a \$50 replacement fee will be added to the billing invoice.**