





2023 PROFICIENCY TESTING FORMS INSTRUCTIONS

What's Different about the 2023 Milk PT?

We've gone digital with our order and result forms! To participate, you'll need Adobe Acrobat or Adobe Acrobat Reader, which can be downloaded for free ([click here](#) ). Each PDF comes with specific instructions per test, while this packet provides an overview of what to expect. Email specific questions to DATCPBLSProficiencyTesting@wisconsin.gov or call us at (608) 224-4831.

Where Can I Access these Forms?








All documents are available for viewing, printing, and downloading (saving) at [DATCP Home Milk Proficiency Testing Program \(wi.gov\)](#) .

In order to submit these forms electronically, Adobe Acrobat or Adobe Acrobat Reader **must** be used to complete these forms. **DO NOT fill these forms using your web browser's PDF viewer.** To use these forms on Adobe Acrobat or Adobe Acrobat Reader, follow these instructions.

1. Click the form link you would like to use


Documents and Forms

Documents and forms are available for viewing, printing, and downloading (saving) in either **Adobe Acrobat** or **Adobe Acrobat Reader** on your computer and configured to work

-  [Wisconsin Milk Proficiency Testing Flyer](#)
-  [Wisconsin Milk Proficiency Testing Instructions](#)
-  [Set Order Form](#)
-  [Drug Residue Result Form](#) ( Instructions)
-  [Quality Result Form](#) ( Instructions)

Questions? Contact us

 608.224.4831 or 608.224.4825

 datcpblsproficiencytesting@wisconsin.gov

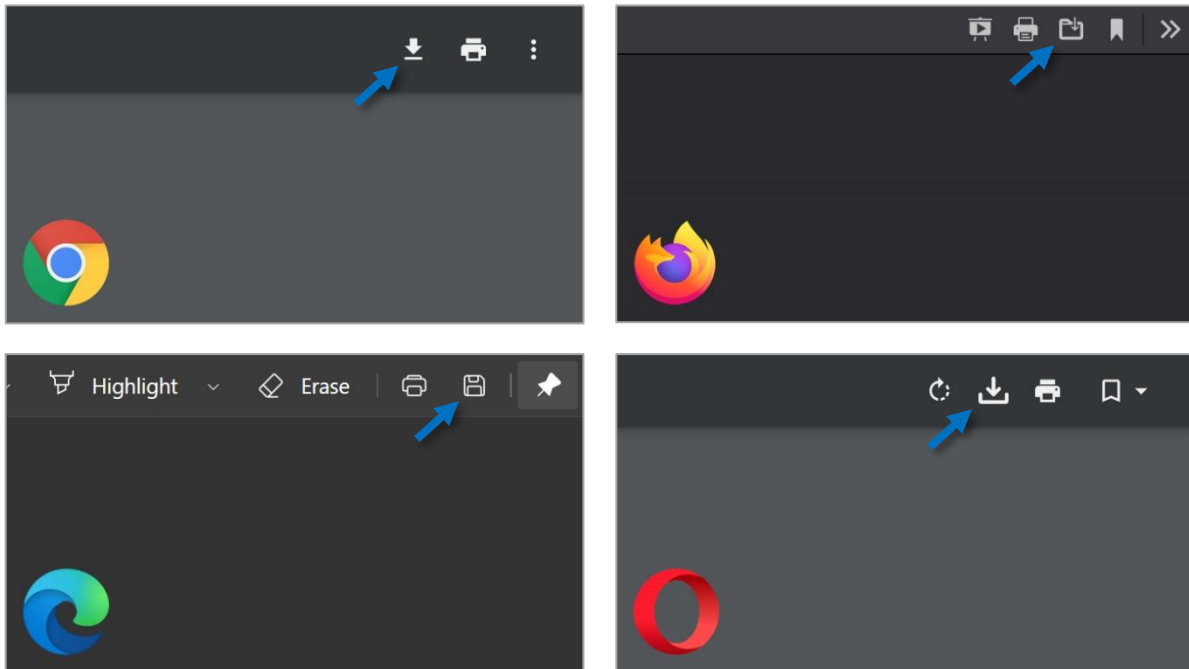
 datcp.wi.gov/pages/programs_services/milkproficiencytestingprogram.aspx

- Depending on your web browser's preferences, PDF files may open in the browser (usually in a new window or tab) or download automatically. If the PDF file opens in your browser, proceed to **Step 3**. If the PDF file automatically downloads (save), locate the newly saved file and open with Adobe Acrobat.

Note: Some users may receive the pop up below after clicking the form link. Click Save, locate the newly saved PDF file, and open with Adobe Acrobat.



- For PDF files that opened in the web browser, click the download (save) icon often located near the top-right corner of the browser window. Icon location and image may vary depending on the browser used. **DO NOT complete forms using the browser's PDF viewer.**



- Download (save) the PDF file, locate the file location, and open with Adobe Acrobat.

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Collecting Analyst Information

Result forms start with a required section for each analyst to fill in. This will be how we track participants per facility.

SECTION A: Analyst & Sample Receipt Information

* Facility Name:

* City: * State:

* Analyst First Name: Middle: * Last Name:

- **Facility Name, City, and State:** Please use the full facility name, city, and state, keeping it consistent between analysts.
- **First & Last Name:** If submitting multiple forms, please keep the shortened or abbreviated name and spelling consistent.

Test Selections and Entering Data

Tests are set to 'Not Performed' by default. For tests performed, use the dropdown menus or buttons to select the test method used.

Indicate test kit used:

Sample No.

- 15 Charm 3 SL3
- 16 Charm FLUSLBL
- 16 Charm II Competitive
- 17 Charm II Quantitative Assay
- 17 Charm II Sequential
- 18 Charm II Sulfa Drug
- 19 Charm II Tetracycline

Delvo 5 Pak Delvo P mini Not Performed

Test Selection and Data Entry Continued


Once a test option is selected, the 'required fields' that need to be filled in will be outlined in red. Trying to submit results with any of these fields empty won't work.

Sample No.	Numerical Result	Interpretation
15	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
16	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
17	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
18	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
19	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
20	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
21	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
22	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Once you've filled in all the results for the tests you've performed, it's time to submit your results! At the bottom of each form are a few useful buttons.

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What do these buttons do?



- **Clear Form:** Should reset every field except the Facility Name, City, and State.
- **Print:** Adobe will pop up an option to print a copy of your results. Great for keeping a record before submitting!
- **E-mail Results:** How to turn in your results! This should pop up an e-mail through your desktop e-mail program already addressed to us with a subject line, body message based on the result form, and the completed result form as an attachment. Send it as is so we know exactly who the results are from!

A screenshot of an email composition window. On the left is a 'Send' button with an envelope icon. To its right are fields for 'To...' (containing a checkbox and the text 'DATCP BLS Proficiency Testing;'), 'Cc...' (empty), and 'Subject' (containing '<Facility Name> <Analyst Name> Residue Form'). Below these is an 'Attached' section showing a PDF icon, the filename 'Drug Residue Result Form.pdf', and '2 MB'. At the bottom of the window, the same subject line text is displayed in the body of the email.


Not Enough Room on My Form?

Not enough room on a form to submit all the tests you did? Submitting more than 1 ESCC machine result? Maybe you did Coliforms by VRB pour plates and Petrifilm? No problem! Simply fill out and submit a second form with the results that didn't fit on the first form!

Questions regarding the new forms? Contact us at DATCPBLSProficiencyTesting@wisconsin.gov

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