Proficiency Testing Assay Instructions
UDOT

CAUTION
The base serum and red blood cells used for preparing blood spot specimens at the Centers for Disease Control and Prevention (CDC) have been tested and found to be negative for Anti-HIV1,2 and O subtypes, Anti-HCV, HBsAg, Anti-HBc, and Chagas Disease (T.cruzi) by chemiluminescent immunoassay (ChLIA); HIV, HCV, HBV, and WNV by nucleic acid testing (NAT) and RPR (floculation). Because no test method offers complete assurance that these or other infectious agents are absent, treat all specimens as potentially infectious and follow universal precautions. For more information on bloodborne pathogens, visit http://www.cdc.gov/niosh/topics/bbp/

SPECIMEN QUALITY STATEMENT
NSQAP strives to create specimens that mimic newborn dried blood spots. Prepared specimens have been certified and may depart from established visual criteria for assessing specimen quality. These specimens are fit for the purposes of proficiency testing.

CONFIDENTIALITY STATEMENT
NSQAP participant information and evaluations are strictly confidential and shared only with individual participants, unless written authorization for release is received.

Assaying and Reporting Instructions:
1. Inspect all proficiency testing (PT) specimens upon receipt. If a panel is incomplete or contains unlabeled specimens, request a new panel within 48 hours. Send the following information to NSQAPDMT@cdc.gov: laboratory code number, PT Panel Type, Specimen Number(s), and reason for requesting new panel.
2. Refrigerate the enclosed specimens at 4°C upon receipt if storage is necessary.
3. Handle these specimens as routine specimens. Assay them as part of your normal daily workload.
4. Participating laboratories must generate and submit their own results and must not share NSQAP PT test results or specimens with any other laboratory under ANY circumstance, even if the laboratory normally sends specimens to referral laboratories for routine or confirmatory testing. Participants found to have falsified or shared results will be barred from participation in the NSQAP PT program.
5. Every enclosed specimen represents a full-term (>2500 g) baby 24 hours of age who is on no medication, has not had a transfusion, and has had sufficient intake of a protein and lactose-based diet for detection of any metabolic disorder.
6. Punch all dried blood disks for analysis from within the blood spots on the specimen cards.
7. Analyze all specimens for analytes in your laboratory’s panel.
8. Download the UDOTPT Data Reporting form from our website at: http://www.cdc.gov/labstandards/nsqap_resources.html
9. Fill out the form with ALL of the requested information.
10. Only report analytes that are “outside-normal-limits” based on your laboratory’s established cutoff.
11. Attach the file to an email and send to NSQAPDMT@cdc.gov. Include your laboratory code number in the subject line of your email.
UDOT DATA FORM REPORTING INSTRUCTIONS

LAB INFO TAB:

Section I:
Enter your laboratory code number, contact name, and contact email.

Section II:
- **Evaluated Analyte Column**: Place an “X” next to the analytes you would like to be evaluated. Leave the space blank for analytes your laboratory does not test.
- **Method Column**: Using the drop-down menu, choose your laboratory’s method for that analyte.
- **Unit of Measure Column**: Verify the correct Unit of Measure for the method you have chosen. If unit of measure is different, enter unit in comment section.
- **Cutoff Value Column**: Enter your laboratory’s established cutoff. If there is no cutoff, leave the cutoff field blank.

RESULTS TAB:
Using the grid, report only analytes that are “outside normal limits”.

Late data will not be accepted for any reason.

To view dates for future shipments, see the NSQAP Shipping Schedule at http://www.cdc.gov/labstandards/nsqap_resources.html. For questions, send an email to NSQAPDMT@cdc.gov and include your laboratory code in the email subject line.