



# Proficiency Testing Tracking Sheet

Keep this sheet with PT instructions and data throughout entirety of testing event. File with PT Records.

Facility Name		WSLH PT ID	
Event Name		Date Shipment Received	
Event Due Date		Received By	

## Sample Tracking

Sample Handling and Storage			
Date Unpacked		Unpacked/Stored By	
Module/Kit Received (Compare to paperwork)*	Sample Temperature When Unpacked**	Sample Condition	Storage Location in Lab***
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	
	Warm / Ambient / Cool / Frozen	Good / Poor	

\*If any module is missing or damaged, contact WSLH PT for replacement.

\*\*Refer to appropriate sample conditions on the included paperwork. Contact WSLH with questions or concerns.

\*\*\*Store samples according to specimen handling instructions on the included paperwork.

Comments:

## Sample Analysis

Record any issues that occur during sample prep and/or testing below. Include actions taken, sample ID, date, and initials.

Comments:



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## Result Reporting

\*Contact WSLH PT to correct setup **before** entering results.

Comments: