Wisconsin Department of Agriculture, Trade and Consumer Protection
Bureau of Laboratory Services

2024
PROFICIENCY TESTING
FORMS INSTRUCTIONS

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 Adobe Acrobat's portable document file (PDF) format. You will need either Adobe Acrobat or Adobe Acrobat Reader on your computer and configured to work on your browser to access the file.

- 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

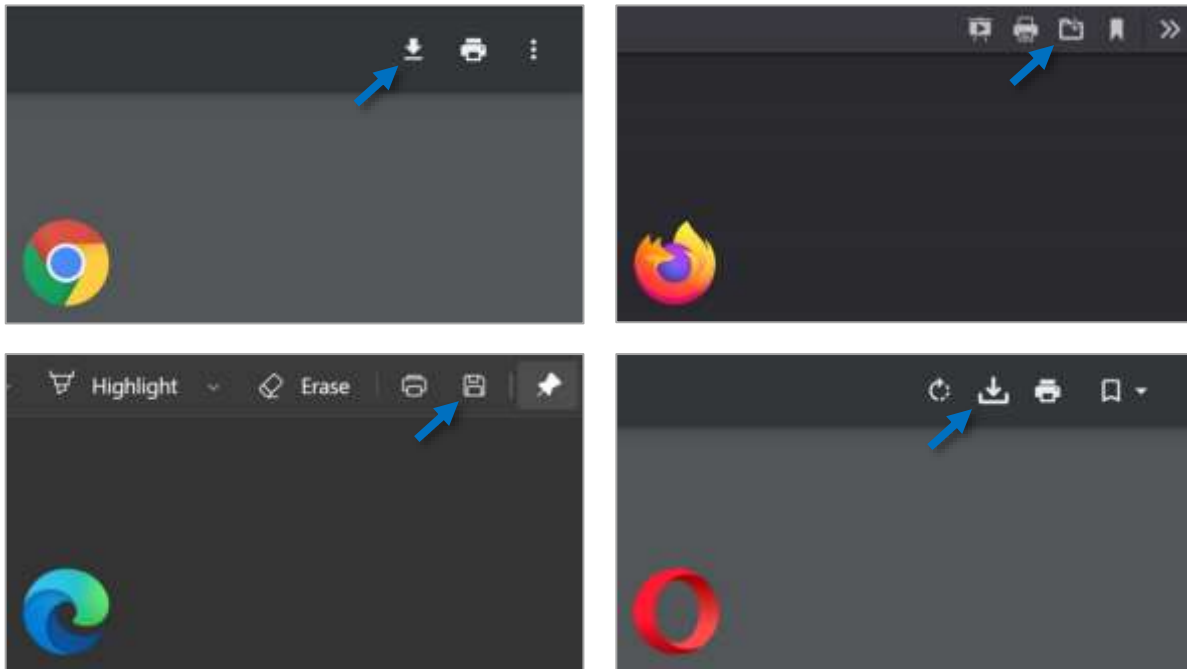📞 608.224.4831 or 608.224.4898   ✉️ datcpblsproficiencytesting@wisconsin.gov   🌐 datcp.wi.gov/pages/programs_services/milkproficiencytestingprogram.aspx

Wisconsin Department of Agriculture, Trade and Consumers Protection – Bureau of Laboratory Services   MBU-1385.002   Effective Date: 12/16/22   Page 1 of 4

2. 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.

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

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

Questions? Contact us

608.224.4831 or 608.224.4898   datcpblsproficiencytesting@wisconsin.gov   datcp.wi.gov/pages/programs_services/milkproficiencytestingprogram.aspx

Wisconsin Department of Agriculture, Trade and Consumers Protection – Bureau of Laboratory Services   MBU-1385.002   Effective Date: 12/16/22   Page 2 of 4

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.

- **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.

Test Selection and Data Entry Continued

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

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.

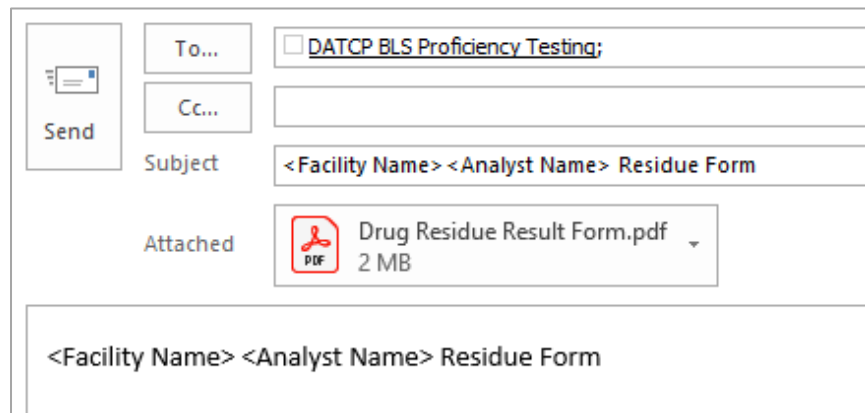**Questions?** Contact us

📞 608.224.4831 or 608.224.4898   ✉ datcpblsproficiencytesting@wisconsin.gov   🌐 datcp.wi.gov/pages/programs_services/milkproficiencytestingprogram.aspx

Wisconsin Department of Agriculture, Trade and Consumers Protection – Bureau of Laboratory Services   MBU-1385.002   Effective Date: 12/16/22   Page 3 of 4

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!

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

Questions? Contact us

608.224.4831 or 608.224.4898   datcpblsproficiencytesting@wisconsin.gov   datcp.wi.gov/pages/programs_services/milkproficiencytestingprogram.aspx

Wisconsin Department of Agriculture, Trade and Consumers Protection – Bureau of Laboratory Services   MBU-1385.002   Effective Date: 12/16/22   Page 4 of 4