



Proficiency Testing Program

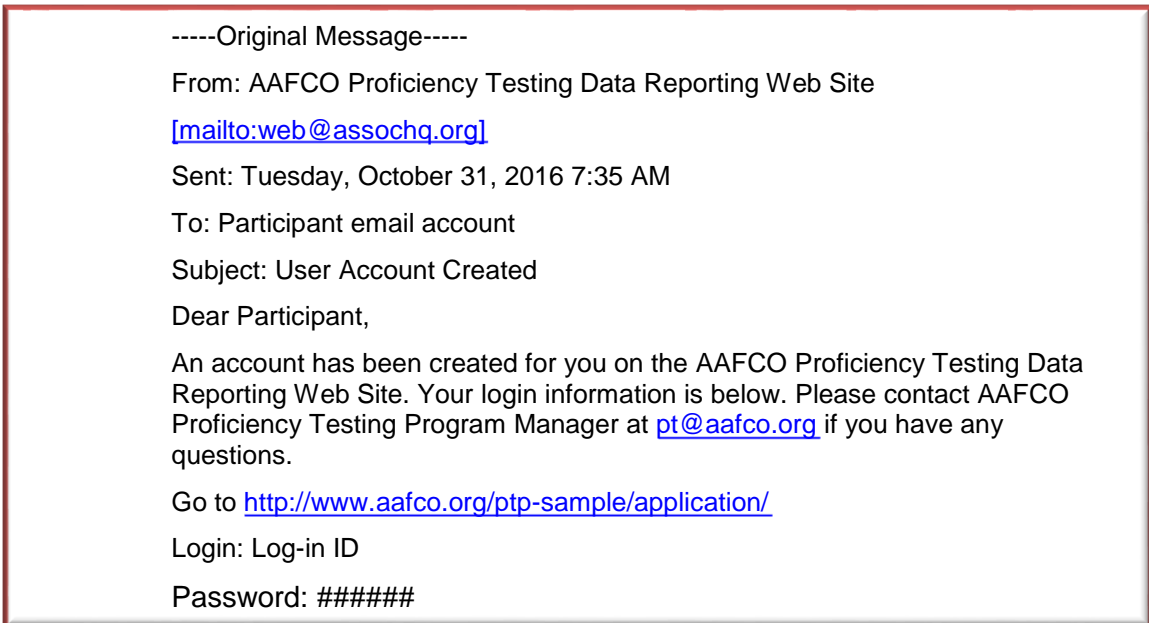
Data Reporting Website

Instruction Manual

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1800 S. Oak Street, Suite 100, Champaign, IL 61820-6974
<http://www.aaaco.org/>

How to Log-in

Registered participants in any of the schemes will receive an e-mail (Figure 1) from the Data Reporting Website similar to the following:

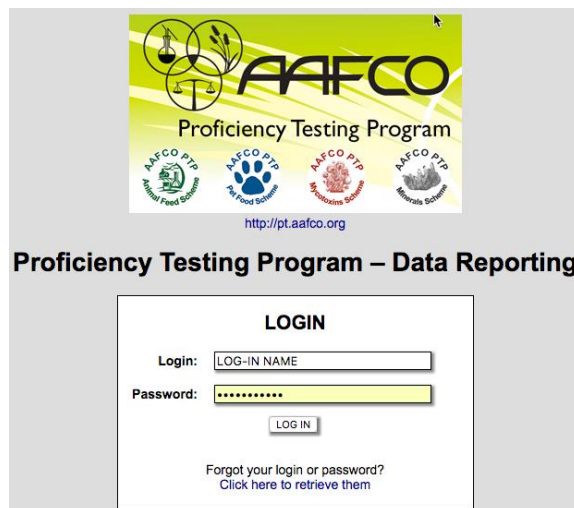


The log-in can be T

Figure 1

The log-in can be used to report data for any of the schemes. Left-click on the website link in the email from the Data Reporting Website. Each participating laboratory may have multiple users within their organization registered with a unique log in and password, provided they have different e-mail addresses. To request a log in for additional users please contact pt@aafco.org. Be sure to include your AAFCO lab code number in the e-mail request.

Enter your Log-in and password then click the “**LOG IN**” button (Figure 2). If you forget your log-in or password, you can “[Click here to retrieve them](#)” found at the bottom of the screen.



The screenshot shows the AAFCO Proficiency Testing Program logo at the top, which includes icons for a scale, a plant, and a paw print. Below the logo are four smaller logos for different schemes: Animal Feed Scheme, Pet Food Scheme, Pet Treatments Scheme, and Pet Treatments Scheme. The URL <http://pt.aafco.org> is displayed below the logos. The main heading is "Proficiency Testing Program – Data Reporting". Below this is a "LOGIN" form with two input fields: "Login: LOG-IN NAME" and "Password: *****". A "LOG IN" button is located below the password field. At the bottom of the form, there is a link: "Forgot your login or password? Click here to retrieve them".

Figure 2

Note: You can cut and paste the log in and password from your e-mail message.

Opening Page

There are six tabs that access pages and one tab to log out (Figure 3). Move between pages by clicking on the tabs (Rounds, Reports, Shipments, User Admin, Lab Admin, Information or Log Out) at the top of the page.

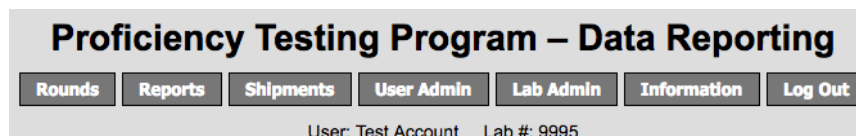


Figure 3

Rounds Page

This page is used to enter data for current (Active) round (Figure 4). Archived rounds are also available for review. Once the due date for a specific round has passed, it will be listed in the “Archived Round” screen. To view the label for a specific test item left-click on the test item name in the “Test Item Name/Label” column.

To report data for an active round, left-click on “DATA SUBMISSION AND RECEIPTS” in the “Options” column.

Rounds

Active Rounds

Program(s) ^	ID # ⇅	Test Item Name/Label ⇅	Due Date ^	Analytes ⇅	Options ⇅
2017AF	201725	Swine Feed, Medicated	6/15/2017	2	DATA SUBMISSION AND RECEIPTS
2017MC	201762	Dairy Feed	7/15/2017	0	DATA SUBMISSION AND RECEIPTS
2017MN	201752	Dairy Feed	7/15/2017	0	DATA SUBMISSION AND RECEIPTS
2017PF	201742	Flaxseed Meal	7/15/2017	0	DATA SUBMISSION AND RECEIPTS

Archived Rounds

Displaying archived rounds for your lab since 5/15/2016. [Click here](#) to display all archived rounds for your lab.

Program(s) ^	ID # ⇅	Test Item Name/Label ⇅	Due Date ^	Analytes ⇅	Options ⇅
2017AF	201724	Beef Feed, Medicated	5/15/2017	0	DATA SUBMISSION AND RECEIPTS
2017AF	201723	Milk Replacer, Medicated	4/15/2017	0	DATA SUBMISSION AND RECEIPTS
2017MC	201761	Swine Feed	4/15/2017	0	DATA SUBMISSION AND RECEIPTS
2017MN	201751	Poultry Feed	4/15/2017	0	DATA SUBMISSION AND RECEIPTS
2017PF	201741	Canola Meal	4/15/2017	0	DATA SUBMISSION AND RECEIPTS
2017AF	201722	Poultry Layer Feed, Medicated	3/15/2017	0	DATA SUBMISSION AND RECEIPTS

Figure 4

To enter data, start with the white box in the "Method Code" column (Figure 5). The method code list can be viewed by clicking the "view list" link in the first column heading. Start typing in the method code and a drop-down list appears for selection.

Data Submission

Lab #: 9995

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
	2.0					New	DELETE ROW
To save the analyte							
	002.00 - Protein, Crude						
	002.01 - Protein, Auto Kjel-Foss						
	002.02 - Protein, Semiauto Autoanalyzer						
	002.03 - Protein, Hach Method						
	002.04 - Protein, Copper Catalyst						
1.	002.05 - Protein, Copper, Boric Acid						
2.	002.06 - Protein, Combustion Nitrogen Analyzer						
3.	002.07 - Protein, Block Digestion						
4.	002.08 - Protein, Cu/Ti						
5.	002.09 - Protein, Selenium Catalyst						

Figure 5

Use the mouse or tab to the Result 1 field to enter results (Figure 6). Be sure to verify that your result is calculated in the AAFCO unit shown to the right of the Result 2 field. The result can be entered as a whole number (i.e. 123) or as a decimal number with up to four decimal places (12345.1234).

Lab #: 9995

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Protein, Combustion Nitrogen Analyzer	002.06			%	AOAC: 990.03, AOCS: Ba4e-93	New	DELETE ROW

ADD NEW ROW

Figure 6

If you type in an incorrect method code, a pop-up box will appear (Figure 7), the box will have a red background (Figure 8), or an alert banner pops up on the screen (Figure 9).

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Protein, Combustion Nitrogen Analyzer	002.06			%	AOAC: 990.03, AOCS: Ba4e-93	New	DELETE ROW
	400022					New	DELETE ROW

www.aaeco.org says:

Please enter a method code in the format xxx.xx

Prevent this page from creating additional dialogs.

OK

To save the analytes/methods in the table above as the default for your lab for one or more programs, select the program(s) below

AAFCO Monthly Animal Feed Scheme

Figure 7

OR

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Protein, Combustion Nitrogen Analyzer	002.06			%	AOAC: 990.03, AOCS: Ba4e-93	New	DELETE ROW
	400022					New	DELETE ROW

ADD NEW ROW

Figure 8

OR

The following error(s) occurred:

- One or more method codes are not valid.

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Protein, Combustion Nitrogen Analyzer	002.06	30.22	29.48	%	AOAC: 990.03, AOCS: Ba4e-93	Last Saved 10/25/2016	DELETE ROW
Ash, 2h @ 600°C	005.00	10.5	10.1	%	AOAC: 942.05, AOCS: Ba5a-49	Submitted 10/25/2016	DELETE ROW
	19.03	20.00				New	DELETE ROW

Figure 9

When Method Codes are entered correctly the background is lime green (Figure 10).

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Protein, Combustion Nitrogen Analyzer	002.06			%	AOAC: 990.03, AOCS: Ba4e-93	New	DELETE ROW
Ash, 2h @ 600°C	005.00			%	AOAC: 942.05, AOCS: Ba5a-49	New	DELETE ROW

ADD NEW ROW

To save the analytes/methods in the table above as the default for your lab for one or more programs, select the program(s) below
 AAFCO Monthly Animal Feed Scheme

Figure 10

You can add and delete rows with a left-click on “DELETE ROW” in the “Options” column (Figure 11). Caution: Deleting a row that has been saved or submitted will delete the stored data..

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Protein, Combustion Nitrogen Analyzer	002.06	30.22	29.86	%	AOAC: 990.03, AOCS: Ba4e-93	New	DELETE ROW
Ash, 2h @ 600°C	005.00	10.5	10.1	%	AOAC: 942.05, AOCS: Ba5a-49	New	DELETE ROW

ADD NEW ROW

Figure 11

Entering less than (<) the Limit of Detection (LOD)

If your result is below your limit of detection (LOD), enter the result as “<##.##” (Figure 12). Results reported as “less than” are not included in the statistical evaluation.

NEW: Results that are less than (<) the limit of detection (LOD), can be reported as “<[your LOD]”. The LOD numeric value must be entered for the result to be accepted. For example: <0.50

Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Mercury, Cold vapor	529.00	<35	<35	µg / kg (ppb)		New	DELETE ROW

Figure 12

You also have the option to upload your data in spreadsheet format. Pictures of the entry template are below (Figures 13-16). File uploads are considered submitted data.

Import Data from File

For your convenience, you may enter your data into the following Excel file, save a copy as a CSV file, and upload that CSV file.

[Download Excel data entry template](#)

[Upload your CSV file](#)

Figure 13

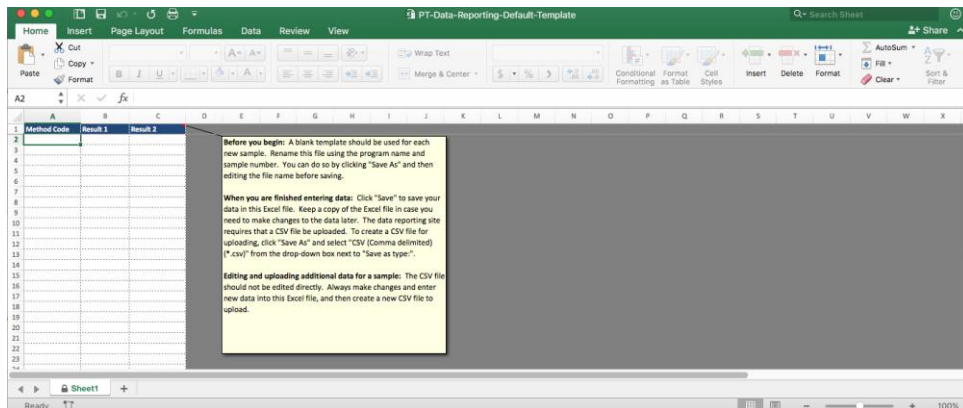


Figure 14

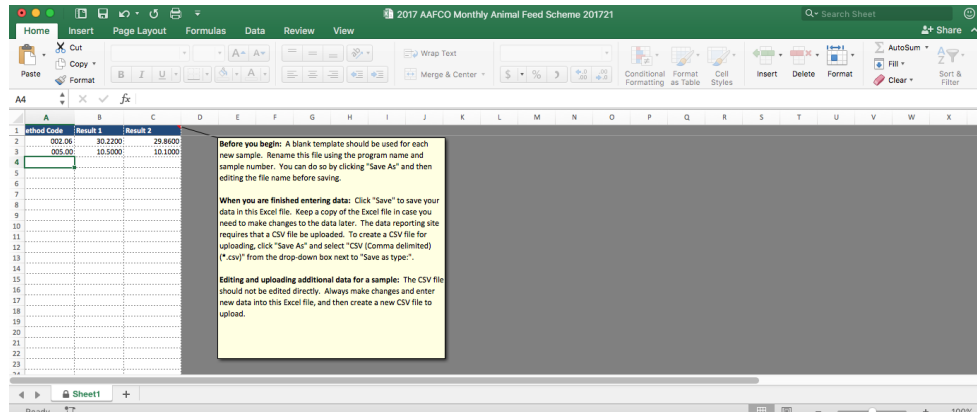


Figure 15

Import Data from File

For your convenience, you may enter your data into the following Excel file, save a copy as a CSV file, and upload that CSV file.

[Download Excel data entry template](#)

Select your CSV file:

Choose File | No file chosen

The file must be a .csv file less than 25KB in size and saved from the provided Excel data entry template (or equivalently formatted CSV file)

When saving your Excel file, select "CSV (Comma delimited) (*.csv)" from the drop-down box next to "Save as type:"

WARNING: Existing data (if any in the table above) with the same method codes as those contained in the file you are uploading will be overwritten! If you have entered new data above, be sure to save it before uploading a file.

Ethics Statement

By submitting these results, I affirm that:

1. the submitted data is entirely a work product of the subscribing laboratory;
2. the data has not been falsified;
3. the proficiency testing was not subcontracted to another organization/laboratory;
4. the data is kept confidential until the final study report is published; and
5. no person outside this laboratory was consulted as to the accuracy of validity of the data, nor was any other collaboration or collusion made.

Figure 16

Submit the Data:

To submit data, left-click the SUBMIT button (Figure 17). You may change the data that has been submitted up until the reporting deadline (the 15th of every month, 11:59 PM US Central Time). The reported data is **locked** when the reporting deadline passes and can no longer be changed by participants or the AAFCO Proficiency Testing Program personnel.

Default Methods

To save the analytes/methods in the table above as the default for your lab for one or more programs, select the program(s) below

AAFCO Monthly Animal Feed Scheme

Submit Data

Ethics Statement

By submitting these results, I affirm that:

1. the submitted data is entirely a work product of the subscribing laboratory;
2. the data has not been falsified;
3. the proficiency testing was not subcontracted to another organization/laboratory;
4. the data is kept confidential until the final study report is published; and
5. no person outside this laboratory was consulted as to the accuracy of validity of the data, nor was any other collaboration or collusion made.

Note: You may add, change, delete, and resubmit data until the deadline:
Sunday, April 15, 2018 11:59 PM US Central Time

Figure 17

Note: A yellow banner will pop up indicating that you have submitted your data (Figure 18).

Your data has been submitted!							
Analyte, Method Description (view list)	Method Code	Result 1	Result 2	Units	Method References	Status	Options
Protein, Combustion Nitrogen Analyzer	002.06	30.2200	29.8600	%	AOAC: 990.03, AOCS: Ba4e-93	Submitted 12/21/2016	DELETE ROW
Ash, 2h @ 600°C	005.00	10.5000	10.1000	%	AOAC: 942.05, AOCS: Ba5a-49	Submitted 12/21/2016	DELETE ROW

Figure 18

At the bottom of the page is the Activity Receipts (Figure 19 & 20). These are reports that show what was saved or submitted. We suggest that you save the PDF report for future reference.

Activity Receipts



Date Created	Receipt
12/21/2016 6:13:00 AM	 201632-9995-20161221061303.pdf
12/21/2016 6:12:05 AM	 201632-9995-20161221061209.pdf

Figure 19

AAFCO Proficiency Testing Program Data Entry Receipt

Scheme(s): 2017 AAFCO Monthly Animal Feed Scheme
 Test Item: #201721 - Dog Food, Dry (Due: 2/15/2017)
 Lab: #9995 User: Test Account
 Receipt Generated: 12/21/2016 6:15:57 AM

Analyte, Method Description	Method Code	Result 1	Result 2	Units	Method References	Status
Protein, Combustion Nitrogen Analyzer	002.06	30.2200	29.8600	%	AOAC: 990.03, AOCS: Ba4e-93	Submitted 12/21/2016
Ash, 2h @ 600°C	005.00	10.5000	10.1000	%	AOAC: 942.05, AOCS: Ba5a-49	Submitted 12/21/2016

Figure 20

Report Tab

On the last day of the month the reports are issued, you will receive an email indicating that the reports are available. Reports are accessible on the REPORT tab. Left-click on "VIEW REPORTS" in the "Options" column (Figure 21).

Rounds	Reports	Shipments	User Admin	Lab Admin	Information	Log Out
User: Test Account Lab #: 9995						
Reports						
Rounds from 2016						
Select a different year: <input type="text" value="2016"/> <input type="button" value="GO"/>						
Program(s)	ID #	Test Item Name/Label	Due Date	Options		
2016MCP	201664	Dog Food	1/10/2017	VIEW REPORTS		
2016MCP	201663	Poultry Feed, Medicated	10/10/2016	VIEW REPORTS		
2016MCP	201662	Equine Feed	7/10/2016	VIEW REPORTS		
2016MCP	201661	Beef Feed	4/10/2016	VIEW REPORTS		
2016MP	201654	Cat Food	1/10/2017	VIEW REPORTS		
2016MP	201653	Swine Feed, Medicated	10/10/2016	VIEW REPORTS		
2016MP	201652	Lamb Feed, Medicated	7/10/2016	VIEW REPORTS		
2016MP	201651	Cattle Feed	4/10/2016	VIEW REPORTS		
2016PFP	201644	Oat Flour	1/10/2017	VIEW REPORTS		
2016PFP	201643	Cheese Powder	10/10/2016	VIEW REPORTS		
2016PFP	201642	Lamb Meal	7/10/2016	VIEW REPORTS		
2016PFP	201641	Tomato Pomace	4/10/2016	VIEW REPORTS		
2016RCSP	201632	Lamb Feed, Medicated	1/10/2017	VIEW REPORTS		
2016RCSP	201631	Swine Feed, Medicated	12/10/2016	VIEW REPORTS		

Figure 21

The screen view will list the reports and report cards (Figure 22). Left-click on each of the report names for a PDF.

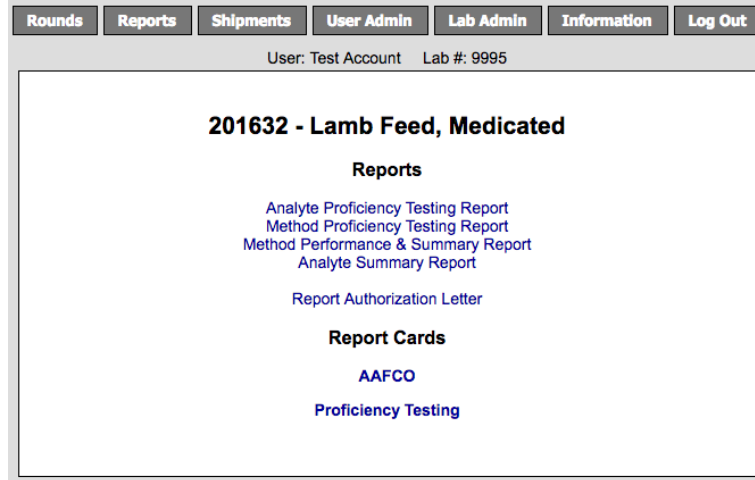


Figure 22

Shipments Tab

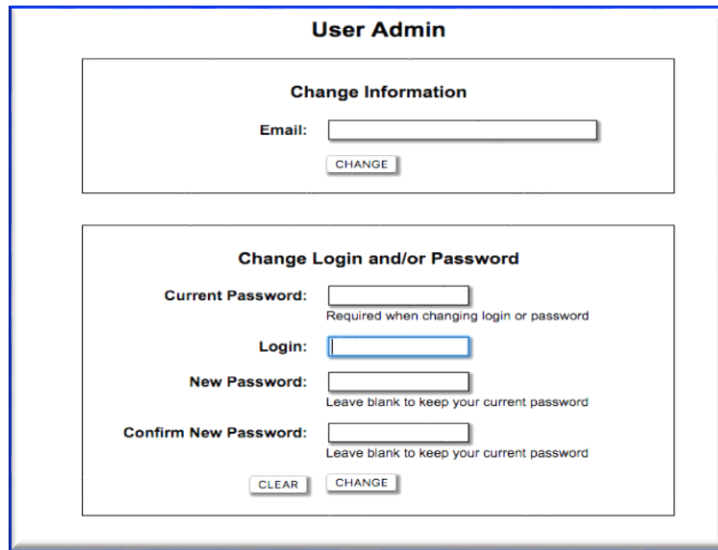
The screen view lists the Test Items that have been shipped (Figure 23). Left-click on the “VIEW DETAILS” in the “Details” column to view additional shipping details.

Test Item Shipments					
Date Shipped ▾	Test Item(s) ⚙	Qty / Weight ⚙	Service ⚙	Tracking Number ⚙	Details ⚙
11/15/2016	201664	1 — 1 lb	FedEx	777710012200	View Details
11/10/2016	201632	1 — 1 LB	FedEx	777674940165	View Details
10/26/2016	201631	1 — 1lb	FedEx	777552623590	View Details
9/26/2016	201630	1 — 1 LB	FedEx	777309481239	View Details
8/24/2016	201629	1 — 1 lb	FedEx	777063229385	View Details
8/17/2016	201663	1 — 1 lb	FedEx	777009583410	View Details
7/18/2016	201628,201698	2 — 2 lb	FedEx	776774667468	View Details
6/23/2016	201627	1 — 1 lb	FedEx	776584693655	View Details
5/19/2016	201662	1 — 1 lb	FedEx	783128886259	View Details
5/12/2016	201626	1 — 1	FedEx	776321075877	View Details
4/18/2016	201625	1 — 1 lb	FedEx	776125142168	View Details
3/30/2016	201624	1 — 1 lb	FedEx	775983966419	View Details
3/2/2016	201661	1 — 1	FedEx	775765266459	View Details
2/16/2016	201623	1 — 1 lb	FedEx	775652387435	View Details
1/27/2016	201622	1 — 1 LB	FedEx	775508707028	View Details
12/23/2015	201621	1 — 1 lb	FedEx	775280350687	View Details

Figure 23

User Admin Tab

The screen view allows the user to update his/her email address and change his/her password (Figure 24).



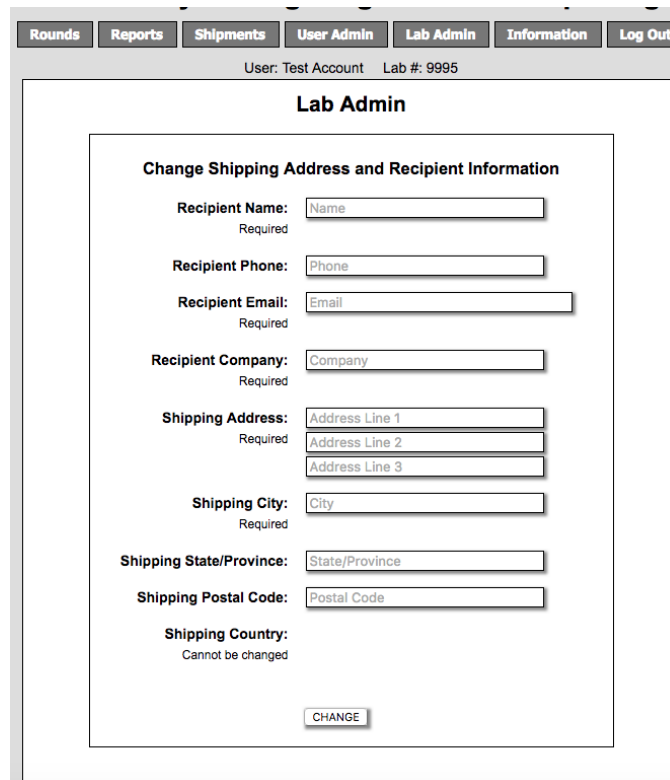
The screenshot shows a web interface titled "User Admin". It contains two main sections:

- Change Information:** A form with an "Email:" label and a text input field. Below the input field is a "CHANGE" button.
- Change Login and/or Password:** A form with four input fields: "Current Password:", "Login:", "New Password:", and "Confirm New Password:". Below "Current Password:" is the text "Required when changing login or password". Below "New Password:" and "Confirm New Password:" is the text "Leave blank to keep your current password". At the bottom of this section are "CLEAR" and "CHANGE" buttons.

Figure 24

Lab Admin Tab

The screen view allows the user to update shipping address and recipient information (Figure 25).



The screenshot shows a web interface titled "Lab Admin" within a larger application window. The application window has a top navigation bar with tabs: "Rounds", "Reports", "Shipments", "User Admin", "Lab Admin", "Information", and "Log Out". Below the navigation bar, it displays "User: Test Account" and "Lab #: 9995".

The "Lab Admin" section contains a form titled "Change Shipping Address and Recipient Information" with the following fields:

- Recipient Name:** Text input field with "Name" placeholder. Below it is the text "Required".
- Recipient Phone:** Text input field with "Phone" placeholder.
- Recipient Email:** Text input field with "Email" placeholder. Below it is the text "Required".
- Recipient Company:** Text input field with "Company" placeholder. Below it is the text "Required".
- Shipping Address:** Three stacked text input fields with "Address Line 1", "Address Line 2", and "Address Line 3" placeholders. Below them is the text "Required".
- Shipping City:** Text input field with "City" placeholder. Below it is the text "Required".
- Shipping State/Province:** Text input field with "State/Province" placeholder.
- Shipping Postal Code:** Text input field with "Postal Code" placeholder.
- Shipping Country:** Text input field with "Cannot be changed" below it.

At the bottom of the form is a "CHANGE" button.

Figure 25

Information Tab

This tab provides the contact information for reaching the Proficiency Testing Program and links to documents and spreadsheets (Figure 26).

Information

Requests for additional test items, missing shipments, contact/address changes, or complaints should be addressed for immediate action to:

Program Manager
AAFCO Proficiency Testing Program
1800 S. Oak St., Ste 100
Champaign, IL 61820

Phone: 217-239-3361
Fax: 217-398-4119
Email: pt@aaftco.org

Answers to many frequently asked questions can be found at
<http://www.aaftco.org/Laboratory/Proficiency-Testing-Program/FAQ>

Forms, program information, AAFCO method code listing and reference documents may be downloaded from the AAFCO website (<http://www.aaftco.org/Laboratory/Proficiency-Testing-Program>).

Method List		ISO/IEC 17043:2010 Accreditation	
Method Codes - Live List	Web	Certificate and Scope	.PDF
Method Codes - Alphabetical	.XLSX		
Method Codes - Numerical	.XLSX		
OLD Method Codes - Alphabetical	.XLSX		
OLD Method Codes - Numerical	.XLSX		

Manuals and Other Documents	
Participant Guidebook	.PDF
Data Reporting Website Manual	.PDF
PT/QRM Failure Investigation	.PDF

Figure 26