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BRAD LITTLE, GOVERNOR
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MEMORANDUM

TO: Milk Testing Laboratories

FROM: Jonathan Milbourne, LEO
Jennifer Dewey, pLEO
Deena Merrill-Reagle, pLEO

SUBJECT: Split Samples for 2024

To set our industry milk laboratories up for success, below is a detailed summary of the 2024 split sample schedule and expectations. Please read all documentation attached to this memorandum and review the details with your analysts prior to split delivery.

If there are any questions surrounding the details in these documents, you may reach out to the state LEOs at dairylab@isda.idaho.gov or 208-332-8500.

Timeline for 2024
In years past, split samples were delivered on the 4th Wednesday in April for Section 6 labs, and the 3rd Wednesday in June for Appendix N labs. This year, due to the federal holiday, Juneteenth, on 6/19/2024, the Appendix N splits will be delivered one week later than the normal schedule.

Split delivery dates:
- Section 6: Wednesday, April 24th, 2024
- Appendix N: Wednesday, June 26th, 2024

All Certified Analyst(s), analyst(s) wishing to become certified, and Industry Analyst(s) must participate in the annual split sample proficiency-testing program. Any analysts unable to participate must have a valid reason. Any analyst with an FMLA or military leave exemption must be sent to and approved by the State LEO's prior to split delivery. We request a minimum of 24 hours beforehand. Any analyst who does not participate in splits may be subject to failure if an exemption is not granted.

Result Submission
All worksheets, print outs, and completed Excel forms are due to the state laboratory either through mail or email by the following dates:
- Section 6: Friday, May 3rd, 2024
- Appendix N: Friday, July 5th, 2024

Incomplete documentation for any analyst may result in their results being considered unsatisfactory due to failure to follow instructions. All documentation that will be submitted for these splits should be thoroughly reviewed by the analyst prior to submission to a CIS. All documentation scanned and sent to the state LEOs

should be thoroughly reviewed for completeness and legibility prior to submitting.

The state LEOs will *not* reach out about incomplete paperwork or missing results for analysts. Any missing information will be marked as incorrect. See sections below for details.

Worksheets, Excel Template, and Errors
Upon completion of splits, copy and send your raw result worksheets, with printouts, via email or paper mail. All certified analyst(s) and all industry analyst(s) must correctly report all results as stated in the 2400 forms on all applicable paperwork.

Attached you will find a PDF containing examples of how to fill out the paperwork associated with each test. The packet details what types of errors are typically seen when facilities take the splits and how each of those errors are classified when the state LEOs analyze the results. Use these documents to train analysts on how to prepare for and complete the splits.

Use the following key for interpretation:

- **Green** = Transcription Error
  - The value recorded on the worksheet does not line up with any instrument generated print outs. Both the incorrectly reported value and the correct value are highlighted in the example. Depending on the severity of the error and its applicability to the results submitted, the results may be considered unsatisfactory by the state LEOs.
- **Yellow** = QA/QC Error
  - The information recorded does not meet the requirements for the test, or the information is missing from the worksheet. Depending on the severity of the error and its applicability to the results submitted, the results may be considered unsatisfactory by the state LEOs.
- **Pink** = Failed Result
  - The information recorded is incorrect and does not meet the requirements for reporting or interpreting. Missing information may also be a failed result if the integrity of the sample result is compromised (ex. incorrect math, incorrect rounding, no result, no interpretation, etc.). These results are considered unsatisfactory even if the statistical interpretation through the FDA Z-score Calculation method indicates the result given was within the Z-score allowance.

There will be an Excel Template included for results entry. Enter the results for each analyst being certified or approved into this template for each test being performed. Ensure all analysts are listed on the analyst list tab, including those that did not participate in the splits. Return the completed results template via email to this office.

No final report will be issued until a completed Excel Template is submitted via email for your laboratory. Submissions past the designated deadline will not be accepted without communication with the state LEOs prior to the deadline date.

Section 6: Composition of Split Milk Samples
Split samples will consist of 27 vials containing approximately 30ml of milk per sample. Each vial will be filled approximately 2/3rds full. The 27 vials represent 24 raw milk samples (#1-16 and 1A-8A) and 3 temperature controls (TC). These samples are to test analysts' knowledge of Section 6 and Appendix N testing requirements.

Bacterial Testing

Bacterial tests are performed first on samples # 1-8 for Total Aerobic Plate Count using Petrifilm Aerobic Plate Count and/or Petrifilm Rapid Aerobic Plate Count where appropriate. Those desiring to become certified on the Petrifilm Rapid Aerobic Plate Count must submit results for this method. Labs are to plate 1:100 and 1:1000 dilutions of the samples per the 2400 forms. Plate counts that have both counts in the countable range must record the calculations.

Once all bacterial tests are completed, the chemical tests may be started. Raw milk samples # 9-16 will be tested for DMSCC and ESCC where appropriate. For those running instruments that have fat and protein combi-units, remember to turn that part of the machine off. Otherwise, you may run out of the samples before testing is concluded.

All analysts that are certified on DMSCC and ESCC, are to have acceptable DMSCC / ESCC comparisons on file before the split test date. As stated in the 2400 forms, this comparison must be completed and found acceptable before the analyst is able to participate in split sample proficiency testing and/or obtain certification for these test methods. Any new analysts participating in the split sample survey that does not have an acceptable DMSCC / ESCC comparison test on file will be ineligible to obtain certification for both test methods. If this comparison is not currently on file with your facility and you have questions or concerns related to this, please contact the state LEOs.

If an analyst is only certified on ESCC, no comparisons are necessary.

Antibiotic Testing
All inhibitory tests will be performed on samples 1A-8A (Delvo P 5 Pack, Delvo Mini, Charm SL, 3SL3, and/or BL30SEC). Analysts should not confirm any initial positive test results on any test method for the purpose of this split sample survey only.

Further instruction will be included with the split samples upon arrival. If you have any questions regarding the information above, please contact the state LEOs for clarification.

Appendix N: Composition of Split Milk Samples
Split samples will consist of 9 vials containing approximately 30ml of milk per sample. Each vial will be filled approximately 2/3rds full. The 9 vials represent 8 raw milk samples (#1A-8A) and 1 temperature control (TC). These samples are to test analysts' knowledge of Appendix N testing requirements.

Antibiotic Testing
All inhibitory tests will be performed on samples 1A-8A (Delvo P 5 Pack, Delvo Mini, Charm SL, 3SL3, and/or BL30SEC). Analysts should not confirm any initial positive test results on any test method for the purpose of this split sample survey only.

Further instruction will be included with the split samples upon arrival. If you have any questions regarding the information above, please contact the state LEOs for clarification.