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MEMORANDUM

TO: Milk Testing Laboratories

FROM: Jonathan Milbourne, LEO
Jennifer Dewey, dLEO
Bryce Harvey

SUBJECT: Split Samples for 2025 – Note Important Date Change for Appendix N Labs

To set our industry milk laboratories up for success, below is a detailed summary of the 2025 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 dairylib@isda.idaho.gov or 208-332-8500.

Timeline for 2025

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. After much consideration, taking into account facility feedback and numerous other factors that influence the preparation, delivery, and testing of split samples, we have decided to make the following changes. **Both the Section 6 and Appendix N Split Sample Proficiency Tests will be combined into one event. The delivery date for this one PT will be the 4th Wednesday in April.** This change will take place starting in 2025.

Split delivery date for **all** labs:

- **Wednesday, April 23rd, 2025**

Please mark your calendars and plan accordingly as annual participation is mandatory. Any analyst that misses the split sample proficiency test without cause will be downgraded. Cause includes medical excuses (maternity/paternity leave, surgery, major illness), military leave, death in the family, etc. Any analyst unable to participate with cause must have an exemption from the LEOs. Supervisors must notify and gain an exemption for these analysts prior to split delivery.

Result Submission

All worksheets, print outs, and completed Excel forms are due to the state laboratory either through mail or email by the following date:

- **Friday, May 2nd, 2025**

Incomplete or insufficient documentation for analysts may result in failure. All documentation that will be submitted for the splits should be thoroughly reviewed by the analyst and by the Supervisor prior to submission. The state LEOs will **not** reach out regarding incomplete paperwork or missing results for analysts. Any missing information will be marked as incorrect. See sections below for details.

Worksheets, Errors, and Excel Template

Upon completion of splits, copy and send your raw result worksheets, *with printouts*, via email. 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 analyzes the results. Use these documents to train analysts on how to prepare for and complete the splits. The following is a key for interpretation of any errors:

- **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.). Samples run in duplicate will also be marked as failed. 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.

An Excel Template will be emailed to all labs for entering results. Enter the results for each analyst 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 complete Excel Template is submitted via email from 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.

Somatic Cell Testing

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 samples before testing is concluded.

All analysts that are certified on DMSCC and ESCC, are to have acceptable DMSCC / ESCC comparisons on file prior to 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 P-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 P-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.