

Microbiology in Cannabis Surrogates

August 10, 2023
Version 1.0

Table of Contents

1.0	Introduction.....	1
2.0	Shipping Schedule	1
3.0	Registration.....	1
4.0	Tests Offered in the New PT Canada PT Schemes.....	1
5.0	Special Notes	2
6.0	Application	3
6.1	Laboratory Identification for PT Program.....	3
6.2	Canada Anti-Spam Legislation (CASL)	4
6.2.1	HOW DOES CASL IMPACT PT CANADA CLIENTS/LABORATORIES?	4
6.2.2	WHAT ARE PT CANADA SUBSCRIPTION COMMUNICATIONS?.....	4
6.3	Terms And Conditions of Proficiency Testing.....	5
6.4	Proficiency Testing Participation.....	7
6.5	Registration Details	7
7.0	History of Changes	8

1.0 Introduction

The Proficiency Testing Canada PT Program (formerly the CALA PT Program) conforms to ISO/IEC 17043 *Conformity assessment- General requirements for the competence of proficiency testing providers* and offers PT in support of inorganic, organic and microbiology test methods covering matrices such as water, soil/sediment, oil, air filters and cannabis.

PTC is proud to introduce three new PT schemes covering qualitative microbiology in surrogates of cannabis flower, oil and edibles. Although these schemes can be used to support the quality assurance programs of cannabis testing laboratories, they can also be used to support laboratories conducting testing on similar products intended for human consumption.

Proficiency Testing Canada offers a discount to Institutional voting members of the Canadian Association for Laboratory Accreditation (CALA). If you would like to become a CALA member please visit their website (www.cala.ca).

2.0 Shipping Schedule

The first round for these new schemes will ship on October 30th, with a reporting deadline of November 13th.

3.0 Registration

Laboratories wishing to participate in PT Canada Proficiency Testing for one or more of these new schemes must complete section 6 and submit it to kmiddlebrook@ptcanada.org no later than September 25 2023.

4.0 Tests Offered in the New PT Canada PT Schemes

The following details the characteristics of the new PT schemes

C82 Microbiology in Cannabis Surrogate - Oil - Qualitative		
Analyte	Concentration Range	Information
<i>E. coli</i>	0 or >100 CFU/g	4x10 mL Spiking materials and 4x5 mL oil matrix Preservative: Stabilized Member Fee: \$272 Non-Member Fee: \$312
Total Coliforms	0 or >100 CFU/g	
Salmonella spp.	0 or >100 CFU/g	

C83 Microbiology in Cannabis Surrogate - Edibles - Qualitative		
Analyte	Concentration Range	Information
<i>E. coli</i>	0 or >100 CFU/g	4x10 mL Spiking Solutions and 4x5 g candy Preservative: Stabilized Member Fee: \$262 Non-Member Fee: \$302
Total Coliforms	0 or >100 CFU/g	
Salmonella spp.	0 or >100 CFU/g	

C84 Microbiology in Cannabis Surrogate - Flower - Qualitative		
Analyte	Concentration Range	Information
<i>E. coli</i>	0 or >100 CFU/g	Mar/Oct 4x10 mL Spiking Solutions and 4x5 g flower Preservative: Stabilized Member Fee: \$262 Non-Member Fee: \$302
Total Coliforms	0 or >100 CFU/g	
Salmonella spp.	0 or >100 CFU/g	

5.0 Special Notes

These schemes are not currently included in PT Canada’s A2LA scope of accreditation. Please refer to the A2LA web-site for the most current coverage.

Microbiology samples within Canada will not be shipped without the appropriate Public Health Agency of Canada license or a claim that the participant is exempt from licencing.

With the exception of government laboratories that have provided a valid purchase order, all fees must be paid in advance. Failure to make payment will result in samples not being shipped. All fees are in Canadian dollars.

Shipments to countries other than Canada shall pay a shipping cost equal to 25% of the sample fees.

The indicated concentration ranges are approximate values only. Actual concentrations may be higher or lower than those indicated.

6.0 Application

6.1 LABORATORY IDENTIFICATION FOR PT PROGRAM

PT Canada File No. (existing clients only)			
Name of Laboratory		Publicly Traded: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Exchange(s):	Symbol(s):
Name of Parent Institution		Publicly Traded: <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Exchange(s):	Symbol(s):
LOCATION OF FACILITY/ SHIPPING ADDRESS			
Contact		Email	
Street			
City	Province	Postal Code	Country
Phone Number		Facsimile Number	
MAILING ADDRESS		SAME AS (check, if applicable) <input type="checkbox"/> "Location of Facility"	
Contact		Email	
Street			
City	Province	Postal Code	Country
Phone Number		Facsimile Number	
BILLING ADDRESS		SAME AS (check one, if applicable) <input type="checkbox"/> "Mailing Address" <input type="checkbox"/> "Location of Facility"	
Contact		Email	
Street			
City	Province	Postal Code	Country
Phone Number		Facsimile Number	
MANAGEMENT			
Laboratory Manager/Director		Email	
Quality Assurance Officer		Email	
WITHHOLDING TAX (INTERNATIONAL ONLY)			
Withholding Tax Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount of tax: ____%			
HOW DID YOU HEAR ABOUT PT CANADA			
How did you hear about PT Canada? (Please check all that apply) <input type="checkbox"/> Internet Search <input type="checkbox"/> Conference <input type="checkbox"/> Word of Mouth			
<input type="checkbox"/> Regulatory Requirement <input type="checkbox"/> Email from PT Canada <input type="checkbox"/> Other_____			

6.2 CANADA ANTI-SPAM LEGISLATION (CASL)

Canada's anti-spam law, among other things, will mainly prohibit the sending of commercial electronic messages (CEMs) without the recipient's consent (permission), including messages to email addresses, social networking accounts, and text messages sent to a cell phone.

6.2.1 HOW DOES CASL IMPACT PT CANADA CLIENTS/LABORATORIES?

Current PT Canada clients will receive emails directly related to the delivery of products and services where there is an existing business relationship (i.e., received program application form or registration form, or active volunteer). However, we require your express consent (permission) to send you PT Canada marketing communications or surveys via email.

6.2.2 WHAT ARE PT CANADA SUBSCRIPTION COMMUNICATIONS?

PT Canada SUBSCRIPTION communications are the electronic delivery of up to date PT Canada information and industry announcements. These subscription communications can include any of the following:

- 1) Surveys: feedback obtained from surveys is very important for program and service development and improvements.
- 2) Newsletter: contains important information on PT Canada programs/services, as well as notices, Board updates and industry news.
- 3) General Marketing: occasionally PT Canada PT Canada will forward information on services, products and upcoming events of interest to PTC clients.

For each email identified earlier in this application form, please have the email owner check off all and initial desired PT Canada SUBSCRIPTION Communications. A person can unsubscribe at any time.

Email Address	Initials of Email owner	PT Canada Subscription Selection		
		1	2	3
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.3 TERMS AND CONDITIONS OF PROFICIENCY TESTING

Name of Laboratory

PT Canada File No.

As an Authorized Representative of this organization, I agree to the following general terms and conditions.

Participants in the PTC PT program acknowledge and agree that:

- 1) these Terms and Conditions of Proficiency Testing may change at any time.
- 2) all appropriate fees shall be paid.
- 3) they authorize PTC to forward PT outcomes to the Canadian Association for Laboratory Accreditation Inc. for analytes that appear on the participant's current scope of accreditation.
- 4) they will conform to the publicity guidelines specified by PTC (POL07 – *Publicity Policy*).
- 5) they will comply with all laws and regulations concerning those tests for which proficiency testing is being run.
- 6) all dealings between the participant and PTC shall be governed by the laws of the Province of Ontario (without reference to its choice of laws and conflict of law rules). Any action or proceeding commenced by either party against the other shall be commenced at and heard in the City of Ottawa, Ontario, Canada, and each party irrevocably submits to the jurisdiction of the courts of the Province of Ontario and waives any objection they may have to either the jurisdiction of or venue in such courts.
- 7) they will comply with modifications to requirements following due notice (which may be given by PTC newsletter, e-mail and/or hard copy by mail) of changes by PTC to the criteria, requirements, or conditions for PTC Programs, in a timeframe that, in the opinion of PTC, is reasonable.
- 8) they will analyze Proficiency Testing samples at the facility specified in the Application, provide the results to PTC, in the manner specified, and by the due date specified on the Instruction Sheet (provided with the samples and available on the PTC Web site).
- 9) with the exception of specific instructions provided on the web site for each PT, PT samples shall be processed using the same workflow and level of effort as afforded the majority of client samples analysed using the PTC registered method (i.e., treated as routine).
- 10) participants may not collude with other participants, either within the same laboratory or between different laboratories, and may not falsify results or other information provided to PTC.
- 11) PTC will not accept any changes to reported results after the reporting deadline.
- 12) PTC will not extend the deadline for reporting for an individual participant.
- 13) the participant will pay for any replacement samples with the exception of those lost or damaged during the shipping process. PTC must be notified within forty-eight hours of sample delivery of any damages. The participant will pay for any replacement samples requested more than forty-eight hours after receipt.

- 14) the participant may Dispute the outcome of a PT evaluation within thirty days of the Final PT Report being issued. Should the participant disagree with the resolution of the Dispute, the participant may Appeal this decision within ten days of receiving the decision on the Dispute. All communication with regard to Disputes and Appeals must be made in writing.
- 15) if the participant resides outside of Canada, the participant will pay shipping costs calculated as 25% of the sample fees registered for the PT round. PTC delivery responsibilities are considered to have been met once the PT samples have arrived in the participant's country and awaiting customs clearance.
- 16) PTC, and PTC's directors, officers, employees, and agents shall not be liable to the laboratory for any claims, damages, expenses, demands, losses, including lost revenue or profits, or any special, consequential or indirect damages whatsoever, arising from or incidental to the suspension or withdrawal of proficiency testing recognition by PTC, including without limitation, in the event when, following a dispute or an appeal instituted by the laboratory, the proficiency testing recognition status of the laboratory is reinstated by PTC, or to any other services offered by PTC, including without limitation, its published PT Directory of Laboratories.
- 17) the participant shall notify PTC immediately if there is any threat to impartiality with PT activities.
- 18) the participant recognizes the right of PTC to suspend proficiency testing participation for any breach of paragraphs 1 to 17 of these TERMS AND CONDITIONS OF PROFICIENCY TESTING.

This laboratory is licensed or applying for a license under the OSDWA.

 Authorized Representative

 Signature

 Title

 Date DD/MM/YY

6.4 PROFICIENCY TESTING PARTICIPATION

The tables below identify the new schemes being added to the PT Canada Proficiency Testing Program. Please indicate the new or additional participation you require by:

- 1) *Analyte*: check the appropriate analyte(s) that are to be added;
- 2) *Test Method*: The Test Method is defined in terms of analytical techniques (e.g., MF-mENDO); and,
- 3) *Quantity*: The number of sample sets that are required. Unless otherwise requested, the participant will receive one set of samples per study.

The default PT registration involves receiving samples in the months indicated. The months that each PT is offered is provided in the application below. If the participant only requires samples in one of these months, please indicate below:

Test Group Series	Check only one per series		
Mar./Oct. Test Groups	<input type="checkbox"/> Mar. and Oct.	<input type="checkbox"/> Mar. only	<input type="checkbox"/> Oct. only

The participant is responsible for arranging customs clearance where necessary.

PT Canada provides discounts to Institutional members of the Canadian Association for Laboratory Accreditation (CALA). If you would like to become a CALA member, please visit the CALA website (www.cala.ca).

6.5 Registration Details

Although these are intended to support cannabis testing laboratories, the same samples can be used to support laboratories that conduct microbiology testing on food products for human consumption.

C82 Microbiology in Cannabis Surrogate - Oil - Qualitative		
	Analyte	Test Method
Mar. and Oct. 4x10 mL Bacterial solutions 4x5g Blank Oil Matrix	<input type="checkbox"/> <i>E. coli</i>	
	<input type="checkbox"/> Total Coliforms	
	<input type="checkbox"/> <i>Salmonella spp.</i>	
Quantity Requested (Default = 1):		

C83 Microbiology in Cannabis Surrogate - Edibles - Qualitative		
	Analyte	Test Method
Mar. and Oct. 4x10 mL Bacterial solutions 4x5g Blank Edible Matrix	<input type="checkbox"/> <i>E. coli</i>	
	<input type="checkbox"/> Total Coliforms	
	<input type="checkbox"/> <i>Salmonella spp.</i>	
Quantity Requested (Default = 1):		

C84 Microbiology in Cannabis Surrogate - Flower - Qualitative		
	Analyte	Test Method
Mar. and Oct.	<input type="checkbox"/> <i>E. coli</i>	
4x10 mL Bacterial solutions	<input type="checkbox"/> Total Coliforms	
4x5g Blank Edible Matrix	<input type="checkbox"/> <i>Salmonella spp.</i>	
Quantity Requested (Default = 1):		

Human Pathogens and Toxins Act	
<p>Any Canadian laboratory registering for C82, C83 or C84 must provide PTC with their Public Health Agency of Canada licence number and expiry date or a claim that they are exempt.</p>	
Licence Number	Expiry Date

7.0 History of Changes

Date	Rev. No.	Sections	Changes
8/10/2023	1.0		Initial Publication