

# Application - Cannabis

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**Version 1.0**

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# 1.0 Instructions

This PT application only has to be completed if the laboratory is new to the PT Canada program (formerly the CALA PT Program) or has additions that they would like to make. If the participant is seeking PT samples for the next scheduled study, the application must be submitted at least four weeks prior to the shipping date.

## 1.1 COMPLETE SECT. 2.0 LABORATORY IDENTIFICATION

All new applicants must complete section 2. Be sure that the shipping address can be used for the delivery of PT samples by courier. Refunds or credits will not be provided for samples that are delivered to the wrong location, if the error is due to information provided in this section.

All communication between PT Canada and participants is by email. The participant may include more than one email address. Be sure that the participant's email provider and filter always allows emails from the PT Canada domain (@ptcanada.org).

## 1.2 REVIEW SECT. 3.0 CANADA ANTI-SPAM LEGISLATION

Review this section and indicate the types of communication you would like to receive from PTC. Please note that PT participants may not opt out of communication necessary for conducting business (e.g., invoices, PT reports, etc.).

## 1.3 COMPLETE SECT. 4.0 TERMS AND CONDITIONS OF PT PARTICIPATION

PT Canada participants must comply with the terms and conditions. Failure to conform to these terms and conditions may result in withdrawal of PT participation.

## 1.4 COMPLETE SECT. 5.0 PROFICIENCY TESTING PARTICIPATION

Only complete section 5 if your laboratory is requesting new proficiency testing.

## 1.5 SUBMIT YOUR APPLICATION

Completed applications may be submitted by mail, or scanned and emailed. The application sections that must be included in the application are:

- Section 2 (if a new participant or there are changes);
- Section 4 (signed by an authorized person); and,
- Section 5.

If there are changes to the laboratory identification, they may be included as well.

Send your completed application to:

Proficiency Testing Canada  
Attention: Program Administrator  
102-2934 Baseline Road  
Ottawa, ON K2H 1B2

Telephone: (613) 233-5464  
Email: [programadmin@PTCanada.org](mailto:programadmin@PTCanada.org)

## 2.0 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):
<b>LOCATION OF FACILITY</b>			
Contact		Email	
Street			
City	Province	Postal Code	Country
Phone Number		Facsimile Number	
<b>MAILING ADDRESS</b>		SAME AS (check, if applicable) <input type="checkbox"/> "Location of Facility"	
Contact		Email	
Street			
City	Province	Postal Code	Country
Phone Number		Facsimile Number	
<b>PT SAMPLE SHIPPING (COURIER) ADDRESS</b>		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	
<b>BILLING ADDRESS</b>		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	
<b>MANAGEMENT</b>			
Laboratory Manager/Director		Email	
Quality Assurance Officer		Email	
<b>WITHHOLDING TAX (INTERNATIONAL ONLY)</b>			
Withholding Tax Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount of tax: ____%			
<b>HOW DID YOU HEAR ABOUT PT CANADA</b>			
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_____			

### 3.0 Canada Anti-Spam Legislation (CASL)

Canada's anti-spam law was passed in December 2010 and came into force on July 1, 2014. This law, among other things, 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.

#### 3.1 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). However, we require your express consent (permission) to send you PT Canada SUBSCRIPTION communications via email.

#### 3.2 WHAT ARE PT CANADA SUBSCRIPTION COMMUNICATIONS?

PT Canada SUBSCRIPTION communications are the electronic delivery of up to date PT Canada information and marketing. 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, industry news and PT Canada document updates. This does not include participant notifications that pertain to PT that the participant is registered for.
- 3) General Marketing: occasionally PT Canada PT Canada will forward information on services, products and upcoming events of interest to CALA 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			
		2	3	4	
		<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"/>	

## 4.0 Terms And Conditions Of Proficiency Testing

-----  
Name of Laboratory

-----  
PT Canada File No.

As an Authorized Representative of this laboratory, 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. (CALA) for analytes that appear on the participant's current CALA scope of accreditation.
- 4) they acknowledge that if the analyte accredited by CALA (3 above) is also licensed by the Ontario Ministry of the Environment, Conservation and Parks drinking water licensing program, that CALA will forward this PTC generated PT data to the OMECP following each PT round.
- 5) they will conform to the publicity guidelines specified by PTC (POL07 –Publicity Policy).
- 6) they will comply with all laws and regulations concerning those tests for which proficiency testing is being run.
- 7) 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.
- 8) 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.
- 9) 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).
- 10) 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).
- 11) 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.
- 12) results not reported for a registered analyte will be assigned an unacceptable PT evaluation.
- 13) PTC will not accept any changes to reported results after the reporting deadline.

- 14) PTC will not extend the deadline for reporting for an individual participant.
- 15) 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.
- 16) 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.
- 17) if the participant resides outside of Canada, the participant will pay the shipping costs plus 15% for administration, and be responsible for customs clearance and any costs associated. PTC delivery responsibilities are considered to have been met once the PT samples have arrived in the participant's country and awaiting customs clearance.
- 18) 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.
- 19) the participant recognizes the right of PTC to suspend proficiency testing participation for any breach of paragraphs 1 to 18 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

## 5.0 Proficiency Testing Participation

The tables below identify all tests that are part of 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. Examples include: ICP-MS; GC/MS; etc. For microbiology methods, specify the media (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

If a PT participant is already receiving Mar/Oct group, we cannot accept a request for a single study participation for that same group. For example, if you are registered for a Mar/Oct group, you cannot request another Mar/Oct group but to only participate in either just March or just October. If you are not currently registered for a Mar/Oct study, you can then request a single study participation.

PT Canada provides discounts to Institutional voting members of the Canadian Association for Laboratory Accreditation (CALA)([www.cala.ca](http://www.cala.ca)).

### 5.1 CANNABIS

C70 Potency in Cannabis		
	Analyte	Test Method
Mar. and Oct. 1 g vials Preservative: None	<input type="checkbox"/> Tetrahydrocannabinol (THC)	
	<input type="checkbox"/> Tetrahydrocannabinolic Acid (THCA)	
	<input type="checkbox"/> Cannabidiol (CBD)	
	<input type="checkbox"/> Cannabidiolic Acid (CBDA)	
Quantity Requested (Default = 1):		

C71 Pesticides in Cannabis		
	Analyte	Test Method
Mar. and Oct. 1 g vials and spiking solutions Preservative: None	<input type="checkbox"/> Acephate	
	<input type="checkbox"/> Aldicarb	
	<input type="checkbox"/> Azoxystrobin	
	<input type="checkbox"/> Bifenazate	
	<input type="checkbox"/> Boscalid	
	<input type="checkbox"/> Carbaryl	
	<input type="checkbox"/> Carbofuran	



<input type="checkbox"/>	Diazinon	
<input type="checkbox"/>	Diclorvos	
<input type="checkbox"/>	Dimethoate	
<input type="checkbox"/>	Ethoprophos	
<input type="checkbox"/>	Etoxazole	
<input type="checkbox"/>	Fipronil	
<input type="checkbox"/>	Fluxioxonil	
<input type="checkbox"/>	Imidacloprid	
<input type="checkbox"/>	Malathion	
<input type="checkbox"/>	Metalaxyl	
<input type="checkbox"/>	Methiocarb	
<input type="checkbox"/>	Methomyl	
<input type="checkbox"/>	Myclobutanil	
<input type="checkbox"/>	Oxamyl	
<input type="checkbox"/>	Paclobutrazol	
<input type="checkbox"/>	Propoxur	
<input type="checkbox"/>	Spiromesifen	
<input type="checkbox"/>	Spirotetramet	
<input type="checkbox"/>	Thiamethoxam	
<input type="checkbox"/>	Trifloxystrobin	

Quantity Requested (Default = 1):

<b>C72 Metals in Hemp</b>		
	<b>Analyte</b>	<b>Test Method</b>
Mar. and Oct. 2 g vials Preservative: None	<input type="checkbox"/> Arsenic	
	<input type="checkbox"/> Cadmium	
	<input type="checkbox"/> Chromium	
	<input type="checkbox"/> Lead	
	<input type="checkbox"/> Mercury	

Quantity Requested (Default = 1):

<b>C73 Residual Solvents in Hemp Seed Oil</b>		
	<b>Analyte</b>	<b>Test Method</b>
Mar. and Oct. 1 g vials and spiking solutions Preservative: None	<input type="checkbox"/> 1-Butanol (n-Butanol)	
	<input type="checkbox"/> 1-Pentanol	
	<input type="checkbox"/> 1-Propanol (Propanol)	
	<input type="checkbox"/> 2-Butanol	
	<input type="checkbox"/> 2-Butanone (Methyl ethyl ketone, MEK)	
	<input type="checkbox"/> 2-Propanol (Isopropyl alcohol)	
	<input type="checkbox"/> 3-Methyl-1-butanol	
	<input type="checkbox"/> Acetone (2-Propanone)	
	<input type="checkbox"/> Anisole	
	<input type="checkbox"/> Butane	

<b>C73 Residual Solvents in Hemp Seed Oil</b>		
	<b>Analyte</b>	<b>Test Method</b>
	<input type="checkbox"/> Butyl acetate	
	<input type="checkbox"/> Dimethyl sulfoxide	
	<input type="checkbox"/> Ethanol	
	<input type="checkbox"/> Ethyl acetate	
	<input type="checkbox"/> Ethyl ether	
	<input type="checkbox"/> Heptane	
	<input type="checkbox"/> Isobutanol (2-Methyl-1-propanol)	
	<input type="checkbox"/> Isobutyl acetate	
	<input type="checkbox"/> Isopropyl acetate	
	<input type="checkbox"/> Methyl acetate	
	<input type="checkbox"/> Pentane	
	<input type="checkbox"/> Propane	
	<input type="checkbox"/> Propyl acetate	
	<input type="checkbox"/> Triethylamine	
	Quantity Requested (Default = 1):	

<b>C78 Water activation/%</b>		
	<b>Analyte</b>	<b>Test Method</b>
Mar. and Oct. 2 g vials Preservative: None	<input type="checkbox"/> Percent Moisture	
	<input type="checkbox"/> Water Activity	
Quantity Requested (Default = 1):		

## 6.0 Special Notes:

\* Cannabis PT will only be shipped to laboratories that hold a valid Health Canada licence for cannabis testing. When submitting the application, please submit a copy of your laboratory's licence.

## 7.0 History of Changes

<b>Date</b>	<b>Rev. No.</b>	<b>Sections</b>	<b>Changes</b>
02/02/2021	1.0		Initial publication