



Shipping Information

Shipping Terms and Conditions

- Incoterms for all shipments are made CPT destination. Customers are responsible for all customs fees, duties, taxes, and brokerage fees. The shipping and handling fee does not cover additional costs incurred by the recipient's government or brokerage company.
- The CAP is not liable for loss or damage caused by force majeure.
- Proficiency testing shipments will be sent via overnight or two-day service domestic.

Shipping and Handling Fees

Our goal is to ensure program materials are shipped to maintain stability and reach your laboratory using a reliable transportation carrier. The CAP requires the addition of a 1% fuel surcharge for program shipments for all continental US customers due to the increase in shipping rates. Additional shipping fees for programs shipped to all non-continental US customers are indicated in the table below.

| Shipping and Handling Fees | |
|--|----------------------------------|
| Destination | Shipping Fee Per Program (US \$) |
| Alaska | \$55 |
| American Samoa | \$55 |
| Canada | \$120 |
| Guam | \$55 |
| Hawaii | \$55 |
| Puerto Rico | \$95 |
| Virgin Islands | \$95 |
| Shipments beyond the continental US and destinations noted above | \$160 |

Shipping and handling fees shown above are collected for shipments sent beyond the continental US and cover shipping costs and handling requirements. Additional fees, duties, and taxes not reflected in the CAP list price may be imposed on proficiency testing orders. Participants should contact their local customs office and local UPS office regarding any additional charges that may be imposed:

- Discuss your local delivery requirements.
- Identify your broker with your local UPS office.
- Consider establishing an account with UPS for direct billing of duties and taxes. It is common practice for carriers to charge additional fees for advancing duties and taxes due to your government. If an account is not established with your local UPS office, deliveries may arrive Collect on Delivery (COD).
- Inquire whether signing a power of attorney for brokerage services will expedite clearance of your shipments.
- Inquire if there are documents you can prepare in advance and place on file for the program year.

Local duties and tax charges may apply to shipments within your geographic area.

- Duties and import taxes imposed by countries outside of the United States are the responsibility of the customer and cannot be waived by the CAP.
- Other government fees imposed by your country are the responsibility of the customer and cannot be waived by the CAP.
- Shipments are processed CPT Destination.



| Programs Exempt from Shipping and Handling Charges | |
|---|---|
| Program Code | Program Name |
| APAPCPT, APAPJPT, APAPKPT, APAPLPT, APAPMPT, PPTENR, Series 1 and 2 | Glass Slide Gynecologic Cytopathology PT Program with Glass Slide PAP Education, additional pathologist or cytotechnologist |
| APAPCE, APAPJE, APAPKE, APAPLE, APAPME, Series 1 and 2 | Cytopathology Glass Slide Education Program, additional pathologist or cytotechnologist |
| AUP | Autopsy Pathology |
| AUP1 | Autopsy Pathology, additional participant |
| BMD | Bone Marrow Cell Differential |
| CAPBIND* | CAP Survey Binder |
| CPIP/CPIP1 | Clinical Pathology Improvement Program |
| CY | CAP/ACMG Cytogenetics |
| DPATH/DPATH1 | Online Digital Slide Program in Dermatopathology |
| DY | Ligand Assay, Special |
| EHE1 | Expanded Virtual Peripheral Blood Smear |
| EMB | Embryology |
| FNA/FNA1 | Online Digital Slide Program in Fine-Needle Aspiration |
| FNAG1 | Fine-Needle Aspiration Glass Slide Education Program, additional pathologist or cytotechnologist |
| FR/FR1 | Forensic Pathology, additional pathologist |
| HPATH/HPATH1 | Hematopathology Online Education |
| NEO | Neoplastic Cellularity |
| NGC1 | Nongynecologic Cytopathology Education, additional pathologist or cytotechnologist |
| NGSB1 | NGS Bioinformatics for Illumina Platforms |
| NGSB2 | NGS Bioinformatics for Ion Torrent Platforms |
| NGSBV | NGS Bioinformatics Somatic Validation |
| NGSE | NGS Undiagnosed Disorders-Exome |
| NP/NP1 | Neuropathology Program |
| PIP1 | Performance Improvement Program in Surgical Pathology, additional pathologist |
| PIPW/PIPW1 | Online Performance Improvement Program in Surgical Pathology |
| All Q-TRACKS®, Q-PROBES™, Q-MONITORS® | Quality Management Tools |
| SEC | CAP/ACMG DNA Sequencing Interpretation |
| SMCD, SM1CD, SM2CD | Semen Analysis – Online |
| TICP/TICP1 | Nongynecologic Cytopathology – Intraoperative Touch Imprint/Crush Preparation Program |
| VBF | Virtual Body Fluid |
| VBP/VBP1 | Online Virtual Biopsy Program |
| VGS1 | Virtual Gram Stain Basic Competency |
| VGS2 | Virtual Gram Stain Advanced Competency |
| VIP/VIP1 | Variant Interpretation Only |
| VPBS | Virtual Peripheral Blood Smear |
| VS2 | Vaginitis Screen, Virtual Gram Stain |

*The CAP does not charge shipping and handling for binders that are included with your order. The purchase of additional binders will incur a shipping and handling fee.



Carriers

The CAP will send all standard proficiency testing program shipments via UPS, the CAP's preferred carrier. If your organization is specifically requesting shipment via a freight forwarder or another designated carrier **at your expense**, provide the CAP with your final shipment address, account number, and the freight forwarder's US domestic address and contact information.

Carrier Contact

Carriers or customs officials may attempt to contact your PT shipping contact if there are issues regarding clearing your shipment; make sure you provide the CAP with your PT shipping contact email and local number. Please respond to these requests for additional information as soon as possible. Contact the CAP if you need additional information to expedite clearance.

If you fail to respond to information requests from carriers and customs officials, the following may occur:

- Your organization may incur additional charges for storage and management fees.
- You may incur additional fees due to disposal or return of your shipment.

Special Requirements

Discuss any special shipping requirements or updates with the CAP Customer Contact Center staff. Communicate all requests for special shipping arrangements to the CAP a minimum of six weeks prior to the stated program ship date.

Commercial Invoice

Commercial invoices are affixed to packages as required by international shipping conventions. The commercial invoice is an official transaction record between an exporter and an importer. Customs officials use this form to clear your shipment.

The invoice total listed on the commercial invoice is not an amount due to the CAP or your country. The invoice total is listed for the purpose of computing duties and taxes.

Delivery

CAP programs are shipped door-to-door service whenever possible. In instances where your country does not allow delivery to your door, the CAP can only arrange shipment to an airport. In these instances you will be notified when a program has been cleared and is ready for pickup. You must pick up your shipment at that point. If you refuse to pick up your shipment, your order for any remaining shipments may be canceled.



Stability

Some programs have limited stability and may not be available in certain countries. For more information, contact the CAP Customer Service Department.

| Programs With 10 or Less Days Stability | |
|---|--|
| Program Code | Program Name |
| B27* | HLA-B27 Typing |
| BALL | B-Cell Acute Lymphocytic Leukemia |
| CBT* | Cord Blood Testing |
| EPO | Erythropoietin |
| FL3* | Flow Cytometry |
| GH2, GH5 | Hemoglobin A _{1c} |
| HFC* | Hemocytometer Fluid Count |
| LN15 | Hemoglobin A1c Calibration Verification/Linearity |
| MX1B | HLA Crossmatching, Antibody Screen and Identification (Class I) basic |
| MX1C | HLA Crossmatching, Antibody Screen and Identification (Class I) comprehensive |
| MX2B | HLA Crossmatching, Antibody Screen and Identification (Class II) basic |
| MX2C | HLA Crossmatching, Antibody Screen and Identification (Class II) comprehensive |
| MXB | HLA Crossmatching, Antibody Screen and Identification (Class I and II) |
| MXC | HLA Crossmatching, Antibody Screen and Identification (Class I and II) |
| PCNEO* | Flow Cytometry, Plasma Cell Neoplasmas |
| RFAV1* | Rare Flow Antigen Validation CD1a |
| SCP* | Stem Cell Processing |
| ZAP70* | ZAP-70 Analysis by Flow Cytometry |

Note: The CAP strives to deliver all program materials in a stable condition. Surveys that must be kept cold will ship with frozen cold packs or dry ice as needed and allowed by country importation regulations. If transportation to your location cannot meet these conditions, please note that replacements will not be available.

For CAP-accredited international laboratories, the CAP requests that your laboratory perform testing on these materials. If unacceptable results are achieved and it is established that it is due to shipping conditions, your laboratory may review options with the CAP Laboratory Accreditation Program staff at accred@cap.org.

*Programs with less than five days stability may not be suitable for participants located outside the US and Canada.



Dry Ice

Some shipments are packed on dry ice to maintain stability. Dry ice shipments are shipped as UN1845 dangerous goods shipments. Due to sublimation, there may not be any dry ice present when you open your kit. This condition is not an indication that the program material has been compromised. If your country does not allow dry ice shipments, your Surveys will be packaged with cool packs that may not be as effective in maintaining a cool environment. When you receive your shipment, follow the kit storage instructions as soon as possible.

| Program Materials Shipped on Dry Ice | |
|--|--|
| Program Code | Program Name |
| ABIGC | Accuracy Based Insulin, C-Peptide, and Glucose Survey |
| ABL | Accuracy-Based Lipid |
| ABS | Testosterone and Estradiol Accuracy Survey |
| ABTH | Harmonized Thyroid |
| ABU | Accuracy-Based Urine |
| ABVD | Accuracy-Based Vitamin D |
| ACA | Antichromatin Antibody |
| AFD | Antifungal Drugs Monitoring |
| AG* | 1,5-Anhydroglucitol |
| ARP | Antiribosomal P Antibody |
| BDPV, BDPV5 | Bacterial Detection in Platelets, Rapid |
| BGL, BGL1 | CAP/ACMG Biochemical Genetics |
| BMV2* | Bone Specific Alkaline Phosphates |
| BNP, BNP5 | B-type Natriuretic Peptides |
| BU* | Bone and Mineral Metabolism Urine |
| C1*, C3*/C3X*, C4*, CZ*/CZX*/CZ2X*/CZVM*, Z* | Chemistry and Therapeutic Drug Monitoring |
| C7* | Pseudocholinesterase |
| CMSP | Cardiomyopathy Sequencing Panel |
| CRT, CRTI | Cardiac Markers |
| CRTQ | Quality Cross Check – Cardiac Markers |
| CS | CAP/AACC Immunosuppressive Drugs |
| CZQ* | Quality Cross Check, General Chemistry and Therapeutic Drug Monitoring |
| DAI* | Urine Drug Adulterant/Integrity Testing |
| DFC | Drug-Facilitated Crime |
| DMPM* | Drug Monitoring for Pain Management |
| EPO* | Erythropoietin |
| ETB* | Ethanol Biomarkers |
| EV | Everolimus |
| FOL* | RBC Folate |
| FT* | Fructosamine |
| FTC* | Forensic Toxicology, Criminalistics |
| GSA* | Glycated Serum Albumin |
| HCV2 | Hepatitis Viral Load |
| HIVG | HIV Genotyping |
| HV2 | HIV Viral Load |
| Continued on next page | |



| Program Materials Shipped on Dry Ice <small>continued</small> | |
|---|--|
| Program Code | Program Name |
| ICSP | Inherited Cancer Sequencing Panel |
| IFS* | Interfering Substances |
| IGHV | IGHV Mutation Analysis |
| ING* | Insulin, Gastrin, C-Peptide, and PTH |
| K*, KK*, K2*, KVM* | Ligand Assay – General |
| KET | Ketones |
| LCW | Limited Chemistry, Waived |
| LN2*, LN2BV* | Chemistry Calibration Verification/Linearity |
| LN24 | Creatinine Accuracy Calibration Verification/Linearity |
| LN25, LN27 | Troponin I Calibration Verification/Linearity |
| LN30 | B-type Natriuretic Peptides Calibration Verification/Linearity |
| LN31 | Immunosuppressive Drugs Calibration Verification/Linearity |
| LN35, LN36, LN37 | Coagulation Calibration Verification/Linearity |
| LN38 | CMV Viral Load Calibration Verification/Linearity |
| LN41 | Procalcitonin Calibration Verification/Linearity |
| LN44 | Fibrinogen Calibration Verification/Linearity |
| LN45 | Hepatitis C Viral Load |
| LN46 | C-Peptide/Insulin Calibration Verification/Linearity |
| LPE*, SPE* | Lipoprotein and Protein Electrophoresis |
| MHO, MHO1, MHO2, MHO3, MHO5 | Molecular Hematologic Oncology |
| MPA | Mycophenolic Acid |
| MRD, MRD1, MRD2 | Minimal Residual Disease |
| NB*, NB2* | Neonatal Bilirubin |
| NGSHM | Next-Generation Sequencing – Hematologic Malignancies |
| NGSST | Next-Generation Sequencing – Solid Tumor |
| NIPT* | NonInvasive Prenatal Testing |
| NOB | Novel Opioids and Benzodiazepines |
| NTA | Nicotine and Tobacco Alkaloids |
| OFD* | Oral Fluid for Drugs of Abuse |
| PCARI*, PCARM*, PCARMX* | Plasma Cardiac Markers |
| RAP* | Renin, Aldosterone |
| RNA | RNA Sequencing |
| SALC | Salivary Cortisol |
| SARC | Sarcoma Translocation |
| SCDD* | Synthetic Cannabinoids/Designer Drugs |
| SCO* | Serum Carryover |
| T* | Toxicology |
| TBLA | Total Bile Acid |
| TM*, TMX* | Tumor Markers |
| TNT, TNT5 | Troponin T |
| UDS*, UDSM*, UDS6* | CAP/AACC Urine Drug Testing, Screening) |
| UPBG | Porphobilinogen Urine |
| Continued on next page | |



| Program Materials Shipped on Dry Ice <i>continued</i> | |
|---|---------------------------------------|
| Program Code | Program Name |
| UT*, UTCO* | Urine Toxicology Carryover |
| VF* | Vitreous Fluid |
| VITD* | 25-OH Vitamin D |
| Y*, YY*, YVM* | Ligand – Special |
| ZE* | Therapeutic Drug Monitoring, Extended |

* This program ships with a cool pack to laboratories in the US, Puerto Rico, Guam, Virgin Islands, American Samoa, and to APO/FPO addresses.

Options for International Customers

If you are ordering programs shipped in dry ice or cool packs and the average temperature in your country is higher than 25°C (77°F), the CAP recommends you upgrade your shipment packaging to the extended shipper (XDS). The XDS is a dual insulation shipper intended to maintain the cold chain to destinations with warmer climates. The fee associated with such service is \$30 per program.

Biohazard Information

Laboratory Accident Hotline

800-443-3244

847-470-2812 (for international customers)

Country code: 001

Accidental exposures while processing specimens from the CAP, including cuts and contamination of mucous membranes or non-intact skin, should be reported to the CAP hotline for evaluation and questions regarding prophylaxis. Please provide the identification number of the relevant specimen.

Biohazard Information/Warning Statements

- The Centers for Disease Control and Prevention (CDC) has classified all bacterial and viral strains used in PT challenges as not greater than a Biosafety Level 2. You can find a full description of Biosafety Level 2 handling requirements, as defined by the CDC Office of Health and Safety in Biosafety in Microbiological and Biomedical Laboratories, at cdc.gov/biosafety/publications/bmb15/index.htm.
- All Surveys include a biohazard warning statement appropriate for handling of the material.
- Surveys that do not include etiologic agents are still expected to be handled in keeping with CDC universal precautions and OSHA bloodborne pathogen rules.
- The CAP's Safety Data Sheets (SDS) are available on cap.org.



Permitting Information

What you need to know before your PT program is shipped:

General Permit Requirement Information

Many countries require import permits or certificates of origin for customs clearance (regardless of dangerous goods status of a program).

- Work with your local authorities to determine if any permits are required.
- As a recipient, you are responsible for obtaining any import permits/documents and forwarding these to the CAP for inclusion with the program shipment. Provide these same documents to your broker or your local designated carrier.
- Programs with dangerous goods materials may require special permits and incur additional charges.
- Do not use the CAP Surveys catalog program descriptions for permit preparation and customs clearance documents. Program specifications may have changed after catalog publication and do not provide sufficient detail. Contact the CAP to obtain such information.
- You are responsible for monitoring permit expiration dates and submitting a new permit six weeks prior to the scheduled ship date.
- **Program materials will not ship without required documentation.**

Submit permits at the time of ordering, preferably with an extended expiration date of December 31st of the program year in order to cover all shipments. **At a minimum, submit permits six weeks prior to the stated program ship date to ensure timely delivery.**

Additional Documentation

Contact the CAP if you require additional documentation to place orders or receive shipments. Examples of available documentation include: US IRS Form 6166 Certificate of Residency, Articles of Incorporation, and the CAP's tax status.



Programs that may require import permits are listed below and are accurate as of May 1, 2019.

| General Permit Requirements and Dangerous Goods Classification UN3373 | | | |
|---|--|--------------|---|
| Program Code | Program Name | Program Code | Program Name |
| BCS | Blood Culture | HC6, HC6X | <i>C. trachomatis</i> and <i>N. gonorrhoeae</i> by NAA |
| BCS1 | Blood Culture, <i>Staphylococcus aureus</i> | HPS | <i>Helicobacter pylori</i> Antigen, Stool |
| BDP, BDP5 | Bacterial Detection in Platelets | IDN | Nucleic Acid Amplification, Organisms without MTB |
| BDPV, BDPV5 | Bacterial Detection in Platelets, Rapid | IDO | Nucleic Acid Amplification, Organisms |
| BSTS | Bacterial Strain Typing, <i>Staphylococcus</i> | LN38 | CMV Viral Load Calibration / Linearity |
| CAMP | <i>Campylobacter</i> | MBT | Microbiology Bench Tools Competency |
| D | Bacteriology | MC3 | Urine Colony Count |
| DEX | Expanded Bacteriology | MC4 | Urine Colony Count Combination |
| D1 | Throat Culture | MRS | Methicillin-Resistant <i>Staphylococcus aureus</i> Screen |
| D2 | Urine Culture | MRS5 | Methicillin-Resistant <i>Staphylococcus aureus</i> Screen, 5 Challenges |
| D3 | GC Culture | PNA1 | PNA FISH for <i>Staphylococcus</i> |
| D8 | Group B Strep Detection | PNA2 | PNA FISH for Yeast |
| E | Mycobacteriology | RMC | Routine Microbiology Combination |
| E1 | Mycobacteriology, Limited | SCP | Stem Cell Processing |
| F | Mycology | VR1 | Virology Culture |
| F1 | Yeast | VRE | Vancomycin-Resistant <i>Enterococcus</i> |
| F3 | <i>Candida</i> Culture | VS | Vaginitis Screen Antigen Detection – BD Affirm VP III |
| HC4 | Herpes Culture | | |

WARNING: The Instrumentation (I) Survey specimens may contain corrosive or toxic substances, environmental hazards, or irritants. This Survey ships as a Class 9 dangerous good with a specimen volume below the threshold requiring special packaging.

Note: CAP Vial Measures VM1-VM6X do not ship under a Dangerous Goods Classification; however, some countries may still require permits due to the nature of the materials.



Hawaiian Permits

Import permits are required by the state of Hawaii. You may obtain an import permit by contacting the Plant Quarantine Branch of the State of Hawaii Department of Agriculture. Complete form PQ-7 to obtain an import permit or a letter of authorization.

| Hawaiian Permit Requirements | | | | | |
|------------------------------|---|---------------------------|------------------------|--|---------------------------|
| Program Code | Program Name | Documentation Requirement | Program Code | Program Name | Documentation Requirement |
| ACA | Antichromatin Antibody | AR | E | Mycobacteriology | NR |
| AHIV | Anti-HIV 1/2 | AR | E1 | Mycobacteriology-Limited | NR |
| ARP | Antiribospmal P Antibody | AR | F | Mycology and Aerobic Actinomycetes | P |
| BCS | Blood Culture | NR | F1 | Yeast | P |
| BCS1 | Blood Culture, <i>S. aureus</i> | NR | F3 | Candida Culture | NR |
| BDP, BDP5 | Bacterial Detection In Platelets | NR | F5SER | Fungal Serology | AR |
| BDPV, BDPV5 | Bacterial Detection In Platelets, Rapid | NR | FSM | Fungal Smear | AR |
| | | | GIP | Gastrointestinal Panel | AR |
| BOR | <i>B. pertussis/parapertussis</i> , Molecular | AR | GNBC | Gram-Negative Blood Culture Panel | AR |
| BP | Blood Parasite | AR | GPBC | Gram-Positive Blood Culture Panel | AR |
| BSTS | Bacterial Strain Typing, Staphylococcus | NR | HBVL, HBVL5 | Hepatitis B Viral Load | AR |
| BV | Bacterial Vaginosis | NR | HC1 | Chlamydia Antigen Detection (DFA) | AR |
| CAMP | <i>Campylobacter</i> | NR | HC2 | Herpes Simplex, Antigen Detection (DFA) | AR |
| CBT | Cord Blood Testing | NR | HC3 | <i>C. trachomatis</i> Antigen Detection (EIA) | AR |
| CDF2, CDF5 | <i>Clostridium difficile</i> | AR | HC4 | Herpes Simplex Virus, Culture | NR |
| CHPVD | Human Papillomavirus, Digene | AR | HC6, HC6X | <i>C. trachomatis/N. gonorrhoeae</i> by Nucleic Acid Amplification (NAA) | NR |
| CHPVK | Human Papillomavirus, SurePath | AR | HC7 | <i>C. trachomatis/N. gonorrhoeae</i> with DNA | AR |
| CHPVM | Human Papillomavirus, ThinPrep | AR | HCV2 | Hepatitis C Viral Load | AR |
| CRYP | Cryptococcal Antigen Detection | AR | HIVG | HIV Genotyping | AR |
| D | Bacteriology | P | HPS | <i>H. pylori</i> Antigen, Stool | NR |
| D1 | Throat Culture | NR | HPV | Human Papillomavirus | AR |
| D2 | Urine Culture | P | ID1 | Nucleic Acid Amplification, Viruses | AR |
| D3 | <i>N. gonorrhoeae</i> Culture | NR | ID1T | Nucleic Acid Amplification, JC & BK | AR |
| D5 | Gram Stain | AR | ID2 | Nucleic Acid Amplification, Respiratory | AR |
| D6 | Rapid Group Strep A Antigen Detection | AR | | | |
| D8 | Group B Strep Detection | NR | | | |
| D9 | Rapid Strep Antigen Detection, Waived | AR | | | |
| DEX | Expanded Bacteriology | P | Continued on next page | | |

Permit Definitions

AR = AR Letter: Hawaii Department of Agriculture letter for programs not specifically regulated but still requiring documentation for importing

NR = NR Letter: Hawaii Department of Agriculture letter for programs considered to be low risk but still requiring documentation for importing

P = Permit



Hawaiian Permit Requirements *continued*

| Program Code | Program Name | Documentation Requirement | Program Code | Program Name | Documentation Requirement |
|--------------|---|---------------------------|--------------|--|---------------------------|
| ID3 | Influenza A, Influenza B & RSV by NAA | AR | P5 | Parasitology, Giardia/Crypto Immunoassay | AR |
| ID5 | HSC & HSV, Molecular | AR | PNA1 | PNA FISH For Staphylococcus | NR |
| IDME | Meningitis/Encephalitis Panel | AR | PNA2 | PNA FISH For Yeast | NR |
| IDN | NAA, Organisms Without MTB | NR | POC4 | POC Strep Screen Competency | AR |
| IDO | Nucleic Acid Amplification, Organisms | NR | RHCVW | Anti-HCV, Rapid Methods, Waived | AR |
| IDPN | ID Pneumonia Panel | AR | RMC | Routine Microbiology Combination | P |
| IDR | Infectious Disease, Respiratory Panel | NR | SBAS | <i>S. pneumoniae</i> Antigen Detection | AR |
| LBAS | Legionella Antigen Detection | AR | SCP | Stem Cell Processing | NR |
| LN38 | CMV Viral Load Calibration Verification/Linearity | NR | SP | Stool Pathogens | AR |
| LN39 | HIV Viral Load Calibration Verification/Linearity | AR | SP1 | Norovirus | AR |
| LN45 | HCV Viral Load Calibration Verification/Linearity | AR | SPN | Stool Pathogen, without Shigatoxin | AR |
| LPX | Laboratory Preparedness Exercise | P | ST | Shiga Toxin | AR |
| MBT | Micro Bench Tools Competency | P | TTD | Tick-Transmitted Diseases | AR |
| MC3 | Urine Colony Count | NR | TVAG | <i>T. vaginalis</i> , Molecular | AR |
| MC4 | Urine Colony Count Combination | NR | VBDM | Vector-Borne Disease-Molecular | AR |
| MGEN | Mycoplasma Genitalium, Molecular | AR | VLS, VLS2 | Viral Load | AR |
| MRS, MRS5 | Methicillin Resistant <i>S. aureus</i> | NR | VM1 | Viral Markers-Series 1 | AR |
| MRS2M, MRS5M | MRSA Screen, Molecular | AR | VM2 | Viral Markers-Series 2 | AR |
| MTBR | Molecular MTB ID & Resistance Detection | AR | VM3 | Viral Markers-Series 3 | AR |
| MVP | Molecular Vaginal Panel | AR | VM4 | Viral Markers-Series 4 | AR |
| NAT | Nucleic Acid Testing | AR | VM5 | Viral Markers-Series 5 | AR |
| P | Parasitology | AR | VM6 | Viral Markers-Series 6 | AR |
| P3 | Parasite, Fecal Suspension, Immunoassay | AR | VR1 | Virology Culture | NR |
| P4 | Parasite, Fecal Suspension, PVA, Immunoassay | AR | VR2 | Virology Antigen Detection (DFA) | AR |
| | | | VR3 | Infectious Disease Serology | AR |
| | | | VR3M | Infectious Disease Serology, Mumps | AR |
| | | | VR4 | Virology Antigen Detection (Non-DFA) | AR |
| | | | VRE | Vancomycin-Resistant Enterococcus | NR |
| | | | VS | Vaginitis Screen Antigen Detection | NR |
| | | | VS1 | Vaginitis Screen, <i>T. vaginalis</i> | AR |

Permit Definitions

AR = AR Letter: Hawaii Department of Agriculture letter for programs not specifically regulated but still requiring documentation for importing

NR = NR Letter: Hawaii Department of Agriculture letter for programs considered to be low risk but still requiring documentation for importing

P = Permit



Canadian Permits

Canadian regulations require permits to import animal, plant, and human pathogens. Permit applications should list the CAP program code and full program name. Do not list the Program Fulfillment Group (PFG). Do not list the mailing designation (A, B, C).

These permits must be obtained by the recipient for all infectious modules from:

- The Public Health Agency of Canada (PHAC). Contact phac.license-mermis.aspc@canada.ca.
- Canadian Food Inspection Agency (CFIA) permits may also be required. Contact cfia.permission.acia@canada.ca.

| Canadian Permit Requirements | | | | | | |
|------------------------------|--|---|---------------------------------------|-------------------------------------|-------------------------|---------------------------|
| Program Code | Program Name | PHAC License: HAR (RG2) & HTPR (RG2) if culturing | PHAC License: HTPR (RG2) if culturing | CFIA: OBCS (aquatic-animal HAA/HAR) | CFIA: Compliance Letter | CFIA: CoA (plant PPA/PPR) |
| BCS | Blood Culture | X | | X | X | |
| BCS1 | Blood Culture, <i>S. aureus</i> | X | | X | X | |
| BDP, BDP5 | Bacterial Detection in Platelets | X | | | | |
| BDPV, BDPV5 | Bacterial Detection in Platelets, Rapid | X | | X | X | |
| BSTS | Bact Strain Typing, Staphylococcus | X | | | | |
| CAMP | <i>Campylobacter</i> | X | | X | X | |
| CBT | Cord Blood Testing | | | X | X | |
| D | Bacteriology | X | | X | X | |
| D1 | Throat Culture | X | | X | X | |
| D2 | Urine Culture | X | | X | X | |
| D3 | <i>N. gonorrhoeae</i> Culture | X | | X | X | |
| D8 | Group B Strep Detection | X | | X | X | |
| DEX | Expanded Bacteriology | X | | | | |
| E | Mycobacteriology | X | | X | X | |
| E1 | Mycobacteriology-Limited | X | | | | |
| F | Mycology and Aerobic Actinomycetes | X | | X | X | X |
| F1 | Yeast | X | | X | X | |
| F3 | Candida Culture | X | | X | X | |
| HC4 | Herpes Simplex Virus, Culture | X | | | | |
| HC6, HC6X | <i>C. trachomatic/N. gonorrhoeae</i> by Nucleic Acid Amplification (NAA) | X | | X | X | |
| HCV2 | Hepatitis Viral Load | | X | | | |

Continued on next page

Definitions

- CoA – Centre of Administration
- HAA/HAR – Health of Animals Act and Health of Animals Regulations
- HTPR – Human Pathogens and Toxins Regulations
- PPA/PPR – Plant Protection Act and Plant Protection Regulations
- OBCS – Office of Biohazard Containment and Safety
- RG2 – Risk Group 2



| Canadian Permit Requirements <small>continued</small> | | | | | | |
|---|--|---|---------------------------------------|-------------------------------------|-------------------------|---------------------------|
| Program Code | Program Name | PHAC License: HAR (RG2) & HTPR (RG2) if culturing | PHAC License: HPTR (RG2) if culturing | CFIA: OBCS (aquatic-animal HAA/HAR) | CFIA: Compliance Letter | CFIA: CoA (plant PPA/PPR) |
| HIVG | HIV Genotyping | | X | | | |
| HPS | <i>H. pylori</i> Antigen, Stool | X | | | | |
| ID1 | Nucleic Acid Amplification, Viruses | | X | | | |
| ID2 | Nucleic Acid Amplification, Respiratory | | X | | | |
| IDME | Meningitis/Encephalitis Panel | | X | | | |
| IDO, IDN | Nucleic Acid Amplification, Organisms | X | | | | |
| IDR | Infectious Disease, Respiratory Panel | | X | | | |
| LN38 | CMV Viral Load Calibration Verification/Linearity | | X | | | |
| LN39 | HIV Viral Load Calibration Verification/Linearity | | X | | | |
| LN45 | HCV Viral Load Calibration | | X | | | |
| MBT | Micro Bench Tools Competency | X | | X | X | |
| MC3 | Urine Colony Count | X | | X | X | |
| MC4 | Urine Colony Count Combination | X | | X | X | |
| MRS | Methicillin Resistant <i>S. aureus</i> , 2 Challenge | X | | X | X | |
| MRS5 | Methicillin Resistant <i>S. aureus</i> , 5 Challenge | X | | X | X | |
| NAT | Nucleic Acid Testing | X | | | | |
| PNA1 | PNA Fish For Staphylococcus | X | | X | X | |
| PNA2 | PNA FISH For Yeast | X | | | | |
| RMC | Routine Microbiology Combination | X | | X | X | |
| SCP | Stem Cell Processing | | | X | X | |
| SP1 | Norovirus | | X | | | |
| VBDM | Vector-Borne Disease-Molecular | | X | | | |
| VM1 | Viral Markers-Series 1 | | X | | | |
| VM2 | Viral Markers-Series 2 | | X | | | |
| VM3 | Viral Markers-Series 3 | | X | | | |
| VM4 | Viral Markers-Series 4 | | X | | | |
| VM5 | Viral Markers-Series 5 | | X | | | |
| VM6 | Viral Markers-Series 6 | | X | | | |
| VM6X | Viral Markers-Series 6, Additional Material | | X | | | |
| VR1 | Virology Culture | X | | | | |
| VRE | Vancomycin-Resistant Enterococcus | X | | | | |
| VS | Vaginitis Screen Antigen Detection | X | | | | |

Some programs require multiple permits. IF the lab is not culturing the program in column marked "PHAC License: HPTR (RG2) if culturing," they would return the provided permit request letter signed "No Permit Required."

Definitions

CoA – Centre of Administration

HAA/HAR – Health of Animals Act and Health of Animals Regulations

HTPR – Human Pathogens and Toxins Regulations

PPA/PPR – Plant Protection Act and Plant Protection Regulations

OBCS – Office of Biohazard Containment and Safety

RG2 – Risk Group 2