Potential participant checks PTA Schedule: [http://www.pta.asn.au/pta_Schedules.html](http://www.pta.asn.au/pta_Schedules.html) for programs suitable for their scope of testing

Potential participant contacts PTA at ptaenquiry@pta.asn.au to notify PTA of the programs in which they wish to participate

PTA adds potential participant’s details to list of laboratories to contact when a program is scheduled to commence

PTA program coordinator sends all potential participants a letter inviting them to participate in a program and includes “Request for Participation” form

Potential participant completes “Request for Participation” form and returns it to PTA program coordinator, preferably by email or fax

Potential participant becomes official participant in the PTA program

PTA sends invoices for participation fee to all participants in the program

PTA sends samples, instructions and results sheets to all participants in the program

Participant tests the samples according to PTA instructions and enters results of testing on the PTA results sheet

Participant sends completed results sheet to PTA program coordinator, preferably by email or fax

PTA coordinator enters results of all participants into spreadsheet

PTA coordinator analyses all of the participants’ results

PTA coordinator sends each participant a summary sheet, detailing their performance in the program

A final report, summarising the performance of all the participants in the program, is made available on the PTA website, [http://www.pta.asn.au](http://www.pta.asn.au)