



Step 1: CAP Number and AU ID Number (Required)

CAP #

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AU ID #

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Laboratory Name _____

City _____ State _____

Important Notes for CAP PT Customers

- Do not use this form to order, cancel, or make changes to method codes for proficiency testing (PT) Surveys.
- For more information call Customer Contact Center at 1-800-323-4040, option 1.

Step 2: Instructions

- To add a test/activity: refer to the CAP Master Activity Menu to determine test/activity code(s). If unable to find an appropriate code just submit a description in the Test/Activity Name field and a code will be assigned.
- To delete a test/activity: refer to your laboratory's Activity Menu with PT Options or Laboratory Data Report (both available through e-LAB Solutions) to determine the appropriate code(s) to delete.
- Indicate the Section Unit/Department affected by the addition/deletion.
- Submit test menu changes by one of these methods:
 - Preferred method of modifying your laboratory's Activity Menu is online through e-LAB Solutions (Laboratory Accreditation).
 - Email completed form to testmenu@cap.org. The form is available as a fillable pdf through e-LAB Solutions.
 - Fax completed form to 847-832-8171.

Add/Delete	Test/Activity Name	Activity Code	Section Unit/Department				
<input type="radio"/> Add <input type="radio"/> Delete	Iron EXAMPLE	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					Core Lab EXAMPLE

Add/Delete	Test/Activity Name	Activity Code	Section Unit/Department				
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Step 3: Authorization Information

Print Name _____ Phone/Ext. _____

Email _____ Date: _____

