

INSTRUCTIONS

C04B BOD IN WATER

1.0 Sample Reception

- 1.1 All shortages or breakages must be reported within 24 hours of sample receipt.
- 1.2 Samples are unpreserved, although, BOD samples may be received frozen. All samples should be stored at $4\pm 2^{\circ}\text{C}$ upon receipt. Samples are stable for the duration of the study.
- 1.3 Check that all the parameters for which you are registered are correctly identified on the web data entry report page.
- 1.4 Inquiries regarding samples and their shipment may be directed to:

PT Non-conformances
Information and Quality Management
Environment and Climate Change Canada
fax: 905-336-8914
email: ec.ptnc.ec@canada.ca

cc: CALA Program Administrator
cc: Ken Middlebrook, CALA PT Manager
fax: 613-233-5501
email: programadmin@cala.ca
email: kmiddlebrook@cala.ca

Inquiries must be made by facsimile or email only. Use the Nonconformance Form (see reverse) when sending a fax. Please include your CALA membership number on all correspondence.

2.0 Sample Analysis

- 2.1 Bring samples to room temperature before analysis and shake vigorously before analysis.
- 2.2 Approximate sample concentrations are detailed in *P02-04-CALA Program Description - PT Catalogue*.
- 2.3 Proceed with testing using the routine analytical method identified in your recent application to the CALA program.

3.0 Reporting Results

- 3.1 Results must be reported by midnight of the study deadline (see the General Proficiency Testing Information sheet for details).
- 3.2 Report RDL (optional) if you want RDL accounted for in z scores.

4.0 Safety

- 4.1 The PT samples are designed for use by laboratory professionals familiar with environmental samples and potentially hazardous materials.

PT SAMPLE NON-CONFORMANCE FORM

Attn: PT non-conformances

Study Number:

ENSURE THAT SAMPLES RECEIVED MATCH REPORT FORMS

1 - Laboratory Information

Contact Name:

Laboratory Name

Laboratory Address

Contact Telephone #

Contact Facsimile #

Contact e-mail:

2 - Sample Details

Date & Time of Arrival (YYYY, MM,DD,HH:MM):

Tracking Number:

Test Groups Received (e.g. C1 , C2 etc.):

Number of Boxes:

3 - Description of Nonconformance

4 - Requested Action

5 - PT Provider Notes