

INSTRUCTIONS

C05A MICROBIOLOGICAL IN WATER

1.0 Sample Reception

- 1.1 Check that all the samples for which you are registered are accounted for. All breakages and shortages must be reported within 24 hours of sample receipt. Due to sample stability, replacement samples will not be available beyond 48 hours of the shipping date.
- 1.2 Store samples at $4\pm 2^{\circ}\text{C}$, preferably in the dark. Non-diluted samples are stable for at least 96 hours.
- 1.3 Check that all the parameters for which you are registered are correctly identified on the web data entry report form.
- 1.4 Inquiries regarding sample shipments and sample preparation may be directed to:

Mr. Guillaume Bourque
Centre d'expertise en analyse environnementale du Québec
Tel. 418 643-1301 ext. 352
Fax. 418 646-7612
email: guillaume.bourque@mddelcc.gouv.qc.ca

cc: Erinn Knight, CALA Program Administrator
fax: 613-233-5501
email: eknight@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: Heterotrophic Plate Count

- 2.1 No dilution is required. Mix vial well and analyse as per the laboratory's registered method.
- 2.2 Sample concentration ranges are on an interval below approximately 1000 counts/ml.

3.0 Sample Analysis: Total Coliforms, Fecal Coliforms And *E. Coli*

- 3.1 Mix vial well and dilute 1.0 mL to 1000 mL with sterile dilution water. Mix well and analyse the diluted sample as per the laboratory's registered test method.
- 3.2 Sample concentration ranges, for the diluted samples, are on an interval below approximately 100 counts/100 ml in the diluted sample.

4.0 Reporting Results

- 4.1 Results must be reported by midnight of the study deadline (see the General Proficiency Testing Information sheet for details).
- 4.2 Provide information on results, method (including media used), incubation time and temperature, date/time analyzed and date/time received. If performing confirmation testing, provide details about method and media used in the lab comments section.

5.0 Safety

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

PT SAMPLE NON-CONFORMANCE FORM

ATTENTION:

Please indicate reception date of proficiency sample _____

Please complete this form if your shipment of water proficiency samples:

<input type="checkbox"/> was received >96 hours from shipping date.
<input type="checkbox"/> was received damaged
<input type="checkbox"/> was received leaking
<input type="checkbox"/> was received incomplete, e.g., missing a sample, >1 sample type was received per set
of water proficiency samples affected: _____ (please specify the samples affected)
Laboratory Name : _____ Lab No. _____
Laboratory Address _____
City: _____ Prov: _____ PC: _____
Name: (please print) _____ Signature: _____ Date: _____

Please fax this form to CEAEQ at 418 646-7612 and to CALA at (613)233-5501. A replacement set of water proficiency samples will be shipped to your laboratory, if this form is received by CEAEQ ≤ 48hours from date of shipment.