

# INSTRUCTIONS

## C25 PHENOLIC COMPOUNDS 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.
- 1.2 Store samples at 4±2°C upon receipt. Samples are preserved to a pH < 2 with H<sub>2</sub>SO<sub>4</sub>. Extract samples within 14 days of receipt.
- 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 samples and their shipment 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](mailto:guillaume.bourque@mddelcc.gouv.qc.ca)

cc: Erinn Knight, CALA Program Administrator  
fax: 613-233-5501  
email: [eknight@cala.ca](mailto: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

- 2.1 Refer to P02-04-CALA Program Description – PT Catalogue for approximate concentration range.
- 2.2 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 NameLaboratory AddressContact 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