INSTRUCTIONS
C33 TOTAL PHENOLICS 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 Samples are preserved to a pH < 2 with H_2SO_4 and should be stored at $4\pm2^{o}C$, in the dark. 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 form.

1.4 Inquiries regarding samples and their shipment may be directed to:

PT Non-conformances
Information and Quality Management
Environment Canada
fax: 905-336-8914
email: PTNC@ec.gc.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

2.1 Total phenolics concentrations will be in an interval below approximately 1 mg/L.

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 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