C25 PHENOLIC COMPOUNDS IN WATER

1.0 Sample Reception

1.1 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\textsubscript{2}SO\textsubscript{4}. 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 page.

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

   PT Non-conformances
   Phenova
   Tel: (866) 942-2978
   Fax: (866) 283-0269
   Email: TyG@phenova.com

   cc: PT Canada, Program Administrator
   email: programadmin@PTcanada.org
   cc: Ken Middlebrook, PT Canada
   email: kmiddlebrook@PTCanada.org

Inquiries must be made by email only. Use the enclosed Nonconformance Form (see reverse) when notifying PT Canada of a problem with the samples. Please include your PT Canada laboratory number on all correspondence.

2.0 Sample Analysis

2.1 Refer to PAR02 Catalogue for approximate concentration range.

2.2 Proceed with testing using the routine analytical method identified in your PT Canada application.

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

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
