

C40A BTEX AND PHCs IN WATER

1.0 Sample Reception

- 1.1 Samples are provided as 4 x 2mL flame sealed ampoules.
- 1.2 Store samples at 4±2°C and in the dark upon receipt. Start analysis within ten days of dilution.
- 1.3 All breakages and shortages must be reported within 24 hours of sample receipt.
- 1.4 Check that all the parameters for which you are registered are correctly identified on the web data entry report page.
- 1.5 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 Preparation

- 2.1 Samples are provided as concentrates in 2 mL ampoules. Prior to analysis dilute **50 µL** of concentrate to **100 mL** in a volumetric flask containing VOC free reagent water. Make up to volume and gently mix. If multiple methods are being used, proportional dilutions such as 100 µL to 200 mL, may be used.
- 2.2 Immediately transfer to appropriate sample container for analysis.
- 2.3 Repeat for all four samples.

3.0 Sample Analysis

- 3.1 Refer to PAR02 Catalogue for approximate concentration range.
- 3.2 Proceed with testing using the routine analytical method identified in your PT Canada application.

4.0 Reporting Results

- 4.1 Do not subtract BTEX from F1 fraction.
- 4.2 Results must be reported by midnight of the study deadline (see the General Proficiency Testing Information sheet for details).
- 4.3 Report results as per the reconstituted sample.
- 4.4 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