

GENERAL INSTRUCTIONS

This sample is ready for analysis. **Do not regrind it.** Remixing is permissible if done quickly. When you open the container, transfer the sample to a new air-tight bottle to prevent loss or gain of moisture.

In analyzing and reporting this sample,

1. Weigh a separate portion of the sample for each complete analysis for all elements.
2. Make only a single analysis of the sample for each element in a given day. No two weighings or analyses by any procedure are to be made in the same day. Wait several days if possible.
3. Record the analytical results in the spaces provided on the report form.
4. Two and only two analyses may be reported for each method. If a single analyses or more than two analyses are reported, they will **not** be used in the statistical treatment of the data. If something goes wrong during an analysis, which cast doubt on the result, discard it before completion. Do not calculate and report averages of multiple analyses.
5. List analyses on lines corresponding to the method used, elements determined or special analyses made.
6. When analyses are made on elements not covered in the table or special analyses are made which are not listed on this form, report the results in the area provided for additional analyses. Identify the element and the method used. This will provide information on which to base expansion of the list of elements, special analyses and method code numbers as required.
7. All pre-printed method codes must be completed with the two digits to the right of the decimal in order to properly indicate the specific method used. Any incomplete method codes will be entered as "99" and automatically excluded from the calculation of the accuracy index on the report cards.
8. To specify those analyses which are not to be used in calculating the average accuracy index given in the confidential report on laboratory performance, mark an "X" in the space provided to the right of the method code.
9. Samples are numbered by year and month. Results should be mailed or faxed to be received no later than the 15th of the following month. Results received later than the 15th will not be included in the statistical report.
10. Mail (or fax) one copy of this report to:

Magruder Report
c/o Robert A. Coelho
14004 Greencroft Lane
Cockeysville, MD 21030-1108 Fax (410) 785-7063

For general information on participation in the Magruder Check Sample program, contact:
Rod Noel noelr@purdue.edu www.magruderchecksample.org

For information on the preparation and distribution of check sample material, contact:

Robert Kieffer E-mail - bob@ablelaboratory.com
Able Laboratory, Inc. Phone: (423)-554-3446
1886 Fern Hill Road Fax: (866)-337-2365
Pikeville, TN 37367