

## **MAGRUDER CHECK SAMPLE INSTRUCTIONS**

[www.magruderchecksample.org](http://www.magruderchecksample.org)

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 on the web at [www.magruderchecksample.org](http://www.magruderchecksample.org). Click on LAB PORTAL link to log onto your site. Contact Frank Sikora ([fsikora@uky.edu](mailto:fsikora@uky.edu)) if you need your login and password. Review the document entitled “Data Entry Instructions” on the web site for details on entering your data.
4. Two and only two analyses may be reported for each method. If only a single analysis is recorded, the data will not be used in the statistical analyses. 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. If you have analytes or methods not covered in the method code list, contact Frank Sikora ([fsikora@uky.edu](mailto:fsikora@uky.edu)) with the analyte and method you would like to see added to the method code list for the Magruder Committee to consider.
6. Samples are numbered by year, month, program, and sample within the month. There is currently only one program for the Magruder proficiency testing so the third identifier is always “1”. Example sample numbers for two samples in April of 2015 are 150411 and 150412.
7. Results should be submitted on the web site no later than the 15th of the following month. Results received later than the 15th will not be included in the statistical report.