

## C76 OIL AND GREASE IN SOIL

### 1.0 Sample Reception

- 1.1 All breakages and shortages must be reported within 24 hours of sample receipt.
- 1.2 Store samples at  $4\pm 2^{\circ}\text{C}$  upon receipt. Samples are unpreserved. Analyse as soon as possible to avoid degradation.
- 1.3 Check that all the parameters for which you are registered are correctly identified in the PTC portal.
- 1.4 Inquiries regarding samples and their shipment may be directed to:

PT Non-conformances  
Phenova  
Tel: (303) 940-0033  
Email: [AndreaLg@phenova.com](mailto:AndreaLg@phenova.com)

cc: PT Canada, Program Officer  
email: [programofficer@PTcanada.org](mailto:programofficer@PTcanada.org)  
cc: Ken Middlebrook, PT Canada  
email: [kmiddlebrook@PTcanada.org](mailto:kmiddlebrook@PTcanada.org)

Inquiries should be made by email if possible. Use the Nonconformance Form (see reverse) when sending a fax. When reporting damage upon receipt, please provide a picture of the damaged samples. Please include your PT Canada laboratory number on all correspondence.

### 2.0 Sample Analysis

- 2.1 Refer to PAR-02 Catalogue for approximate sample concentrations.
- 2.2 Proceed with testing using the routine analytical method identified in your PT Canada application.

### 3.0 Reporting Results

- 3.1 For the purpose of calculations, assume that the samples contain exactly 40.0 g of soil at zero moisture.
- 3.2 Results must be reported by midnight of the study deadline in the PTC portal.

### 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:
<u>Laboratory Name</u>
<u>Laboratory Address</u>
<u>Contact Telephone #</u>
<u>Contact Facsimile #</u>
<u>Contact e-mail:</u>

## 2 - Sample Details

<u>Date &amp; Time of Arrival(YYYY,MM,DD,HH:MM):</u>
<u>Tracking Number:</u>
<u>Test Groups Received (e.g. C1, C2 etc.):</u>
<u>Number of Boxes:</u>

## 3 - Description of Nonconformance

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## 4 - Requested Action

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## 5 - PT Provider Notes

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