

**Proficiency Testing Scheme for Chemical Analysis of Potable Water in Africa**

Private Bag 13389, Windhoek, Namibia  
Tel: (Int code +264 61) 71 2257 Fax: (Int code +264-61) 71 2097

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**14<sup>th</sup> SADCWATERLAB PROFICIENCY TESTING ROUND FOR CHEMICAL ANALYSIS OF POTABLE WATER IN AFRICA**

Dear Participant

This note serves as an advance notification of the 2017 proficiency test for chemical analysis of potable water in Africa which will be carried out by Namibia Water Corporation, (NamWater).

This exercise is highly recommended for members of the SADC Water Lab Association. However, non-members are also very much encouraged to participate. Membership for the SADC Water Lab Association is currently free and the memorandum of understanding (MOU) which establishes the SADC Water Lab Association as well as registration forms can be obtained from the SADC MET website under the link [www.sadcmet.org](http://www.sadcmet.org).

Herewith the protocol for the proficiency testing scheme. To administer the programme successfully, it is necessary to honour the given dates and to react promptly. **Since the local coordinators have a major role to play in the Proficiency testing scheme activities, could you please send a carbon copy to the local coordinators when submitting registration forms and proof of payments?**

**CLOSING DATE FOR REGISTRATION is 28<sup>st</sup> April 2017**

**Registration for each round is a very important part of the planning. Submitting registration forms as well as proof of payment is compulsory for every round. You will not receive any samples if you do not comply with these two requirements.**

Please complete the registration form attached in full and e-mail it back to the PT provider. **Invoices will and can only be issued after the duly completed registration forms were received.**

No samples will be dispatched if the following has not been received:

- Name of the laboratory and contact person(s) (preferably two)
- Correct physical and postal address for both contact persons
- Telephone and fax numbers (preferably two)
- E-mail address per contact person (company e-mail address is preferred but feel free to supply alternate e-mail in case of e-mail and internet problems.
- **250 USD** payment and proof thereof via e-mail to [conradiem@namwater.com.na](mailto:conradiem@namwater.com.na)
- Direct deposit and electronic payments are excepted proof thereof by e-mail to [conradiem@namwater.com.na](mailto:conradiem@namwater.com.na)
- Cheque payment: Made out to NamWater

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**E-MAIL DOCUMENTATION RECEIPT CONFIRMATION:**

- Please confirm receipt of all correspondence immediately after receipt, as the PT provider must take immediate action should there be a problem with the electronic mode of communication. This is required for the following:
  - PT notification and protocol
  - Proof of payments
  - Laboratory identification codes
  - PT report
  - General communication related to the proficiency test (PT)
  - **One contact per laboratory needs to respond.**
  - Results - It is the responsibility of participants to ensure that the results are submitted correctly and before the closing date. Results received after the due date will not be included in the evaluation report.

**PROFICIENCY TESTING PROVIDER**

- NamWater is the PT provider with Merylanda Conradie as the coordinator of running the scheme.
- **Contact details for Ms M Conradie :**
  - Tel:** (Int code +264-61) 71 2257
  - Mobile:** +261 81 2421200
  - Fax:** (Int code +264-61) 71 2097
  - E-mail:** [conradiem@namwater.com.na](mailto:conradiem@namwater.com.na)

**CONFIDENTIALITY / UNIQUE LABORATORY CODES**

- To maintain confidentiality of the results submitted, each laboratory will be assigned a laboratory code as soon as the results are received.
- The laboratory codes will be randomly assigned to each of the Participants.
- The laboratory code used to identify a laboratory's performance in the schemes will be changed for every PT run to maintain confidentiality.

**EXERCISE NOTIFICATION**

- The Participant will be notified of the exercise via e-mail at least a month before the exercise.
- Results must be submitted electronically in the prescribed format. The protocol will also be supplied with the dispatch of samples via a hard copy and via the electronic exercise notification.
- E-mail is the preferred mode of communication and where problems arise, facsimile communication would be recommended.
- **Fax transmission forms** sent by Participants must clearly indicate **“Urgent for the attention of Merylanda Conradie.**

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**SCOPE:**

The round involved the distribution of six samples which will be prepared as follows:

**Sample 1, 2 and 3:** Sulphate, Chloride, Fluoride, Nitrate, Phosphate and Conductivity at 25°C in mS/m, Total Dissolved solids at 180°C in mg / l [Gravimetric method only]

**Sample 4,5 and 6 :** Calcium, Magnesium, Sodium, Potassium, Iron, Manganese, Aluminium, Lead Zinc, Chromium, Nickel, Arsenic, Cadmium and Cobalt

<b>ANIONS</b>	<b>CATIONS</b>
Sulphate as SO <sub>4</sub> in mg/l	Calcium as Ca in mg/l
Chloride as Cl in mg/l	Magnesium as Mg in mg/l
Nitrate as NO <sub>3</sub> in mg/l	Sodium as Na in mg/l
Fluoride as F in mg/l	Potassium as K in mg/l
Phosphate as PO <sub>4</sub> in mg/l	Iron as Fe in mg/l
	Manganese as Mn in mg/l
	Aluminum as Al in mg/l
	Lead as Pb in mg/l
	Copper as Cu in mg/l
	Zinc as Zn in mg/l
	Chromium as Cr in mg/l
	Nickel as Ni in mg/l
	Arsenic as As in mg/l
	Cadmium as Cd in mg/l
	Cobalt as Co in mg/l
<b>OTHER: [Sample 1, 2 and 3]</b>	
Conductivity at 25°C in mS/m	
Total Dissolved solids at 180°C in mg / l [ Gravimetric method only]	

Each laboratory must perform the duplicate analyses of each sample for all determinants.

**DISTRIBUTION OF SAMPLES: 30<sup>th</sup> June 2017**

The samples will be distributed to the local coordinators provided that registration forms were submitted and payments were received.

**RETURN DATE FOR THE RESULTS: 18<sup>th</sup> August 2017**

The results must be submitted through the NamWater website before or on the return date.

E-mail: [conradiem@namwater.com.na](mailto:conradiem@namwater.com.na)

Unfortunately, results received after the specified period will not be included in the report. Please inform the PT provider before the exercise should your laboratory not be able to participate in this exercise.

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**EXERCISE REPORT:**

An electronic evaluation report will be supplied to all participants by the **22<sup>nd</sup> September 2017.**

**PROGRAMME CHEMICAL POTABLE WATER PT FOR 2016:**

Activity	Due date	Responsibility
Closing date for registration & payment of participants	<b>28<sup>th</sup> April 2017</b>	Local Coordinators ; Lab Managers
Preparation of samples	<b>05<sup>th</sup> June 2017 – 16<sup>th</sup> June 2017</b>	PT Provider
Distribution of the samples	<b>30<sup>th</sup> June 2017</b>	PT Provider
Deadline for submission of results	<b>18<sup>st</sup> August 2017</b>	Local Coordinators Lab Managers
Evaluation of results and drafting of report	<b>22<sup>nd</sup> September 2017</b>	PT Provider
SADCMET Evaluation Workshop, Malawi	<b>November 2017</b>	SADCMET

Please incorporate these dates into your year planning to ensure a successful programme. Deviation of these dates due to unforeseen circumstances will be communicated to you in advance.

**GENERAL FINANCIAL ASPECTS & FEES:**

Invoices will be issued only be **after** you are fully registered on-line.

- **Participation Fees: USD 250-00** (Two hundred and fifty USD dollars) **EXCLUSIVE** of bank charges which **MUST** be paid by your respective organizations.  
The proof of payment must be scanned and e-mailed on or before **28<sup>th</sup> April 2017.**

**BANKING DETAILS:**

**BENEFICIARY:** Namibia Water Corporation Ltd.

**REG.No.:** 97/459

**BANK:** First National Bank, Namibia Ltd.

**BRANCH:** Windhoek Branch, Independence Avenue

**BRANCH CODE:** 28-01-72

**SWIFT CODE:** FIRNNANX

**VAT REG. No.** 0697099-01-5

Thank you for your participation in the scheme.

Yours faithfully

Merylinda Conradie

NamWater

Proficiency testing coordinator

E-Mail: [conradiem@namwater.com.na](mailto:conradiem@namwater.com.na)