



Proficiency Testing Scheme for Microbiological Analysis of Potable Water in Africa
P.O. Box 6329 Kampala, Uganda
Tel: +256-414-222367/9 Fax: +256-414-286123
E-mail: unbs@infocom.co.ug

NOTIFICATION AND PROCEDURE FOR THE PROFICIENCY TEST FOR MICROBIOLOGICAL ANALYSIS OF POTABLE WATER IN AFRICA IN AUGUST 2011

Dear Participant

This note serves as an advance notification of the 2011 proficiency test for the microbiological analysis of potable water in Africa, which will be carried out by the Uganda National Bureau of Standards (UNBS).

This exercise is highly recommended for members of the SADC Water Lab Association. However, non-members are also very much encouraged to participate. Membership is 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.sadcmnet.org.

PARTICIPANT'S DETAILS

Before the scheduled exercise, kindly fill and submit the registration form (Attached) to the PT provider with the following information:

- Name of the laboratory and contact person(s) (preferably two)
- Correct and physical and postal address
- Telephone and fax numbers (preferably two)
- E-mail address per contact person.
- 100 US\$ payment and proof thereof by e-mail. The 100 US \$ payment is exclusive of bank charges. Any bank charges must be cleared by your respective organizations.

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
- Laboratory identification codes
- PT report
- General communication related to the proficiency test (PT)
- One contact per laboratory needs to respond.

PROFICIENCY TEST PROVIDER

- UNBS is the PT provider with Jacqueline Kwesiga as the coordinator of running the scheme.
- **Contact details for Ms. Jacqueline Kwesiga:**
Tel: +256-414-222367/9
Mobile: +256-772869015
E-mail: jkyokunda@yahoo.com
jacqueline.kwesiga@unbs.go.ug



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CONFIDENTIALITY / UNIQUE LABORATORY CODES

- To maintain confidentiality of the results submitted, each laboratory will be assigned a laboratory code.
- There will be no sequence to the initial issuing of these laboratory codes to each of the Participants.
- The Scheme Coordinator will assign these laboratory codes with the despatched samples.
- The **laboratory code** used to identify a laboratory's performance in the schemes will be changed for every PT run.

EXERCISE NOTIFICATION

- The Participant will be notified of the exercise via e-mail at least a month before the exercise.
- The protocol and result forms will only be supplied with the despatch of samples.
- **E-mail is the preferred mode of communication.**

TEST SAMPLES

Samples will be prepared for the following parameters:

1. Total plate count (50ml sample)
2. Total coliforms / E.coli (100ml sample)

The samples will be distributed on **1st August 2011.**

The results will be entered onto a supplied result form and sent before the return date to the PT scheme provider.

E-mail: jkyokunda@yahoo.com
: jacqueline.kwesiga@unbs.go.ug.

RETURN DATE FOR THE RESULTS: 14 AUGUST 2011

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 end of September 2011

PROGRAMME SADC MET FOR MICROBIOLOGY POTABLE WATER PT:

Activity	Due date	Responsibility
Closing date for registration & payment of participants	1 st May 2011	Local coordinators & Lab managers
Dispatching of samples	1 st August 2011	PT provider
Deadline for the submission of results	14 th August 2011	Lab managers
Evaluating of results and drafting of reports.	End of September 2011	PT provider / Micro PT Expert
Evaluation work shop	End of October 2011	

Please incorporate these dates into your year planning to ensure a successful program. If any of these dates have to be changed due to unforeseen circumstances, you will be notified in advance.

GENERAL FINANCIAL ASPECTS & FEES:

NOTE: Total fee payable: US\$100-00 (One hundred US\$ dollars) EXCLUSIVE of bank charges which MUST be paid by your respective organisations.

CLOSING DATE FOR REGISTRATION IS 1st May 2011: No samples will be dispatched if the following has not been received:

- Registration form
- 100US\$ payment and proof thereof by e-mail.

BANKING DETAILS

Beneficiary Uganda National Bureau of Standards.
 BANK: Standard Chartered Bank (U) Ltd
 BRANCH: Speke Road
 ACCOUNT NUMBER: 8702012826300
 SWIFT CODE: SCBLUGKA
 TEL: +256- 414 234450
 FAX: +256-414 235827

Please note: An individual invoice will be supplied after confirmation of participation.

Thank you for your participation in the scheme.

Yours faithfully

Jacqueline Kwesiga
 UNBS, Testing Department
 Proficiency testing provider