



Proficiency Testing Scheme for Microbiological Analysis of Potable Water in Africa
Botswana Bureau of Standards
Private Bag BO 48, Gaborone, Botswana
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E-mail: malebe@bobstandards.bw

NOTIFICATION FOR THE PROFICIENCY TEST FOR MICROBIOLOGICAL ANALYSIS OF POTABLE WATER IN AFRICA, AUGUST 2013

Dear Participant

This brief serves as an advance notification of the 2013 proficiency test (PT) for the microbiological analysis of potable water in Africa, which will be coordinated by Botswana Bureau of Standards (BOBS).

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

PARTICIPANT'S DETAILS

Attached is the Registration form for participation in the PT. Kindly fill and submit the completed form to the PT provider with the following information:

- Name of the laboratory and contact person(s) (preferably two)
- **Physical** and postal address
- Telephone and fax numbers (preferably two)
- E-mail address per contact person.
- **USD 150.00 payment** and proof thereof by e-mail.

Please note that: The USD \$150 payment excludes bank charges. Any bank charges must be cleared by the respective organizations.

E-MAIL DOCUMENTATION RECEIPT CONFIRMATION:

- Kindly acknowledge receipt of all correspondences from the PT Coordinator pertaining to the following:
- PT notifications and protocols
- Laboratory identification codes
- PT report
- General communication related to PT

PROFICIENCY TEST PROVIDER

- BOBS is the PT provider, Ms. Pinkie Malebe will be the Scheme Coordinator.



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Contact details: Ms. Pinkie Malebe:

Tel: +267 390 3200/ +267 364 5727

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CONFIDENTIALITY / UNIQUE LABORATORY CODES

- To maintain confidentiality of the results, each laboratory will be assigned a unique laboratory identification known only to the Participant and the PT Provider.
- The Lab ID will be randomly assigned and will be the same for all the PT round/s and in the reports for the year.
- The Lab ID will be issued with the PT samples for the August 2013 round.

EXERCISE NOTIFICATION

- Registered participants will be given details of the testing exercise and procedures via e-mail at least a month before the exercise.
- The sample preparation procedures will be availed with this notification (prior to sample dispatch) so that the laboratories can prepare for the testing exercise
- Result forms will only be issued upon sample dispatch.
- **E-mail is the preferred mode of communication.**

TEST SAMPLES

Samples will be reconstituted to prepare a 1L simulated drinking water sample. Testing is based on the following parameters:

1. Total coliforms
2. *E.coli* or thermotolerant Coliforms
3. Enterococci (Fecal Streptococci)
4. *Pseudomonas aeruginosa*
5. Sulphite-reducing Clostridia
6. Total Plate Count @ 37°C/48 hours
7. Total Plate Count @ 22°C/72 hours

From the list above, the participating laboratories are encouraged to conduct analysis for parameters that are within their scope of testing.

The samples will be distributed on **5th August 2013.** The due date for submission of results will be **30th August 2013.**

The results will be reported electronically in a form then emailed back to: malebe@bobstandards.bw

Results received after the due date without prior communication will not be included in the report. Please inform the PT Coordinator before the results due dates should your laboratory not be able to participate in the exercise.



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EVALUATION REPORT:

An electronic evaluation report or hard copies (if required) will be mailed to all participants by end of September 2013.

PROGRAM SADC MET FOR MICROBIOLOGY POTABLE WATER PT:

Activity	Due date	Responsibility
Closing date for registration & payment of participants	14 th June 2013	Local coordinators & Lab managers
Dispatching of samples	5 th August 2013	PT provider
Deadline for the submission of results	30 th August 2013	Lab managers
Evaluating of results and drafting of reports.	End of September 2013	PT provider / Micro PT Expert
Evaluation work shop	November 2013	SADC MET

Kindly diarize these dates. Any changes to the program will be communicated in advance.

FEES and PAYMENTS

Total fee payable: **US\$150-00 (One hundred and Fifty US dollars)** excluding bank charges.

CLOSING DATE FOR REGISTRATION IS 14th June 2013:

Samples will only be dispatched to labs that have submitted the application form and the proof of payment.



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BANKING DETAILS

ACCOUNT NAME	:	BOTSWANA BUREAU OF STANDARDS
BANK	:	STANDARD CHARTERED BANK
BRANCH	:	MALL BRANCH, GABORONE, BOTSWANA
ACCOUNT NO.	:	01 001 550244 00
BRANCH CODE	:	006621
SWIFT CODE	:	schbbwgxxxx
Tel. No.	:	+267 3903200
FAX NO.	:	+267 3903120
BANK TEL	:	+267 3911000
Details	:	SADCMET MICRO PT

Invoices will be issued upon receipt of proof of payment.

Thanking you in advance.

Sincerely

Pinkie Malebe
BOBS Microbiology Testing Labs