



NOTIFICATION FOR 8th PROFICIENCY TEST FOR MICROBIOLOGICAL ANALYSIS OF POTABLE WATER IN AFRICA, JANUARY 2016

Dear Participant

This serves as a notification of the 2016 proficiency test (PT) for the microbiological analysis of potable water in Africa, 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 persons (preferably two)
- **Physical** address (street name and number, Area, Town/City etc.)
- Telephone and fax numbers (preferably two)
- E-mail addresses per contact persons.
- **USD 180.00 payment**
- Proof of payment

Kindly acknowledge receipt of all correspondences from the PT Coordinator pertaining to the following:

- PT notifications and protocols
- Laboratory identification codes
- PT reports
- General communication related to PT

NB: **E-mail is the preferred mode of communication**



PROFICIENCY TEST PROVIDER

- BOBS is the PT provider.

Contact details:

The Managing Director
Botswana Bureau of Standards
Private Bag BO 48
Gaborone
Botswana

Tel: +267 390 3200/ +267 364 5690
Fax: +267 391 0597
E-mail 1: sadcmicropt@bobstandards.bw
E-mail 2: masunga@bobstandards.bw



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 new Lab Codes will be randomly assigned for the 2016 round of the PT.

EXERCISE NOTIFICATION

- Registered participants will be given details of the tests to be conducted and the relevant procedures via e-mail at least a month before the exercise.
- The sample preparation procedures will be availed prior to sample dispatch so that the laboratories can prepare for the testing exercise.
- Electronic result forms will only be issued upon sample dispatch.
- **Typed results** are to be submitted on/or before the closing date.

TEST SAMPLES

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

1. Total coliform bacteria
2. *E. Coli*
3. Coliform bacteria at 44°C
4. Enterococci (Fecal Streptococci)
5. *Pseudomonas aeruginosa*
6. Sulphite-reducing Clostridia
7. Total Plate Count at 37°C/48 hours
8. Total Plate Count at 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 the week **4th - 08th July 2016**, exact date to be announced. The due date for submission of results will be in **19 August 2016**.

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



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

EVALUATION REPORT:

An electronic evaluation report or hard copies (if required) will be mailed to all participants by end of September 2016.

PROGRAM SADC MET FOR MICROBIOLOGY POTABLE WATER PT:

Activity	Due date	Responsibility
Closing date for registration & payment of participation fee	31 st March 2016	Local coordinators & Lab managers
Dispatching of samples	4 th – 08 th July 2016	PT Coordinator
Deadline for the submission of results	19 th August 2015	Lab managers
Evaluating of results and drafting of reports.	31 st October 2016	PT provider / Micro PT Expert
Evaluation Workshop	November 2016	SADC MET

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

FEES and PAYMENTS

Total fee payable: US\$180-00 (One hundred and Eighty US dollars)

CLOSING DATE FOR REGISTRATION IS 31st March 2016

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



BANKING DETAILS

ACCOUNT NAME : **BOTSWANA BUREAU OF STANDARDS**
BANK : **STANDARD CHARTERED BANK**
BRANCH : **MALL BRANCH, GABORONE, BOTSWANA**
ACCOUNT NO. : **0100155024400**
BRANCH CODE : **662167**
SWIFT CODE : **SCHBBWGX**
Tel. No. : **+267 3903200**
FAX NO. : **+267 3903120**
BANK TEL : **+267 3911000**
REFERENCE : **SADCMET MICRO PT**

ADDRESS:

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