

**LEAP[®] Potable Water Chemistry Taste & Odour Chemicals
PROGRAMME & PROFICIENCY TEST ORDER FORM
April 2012 – March 2013**

Please read carefully *all* of the Notes given in this document. FAPAS cannot be held responsible for incorrectly completed order forms for LEAP[®] Scheme proficiency tests.

1. Please give contact details of the person placing this order:

Contact Name:		Company tel. no.:	
Company Name:		Company fax. no.:	
Address:		Company email:	
		VAT reg. no.:	
City:			
Postcode:		Direct tel no.:	
Country:		Direct email:	

Notes

- a) This address will be used for ALL correspondence.
- b) PO Box addresses are not suitable because our courier cannot deliver to such addresses.
- c) If the address for invoicing is different, please give that separately.

2. On the programme pages, please use a ✓ in the unshaded box to indicate clearly the test you have ordered.

Notes

- a) The dispatch date shown is our planned dispatch date. You will be notified by email if the test you ordered is delayed for any reason. The test close date will be approximately 2 weeks after dispatch.
- b) Registrations for proficiency tests in the LEAP[®] Potable Water Taste & Odour Chemicals Programme will close 14 days before the start date of the test.
- c) The name and email address given above will be used as contact details for each test unless you specify otherwise.
- d) The approximate quantity of test material we will supply is given for the test.

3. Give a Purchase Order number and sign the declaration below:

I apply to join the LEAP[®] Scheme Programme on the basis of the *Fera Standard Terms and Conditions for Proficiency Testing Schemes* given at the end of this document.

Your Purchase Order Number:		Total no. of Proficiency Tests Ordered:	
Signed:		Date:	

Notes

- a) We cannot accept unsigned order forms.
- b) If you have not received confirmation of this order within 30 days of placing it please contact FAPAS.
- c) Remittance should only be made on receipt of an invoice. Your invoice will contain our banking details and full information on how to pay.
- d) The invoice will be issued shortly after your order is received. This means that you will be paying for some tests in advance.

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4. Return the signed declaration and completed order form:

Post:	FAPAS, The Food & Environment Research Agency, Sand Hutton, York, YO41 1LZ, UK
Fax:	+44 1904 462040
email:	info@fapas.com

Notes

- a) Keep a copy of your order form for your own records.
- b) Please do not send duplicate copies of your form, e.g. if you send your order by fax, please do not also send it by post or email.
- c) Alternatively, use this form as a guide and submit your order as a 'wishlist' via our website at www.fapas.com.

5. Additional notes:

i. Dispatch

- a) All samples are dispatched by courier to reduce the time taken for the sample to reach your laboratory.
- b) Please contact us if your courier dispatch has not arrived within 4 days.
- c) We will send the Airway Bill Number of your courier consignment to the email address given for the sample contact for that test. The message will include a link to the courier's tracking system on their website.
- d) Airway Bill Numbers are also available from the participant's secure pages on the FAPAS website.
- e) It is the responsibility of a participant to monitor the progress of their courier dispatch.

ii. Import / Customs

- a) We are not responsible for damage or loss of test materials due to problems in customs or for import fees.
- b) If you require special import permits for importing certain types of test material into your country please inform us at least 3 weeks prior to dispatch date. There is a charge for this service.

iii. Results

- a) Participants have approximately 2 weeks to return results after a test material is dispatched.
- b) Result submission will be either by e-mail/fax or via the secure pages on the FAPAS website.

iv. Reports

- a) The cost of the test includes access to an electronic copy of the report for the person placing the order and designated sample contact. And participation in LEAP discussion forum with a maximum of 2 people per organisation.
- b) An additional report contact can be nominated, please indicate this separately.
- c) Reports are normally available on our website within 5 weeks of the closing date of the test.
- d) The reports are in PDF format and are secured by a digital signature. Adobe Reader version 7 or greater is required to open these files.

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Programme Outline

This programme is aimed at testing the capabilities of a laboratory to analyse a chemically contaminated potable water sample for completely unknown compound(s) which may produce a taste or odour.

Participating laboratories should not undertake any taste (organoleptic) testing as the samples supplied may contain toxic chemicals.

Participants will be sent a potable water sample contaminated with chemical(s) known to produce taste and odour problems, together with a corresponding 'blank' water sample. Please note, the 'blank' sample is supplied solely to allow the laboratory to compare the background matrix of the contaminated potable water.

Participants are required to submit responses to the following questions:

- What taste and odour producing chemical(s) are in the water?
*NB participants should **not** undertake any taste (organoleptic) testing*
- What is your estimated detection limit for this chemical?
- Where may this chemical have originated from?
- What methods were used to detect the taste and odour contaminant(s)?

Results must be e-mailed or faxed to LEAP[®]. The closing date for submission of results will be 2 weeks from start date for exercise.

Once per year a Discussion Forum is held at The Food and Environment Research Agency (Fera), York, to discuss the outcomes of each taste and odour contamination test. The meeting is as an important opportunity for participants to share information on detecting the contaminant(s) present. The cost for participating in the meeting is included in the price for participation in these tests, maximum of 2 people per organisation attending. Chatham House Rules apply at these discussion forums.

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For full details of the samples supplied in each test please refer to the Key below

Please ✓ to indicate which proficiency tests you require

test details			place order	
dispatch date	code	test	✓	sample contact name & email
26/04/2012	TOCCHEM1	Taste & Odour Contamination		

For prices, please see separate price list. Courier charges for non-UK participants are per dispatch date.

Contaminated Potable Water Samples, labelled TASTE & ODOUR CHEMICAL CONTAMINATION:

- 2 x 1 litre glass bottles for analysis of ‘organics’
- It may also be necessary to supply a spiking concentrate

*NB participants should **not** undertake any taste (organoleptic) testing on this sample*

Blank Water Samples, labelled BLANK:

- 2 x 1 litre glass bottles for analysis of ‘organics’

*NB participants should **not** undertake any taste (organoleptic) testing on this sample*