April 3, 2012

Dear Technical Supervisors,

Please submit a 0.070 reference analysis solution to this office prior to May 1, 2012. Submit a 500 mL sample in a standard simulator solution bottle. Label the bottle with your name and TS Area number.

To pass the proficiency test, the reference analysis solution must be 0.070 ±0.003. If you are unsuccessful in your first attempt, you will be asked to send in another sample. If you are unsuccessful in your second attempt, you will be asked to bring your solution making equipment to the OSD in Austin so it can be determined why the first two attempts were unsuccessful.

If your solution is not received in this office prior to May 1, 2012, you will have failed your first proficiency test.

At the OSD we use 78 mL of ethanol from a new bottle of 200 P to make our stock solution.

Listed below are a few tips for successfully completing the reference solution proficiency test.

- Use a fresh bottle of 200 P ethanol
- Make a new stock solution
- Test the new solution before you send it in
- Perform a scientifically reliable procedure to make the solution NIST traceable

If you need a new bottle of 200 P ethanol, please contact this office and we will send you a bottle.

Sincerely,

J. Mack Cowan
Scientific Director