

AAFCO Collaborative Check Sample Program ANALYZING THE SAMPLE

This sample is ready for analysis. **DO NOT REGRIND IT.** Remixing is permissible if done quickly. When you open the container, transfer the sample to a new airtight container (bottle) to prevent loss or gain of moisture.

In analyzing and reporting this sample you are to:

1. Weigh a separate portion of the sample for each complete analysis.
2. Make only a single assay of the sample for each analyte in a given day.
3. Make a second analysis on another day. No two weighings or analyses by any procedure are to be made on the same day. Wait several days if possible.
4. Do not perform more than two analyses unless you are aware of an error.

REPORTING RESULTS

1. Report results on AS RECEIVED basis.
2. **Report two and only two** analytical results on each method; however, no analysis may be discarded once it is completed and the result has been calculated. If something goes wrong during an analysis which would cast doubt on the result, discard it before completion and start over with a new weighing.
3. **DO NOT CALCULATE AN AVERAGE OR REPORT AN AVERAGE.**
4. Record the analytical results using the Data Reporting Website. Identify the assay method using the proper 5-digit assay code. For example, Phosphorus-photometric (AOAC 965.17) is 031.01. Phosphorus-GQMP (AOAC 962.02) is 031.02. Refer to the AAFCO Method Codes document in assigning assay codes. The AAFCO method codes document also specifies the unit to be reported.

5. Referenced methods including AOAC (Official Methods of Analysis, 18th edition, on-line), AOCS (6th Edition) or ISO are preferred. Other methods are acceptable if reported with proper method code extension.

6. **International Labs** -- Be careful to report in correct units of measure. The units of measure used in this program, e.g., pound (lb) may not be the same as the units required in your country.

g/lb = grams per lb (one lb = 453.6 grams)

g/T = grams per ton (one ton = 2000 pounds)

IU/lb = International Units/pound

KU/lb = 1000 IU/lb.

ppm = parts per million

Results are reported using the **AAFCO Data Reporting Website**, accessed through the AAFCO website, Check Sample Program page (www.aaeco.org, News and Information, Check Sample Program)

Current participants are provided with a unique Login and password for access to the Data Reporting Website. **Report any problems with the Data Reporting Website to:**

Dr. Victoria S. Siegel, Chair
AAFCO Check Sample Program

E-mail: vsiegel@purdue.edu
FAX: (765) 494-8722

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Purdue University
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If a sample is lost or damaged in shipping, send an e-mail including the AAFCO Check Sample Number of the damaged / missing sample, your AAFCO lab number, your name and Company name, and current mailing address to Dr. Siegel at the above e-mail address. Alternatively, send a FAX to Dr. Siegel with the above information.