

## **HUMAN PROTEINS – CYCLE 41**

**ADDITIONAL NOTIFICATION: AS FROM THE 1<sup>ST</sup> OF SEPTEMBER 2009  
THISTLE QA WILL NOT ACCEPT ANY LATE RESULTS OR AMENDMENTS.**

- **READ THE LETTER INCLUDED IN YOUR PACK.**
- **COMPLETE THE METHOD QUESTIONNAIRE IF YOU ARE A NEW LABORATORY STARTING FOR THE FIRST TIME, OR IF YOU WANT TO MAKE A METHOD CHANGE.**
- **LATE REGISTRATION CHANGES CANNOT BE ACCEPTED AFTER THE FINAL PROCESSING DATE. IF YOUR REGISTRATION FORM IS RECEIVED LATE, WE WILL INCLUDE THE CHANGE FROM THE NEXT SAMPLE.**

### **Introduction:**

Method questionnaires are available for all the international Thistle programmes. It is important to read and understand this document. If you have any queries please contact Thistle QA immediately for assistance.

### **Method Questionnaire Instructions:**

**Method changes or new laboratories – take note of the information below:**

The method questionnaire should be completed and a copy retained by you for your records. Ensure that you complete the method questionnaire in full. Your details will help us to classify your results correctly and thus provide you with useful statistical data.

**Follow the introductory pages:**

- A list of laboratory analysers, each with a numeric code, in order for you to select a code for each analyte
- A similar list of reagent suppliers, each with a numeric code, in order for you to select a code for each analyte
- The method questionnaire, which indicates the method codes available for each parameter along with the standard unit indicated

On the method questionnaire, for each parameter you run, please tick the method appropriate to your lab. State your instrument code, reagent code, and the units that you use in your laboratory only if they are different to the standard units indicated. If codes are not available for your assay, please state the details of your method clearly in the section at the end of the enrolment document

### **Characteristics:**

Your pack contains 3ml of liquid human serum samples. The vials are labelled with a cycle and sample number.

### **IMPORTANT:**

**Vials must be stored at +2 to +8 °C.**

**Please check your kit upon arrival and call Thistle immediately if there are any problems with your kit or samples.**



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**Preparation:**

The samples are ready for use. To avoid evaporation, replace the rubber stopper and close vial immediately after use.

**Safety:**

**Warning: Potentially Biohazardous Material**

The serum is human based. It has been source tested and found to be negative for HBsAg and antibodies to HIV and HCV. For complete protection however, it is recommended that the serum be handled as carefully as patient samples. Dispose of used samples as you would routine patient samples.

**Return of Results:**

Each of the samples has a number printed on the label. We recommend analysis dates as shown below. Please send your results - **at the latest** - on the final cut-off dates given below. If the recommended analysis date does not allow you to get results to us on time, please analyse earlier. Use the correct dates for the sample numbers in the kit sent to your laboratory. If in doubt, please contact Thistle immediately for assistance.

**Additional Notes:**

Web site submission is available – please enter via web site using the user name and password given to you by Thistle QA.

EDI system users must work through their relevant QA Divisions to ensure that results are imported in due time.

The reports will be posted / e-mailed within 10 working days from the FINAL cut-off date.

Collusion and/or falsification of EQA results are not good accreditation practice.

**Return Dates for Results:**

<b><u>Sample No:</u></b>	<b><u>Analysis Dates:</u></b>	<b><u>Final Cut-off Dates:</u></b>
1 & 2	28 September	2009 2 October 2009
3	12 October	2009 16 October 2009
4	26 October	2009 30 October 2009
5	9 November	2009 13 November 2009
6	23 November	2009 27 November 2009
7	7 December	2009 11 December 2009
8	21 December	2009 25 December 2009
9	4 January	2010 8 January 2010
10	18 January	2010 22 January 2010
11	1 February	2010 5 February 2010
12	15 February	2010 19 February 2010