



### INSTRUCTIONS FOR COMPLETING THE DATA SUBMISSION FORM

In order for your data to be processed, all demographic information must be completed on at least one Data Submission Form submitted **per instrument**. A separate data submission form is required for each product and each instrument system.

Additional Data Submission Forms are available at [www.mainestandards.com/analysis/dataformdown.php](http://www.mainestandards.com/analysis/dataformdown.php)

If dilutions are performed, please use the Dilution Data Submission form also available at the address above or by calling Customer Service at 1-800-377-9684 or +1 207-892-1300.

Completed reports are typically returned within 5 business days from receipt of submitted data.

**Step 1:** Record all necessary demographic information in the spaces provided.

Instrument system/model#: Acme Chemistry Analyzer

Instrument ID/SN/Name SN 1049

Institution name: LGC Maine Standards

Mailing address: 221 US Route 1  
Cumberland Foreside, ME 04110

Attention Ruben Morse

E-Mail: msc.datareduction@LGCGroup.com

Contact name: Data Reduction Department

Phone number: 1-800-377-9684 or 207-892-1300

Fax number: 207-892-2266

**Step 2:** Select how you would like to receive your completed calibration verification / linearity reports.

**Select method of return:**

[ x ] electronic copy via e-mail       [ ] hardcopy via US Mail

**Step 3:** Record the testing date.

Testing date: 03/21/18

**Step 4:** Record the product information with the required information.

**Product:** GC 1      **\*Set:** \_\_\_\_\_      **Kit Lot #:** 11AA08818      **Kit Exp:** 2019-10-15  
\*If using a kit with multiple sets

**Step 5:** Record the Method ID and reporting units for the analytes assayed. For information on determining the Method ID, please visit [www.mainestandards.com/analysis/peer-group-setup-information.php](http://www.mainestandards.com/analysis/peer-group-setup-information.php).

**Step 6:** Record the duplicate or triplicate recovered values for analyte ID entered.

\* Note: not all products contain Level 6.

**A Method ID is REQUIRED to receive Peer Group Analysis.**

Level	Analyte/Method ID:		Units: mg/dL
	Rep 1	Rep 2	Rep 3
1	0	0	0
2	38	37	38
3	74	76	75
4	112	113	113
5	149	151	150
6			

**Step 7:** Repeat Steps 4 thru 6 for all additional analytes assayed in the product.

**Step 8:** Repeat Steps 1 thru 7, on a separate Data Submission Form, for each additional VALIDATE® product to be submitted. Be sure to use a separate form for each instrument system.

**Step 9:** Submit completed Data Submission Forms to LGC Maine Standards for processing:

Email: [msc.datareduction@LGCGroup.com](mailto:msc.datareduction@LGCGroup.com) (electronic forms)

Fax: 1-207-352-5253

US Mail: 221 US Route 1  
Attn: Data Reduction Department  
Cumberland Foreside, ME 04110

**If you need additional assistance completing the Data Submission Form, please call LGC Maine Standards Technical Support at 1-800-377-9684 +1 207-892-1300.**