

### 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](http://www.mainestandards.com).

If dilutions are performed, please contact Maine Standards for a 'Dilution Data Submission Form'.

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: Acme Chemistry Analyzer SN 1000  
 Institution name: Maine Standards Company, LLC  
 Mailing address: 765 Roosevelt Trail  
Windham, ME 04062  
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 E-mail: datareduction@mainestandards.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.

**Method of return:**

electronic copy via e-mail

**OR**

hardcopy via US Mail

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

Testing date: 9/30/2005

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

**Product:** Chem 1      **Kit Lot #:** 1AA08805      **Kit Exp:** 2006-06-28

**Step 5:** Record the Method ID and reporting units for one of the analytes assayed. For information on determining the Method ID, please refer to the Peer Group Analysis Method List. To obtain a complete list, please visit [www.mainestandards.com/peersetup.htm](http://www.mainestandards.com/peersetup.htm).

**A Method ID is REQUIRED for inclusion in and to receive Peer Group Analysis.**

	<b>Method ID:</b> <u>BUN01</u>	<b>Units:</b> <u>mg/dL</u>
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**Step 6:** Record the duplicate or triplicate recovered values for analyte ID entered.

\* Note: not all products contain Level 0 or Level 6.

	Method ID: <u>BUN01</u>		Units: <u>mg/dL</u>
Level	Rep 1	Rep 2	Rep 3
0	<0	<0	<0
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 Maine Standards Company for processing:

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

Fax: 207-892-2266

US Mail: 765 Roosevelt Trail

Attn: Data Reduction Department

Windham, ME 04062

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