

### Instructions for Handling Test Materials and Recording Results

#### Receipt and Storage

- On receipt of the test material, record the date and store as appropriate

Storage temperature	Sample(s)
Room temperature (20±5°C)	31*, 34*, 38A, 38B, 41, 42, 43, 44, 51, 52, 57*, 63, 64, 65, 66
Refrigerated (2 to 8°C)	27, 28, 29, 32A, 32B, 35, 36, 39, 40, 44, 53, 54, 55, 56, 58, 60, 67, 68
Frozen (<-20°C)	37, 59, 62

\*Once reconstituted test materials must be stored at 2-8°C and tested as soon as possible.

- The test material should be analysed in accordance with the deadlines shown on the website <https://portal.lgcstandards.com>

#### Sample Details

- All samples must be analysed using routine methods in your laboratory.
- Participants may submit results for some or all of the parameters requested.
- The majority of test materials are supplied in a ready-to-use format.
- Test materials may have settled during transit. Please ensure test materials are thoroughly mixed prior to any sub-sampling or any analysis is performed.
- A few samples require some pre-treatment prior to use and details of this are shown below.

Sample	Volume of distilled/deionised water	Material preparation	Additional information
31	10ml ± 0.1ml	<ol style="list-style-type: none"> <li>Add the required volume of distilled / deionised water</li> <li>Replace the stopper and leave to stand for approx. 5 minutes</li> <li>Vigorously shake the sample for at least 1 minute to disperse the pellet and ensure that the sample is properly dissolved</li> <li>Leave to stand for a further 1 minute and check there are no solid fragments in the sample.</li> <li>If any solid fragments remain, repeat step 3 until all fragments are dissolved.</li> </ol>	<p><b>Once reconstituted test materials must be stored at 2-8°C and tested as soon as possible.</b></p> <p>Participants using instrumentation are required to analyse the test material using a calibrated <u>whole milk channel</u></p>
34	5ml ± 0.1ml		
57	5ml ± 0.1ml		
60	25ml ± 0.1ml		
<p><b>Milks:</b> 27, 28, 32A 40, 55 &amp; 56</p> <p><b>Creams:</b> 39, 53 &amp; 54</p>	N/A	<ol style="list-style-type: none"> <li>Place the unopened container in a water bath at 35-40°C. Do not leave the container in the water bath for longer than is necessary for the contents to reach this temperature.</li> <li>Cool rapidly (e.g. under cold running water) until ambient temperature.</li> <li>Stir the contents thoroughly but do not cause undue frothing or churning. Analyse immediately.</li> </ol>	
68	Staphylococcal enterotoxins	Reconstitute the sample by adding 25ml of sterile water to the 25g sample, then extract SET from the 25g cheese sample following the instructions of the kit manufacturer (the protocol may include a dialysis concentration step)	

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#### Reporting Results

Full details regarding reporting units and format are available in the current QDCS Scheme Description.

- Unless otherwise specified all results should be reported on the test materials as it has been provided (i.e. results are not to be expressed on a dry basis).
- To ensure results are returned in a comparable format the following Test Materials must be provided as specified:

Sample (s)	Analyte	Additional information
28, 37, 43, 51 52, 58 & 59	Protein	Protein = N x 6.38
29, 39 & 56	Titrateable acidity	as % lactic acid
51 & 52	Titrateable acidity (rehydrated)	All results are to be reported under one of the following method categories:  ISO 6091: 2010 (IDF 86: 2010) GEA Niro method A19a BS 1741: part 10: section 10.1 Titration (other) FT-IR  as % lactic acid (rehydrated)
	Titrateable acidity (milk powder)	All results are to be reported under one of the following method categories:  BS 1743-7.2: 1982 ISO 6092:1980  as % lactic acid (milk powder)
28, 37, 38B, 43 & 59	Lactose	as % lactose monohydrate
36, 37 & 59	Salt	as % sodium chloride (NaCl)

#### Recording Results

- All results should be submitted using PORTAL
- Please go to <https://portal.lgcstandards.com>
- Login using your Lab ID, username and password.
- A PORTAL user guide can be downloaded from the help section.

If you need any help at all please do not hesitate to contact our support team using the details below or your local LGC representative.

Tel: +44(0)161 762 2500

Email: [ptsupport@lgcgroup.com](mailto:ptsupport@lgcgroup.com)

#### Precautions

All test materials are supplied on the understanding that the purchaser has suitably competent and qualified personnel to handle them safely. Test materials must only be opened in a laboratory by qualified personnel.

Refer to the Safety Data Sheet for information on the safe handling of the test material.