



6390 Joyce Drive
#100
Golden, CO 80403

PHONE 303-940-0033
FAX 303-940-0043
www.wibby.com

DMRQA 28 WET Instructions for Contract Laboratories

1. Enclosed are your WET PT standards for the DMRQA Study 28.
2. Analyze your DMRQA samples and then go on line to www.wibby.com to enter your data. For complete instructions on how to set up and enter data on line visit our website and click on the PT Manage link. Instructions are located in the blue box at the bottom of the page.
3. After you have entered your data online, generate a DMRQA report for each of your Permittee/Customers by clicking on the DMRQA report link on the PT Standard page. For complete instructions on generating DMRQA reports go to PT Manage link and download the "Creating A DMRQA Report for Permittees".
4. Send the DMRQA report generated in step 3 along with a copy of our "DMRQA 28 Instructions for Permittees" (enclosed) to each permittee. This will clarify the process that each Customer/Permittee needs to complete. We recommend that you send these documents to your Customer/Permittees one week before the Study Closing Dates shown above.
5. If you are unable to enter your results on line, fill in the Data Reporting Sheets enclosed with your standards and fax a copy to us at 866-283-0269. You will also need to send a copy of the Data Reporting Sheets to each of your Permittee/Customers as described in step 4.
6. *Make certain you submit your results either online or by fax to Wibby Environmental on or before the study closing date of August 29, 2008.*
7. We will send your final report by email to you on or before October 24, 2008.
8. All Customers/Permittees who complete the steps described in the Permittee Instructions will also receive a final report.

If you have any questions or need additional information, contact Wibby Environmental at 1-866-WibbyPT (866-942-2978). Thank you for participating in this year's study.