



### 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 <https://www.mainestandards.com/data-technical/data-submission.aspx>

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.

**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 Clinical Diagnostics

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: 08/21/24

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

**Product:** GC 1      **\*Set:** \_\_\_\_\_      **Kit Lot #:** 10666295      **Kit Exp:** 05/08/2025

\*If using a kit with multiple sets

**Step 5:** Record the manufacturer's reagent description (located on the reagent pack or product insert) and reporting units for the analytes assayed.

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

\* Note: not all products contain Level 6.

	Analyte/Reagent Description: BUNm				Units: mg/dL	
	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
<b>Rep 1</b>	<b>0</b>	<b>38</b>	<b>74</b>	<b>112</b>	<b>149</b>	
<b>Rep 2</b>	<b>0</b>	<b>37</b>	<b>76</b>	<b>113</b>	<b>151</b>	
<b>Rep 3</b>	<b>0</b>	<b>38</b>	<b>75</b>	<b>113</b>	<b>150</b>	

**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 Clinical Diagnostics for processing:

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

Fax: 1-207-352-5253

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

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