How to Submit Results with the New Multiple Results Facility. <複数結果入力機能で結果入力する方法>

一つの技能試験申込に対して、複数の結果セットを提出することができます。ただし、レポートに掲載されて評価を受けられる結果セットは1つ分のみです。追加で提出した結果セットについてはFeraから評価を受けることはできません。レポートが発行された後にチャート機能を使うことで、追加で提出した結果セットのz-スコアをご確認いただけます。また、ご自身でz-スコアを算出する等してご自身で評価していただくことも可能です。別の分析方法を用いた場合の比較等にお使いいただける機能です。また、同じ会社の方であれば、技能試験申込者以外の方のアカウントでも追加の結果を提出できます。ここでは複数の結果を提出する機能を中心に、結果提出方法について説明します。

- 1) Log in to view the new 'My Accounts' page.
 - < ログインした後の'My Accounts'ページです。>

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2) Clicking on 'Results' will take you to this page. Here you can see a list of all of the proficiency tests that you are currently registered for.

<'Result'をクリックすると下記のページへ移ります。ここで、現在申し込み している技能試験のリストが表示されます。>

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	My Account > Profice	ency Tests								
	Proficien	су Те	ests							
	View Proficiency Test Filters	s for my	company	 with results entry 	open		>			
	Product Code	Test No.	Matrix	Analyte Info.	Sample Contact	Start	Results Due			
	FCAL15-INF13	27216	Infant Soya Formula	milk (casein) & gluten	Mr Joe Bloggs	22/02/2018	20/04/2018	Submit Results	Options +	
	FCFA22-MRP23	20147	Meat	sulphur dioxide	Mr Joe Bloggs	22/03/2018	01/05/2018	Add or Edit Results	Options =	
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								Join u	IS	

3) There is an option to view either the tests for a company, tests associated to the user logged in as well as tests that are open, closed or not yet opened. A new feature on this screen is the option to filter through the proficiency tests listed on screen by test number, matrix or analyte.

<登録している技能試験数が多い場合は、フィルター機能を使って表示する技能試験を 絞ることができます。会社全体の技能試験/自分が申し込み者になっている技能試験、 現在行われている技能試験/未だ始まっていない技能試験/終了した技能試験でフィル タリングできます。将来的には技能試験番号、マトリックス、分析項目でもフィルタリ ングができる予定です。>

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	Proficier	icy Te	ests							
	View Proficiency Ter Filters	ats for my c	ompany	 with results entry 	open		~			
	Test		~ Matrix		- Analyte			*		
	Product Code	Test No.	Matrix	Analyte Info.	Sample Contact	Start	Results Due		_	
	FCAL15-INF13 FCFA22-MRP23	27216 20147	Infant Soya Formula Meat	milk (casein) & gluten sulphur dioxide	Mr Joe Bloggs Mr Joe Bloggs	22/02/2018	20/04/2018	Submit Results Add or Edit Results	Options -	
Contact Us	Help		Our Exp	pertise				Stay	up to date	with Fapas
Fapas International Agents	FAQs Terms & Conditio Sitemap Technical Docur	ons mentation	ISO Accredita Fera Science	ation e Ltd				Email . Sign i	address	
								Join	us	

4) On the right-hand side of the screen there are two options, 'Submit Results' and 'Add or Edit Results'. Submit results mean that there are no results submitted by your company for this test. 'Add or Edit Results' mean that somebody has already entered a set of results but as testing is still open you are able to enter additional results.

<画面の右側に'Submit Results'と'Add or Edit Results'の二つオプションがあります。

'Submit Results'と表示されているのは、まだこの技能試験の結果が提出されていないこと を表しています。'Add or Edit Results'と表示されているのは、すでに結果が提出されてい るが、提出期限前で、追加の結果を入力したり、提出した結果の編集をすることができる ことを表しています。>

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	View Proficiency Tests Filters	for my comp	pany	 with results entry 	open		*		
	Test		~ Matrix		~ Analyte			*	
	Product Code	Test No.	Matrix	Analyte Info.	Sample Contact	Start	Results Due		
	FGAL15-INF13	27216 Inf	ant Soya Formula	milk (casein) & gluten	Mr Joe Bloggs	22/02/2018	20/04/2018	Submit Results	Options -
	FCFA22-MRP23	20147	Meat	sulphur dioxide	Mr Joe Bloggs	22/03/2018	01/05/2018	Add or Edit Results	Options -
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								Join u	us

5) This is the intermediary screen you will reach after clicking on 'Submit Results' for a semi-blind test. For these tests there is now a select all option at the top of each column, so you can mark all analytes as 'Not Detected', 'Not Tested', or 'Provide Results' before making individual selections. After selecting which analytes you would like to provide a result for, you will move forward to the usual results entry screen.

<semi-blind テスト(何が含まれているか事前にわからないテスト)では、'Submit Results'ボタンをクリックすると最初に出てくるのが以下の画面です。これらの試験では まず最初に全ての分析項目について以下の三つから選択してください。'Not Detected'(非 検出)、'Not Tested'(試験未実施)、'Provide Results'(結果を提出する)。ここで結果を提出 する分析項目を選択してから個々の報告画面に移ります。>

Proficiency Test 27215			
Product Code: FCAL15-INF13			
Test Dates: 22/02/2016 to 19/04/2018 Test Material(s): T27216A - Infant Soya Formula, T27216B - Infant Soya Formula			
View Results Submissions			
T27216A - Infant Soya Formula			
Analyte / Organism	Not Detected	O Not Tested	O Provide Result
Gluten	Not Detected	○ Not Tested	O Provide Result
Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	Not Detected	O Not Tested	O Provide Result
Gluten by BioFront - MonoTrace Gluten (GLU-EK)	Not Detected	O Not Tested	O Provide Result
Gluten by Biomedal Diagnostics GlutenTox ELISA Competitive G12 (KT-4758)	Not Detected	O Not Tested	O Provide Result
Gluten by Biomedal Diagnostics GlutenTox ELISA Sandwich A1-G12 (KT-5196)	Not Detected	O Not Tested	O Provide Result
Gluten by ELISA Systems - Giladin (ESGLISS-48)	Not Detected	O Not Tested	O Provide Result
Gluten by EuroProxima - Gluten-tec ELISA (5171GT)	Not Detected	O Not Tested	O Provide Result
Giuten by Ingenasa - Ingezim Giuten (30.GLU.K2)	Not Detected	O Not Tested	O Provide Result
Gluten by Ingenasa - Ingezim Gluten Quick (30.GL2.K2)	Not Detected	○ Not Tested	O Provide Result
Gluten by Monnaga - Wheat/Gluten ELISA (M2103)	Not Detected	O Not Tested	O Provide Result
Gluten by Morinaga - Wheat/Gluten ELISA II (M2114)	Not Detected	O Not Tested	O Provide Result
Gluten by Neogen - BioKits Gluten Assay Kit (802002Y)	Not Detected		O Provide Result

This is the results entry screen which acts in the same way as previously.
 <ここからは報告画面リニューアル前と同じ画面になります。>

aduministici nover humeric values MIST be expressed in the format 12345.67 with no spaces and a fut stop (-) as the decimal separator. QUALITATIVE results should be submitted as either (DETECTED or NOT DETECTED. QUAVITITATIVE results should be expressed as the work of apatter present in the fast	Material: T27216A	- Infant Soya F	ormula	Partial [®] have		
	Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
reported by your ELISA kit.	Gluten	Please select	Please selec 👻	Detected/Not Detected		
It is ESSENTIAL that the you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.	Gluten by Bio-Check (UK) Gluten-Check R5 (R6098/R6099)	Please select		mg/kg		
If you cannot detect the presence of milk and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials please state not quantifiable (ng).	Material: T27216B If there were any analytes wh	- Infant Soya F ich you did not test for, Accredited?	ormula please tick the "not Result	tested" box. Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
Accredited?	Gluten	Please select	Please selec 👻	Detected/Not Detected		
the second s	Gluten by Bio-Check (UK)	Please select		mg/kg		
the result accredited to ISO 17025? We cannot be held responsible for errors arising from incorrect data entry.	(R6098/R6099)					

7) It is mandatory to provide a reference for this result entry, this needs to be unique for each set of results entered for a proficiency test. The same reference can be used across different proficiency tests.

<これから提出する結果セットの参照名を入力してください。ここを入力しないと結果 提出できません。参照名は自由形式です。(例:分析者名(yamada-1)、分析方法名 (method-1)等) >

Submission Notes	Method 1					
Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (.) as the decimal separator	Material: T27216A	- Infant Soya F	ormula	tested" box.		
QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the	Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
materials in mg/kg as received, as reported by your ELISA kit.	Gluten	Please select	Please selec 👻	Detected/Not Detected		
It is ESSENTIAL that the you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details	Gluten by Bio-Check (UK) Gluten-Check R5 (R6096/R6099)	Please select -		mg/kg		
If you cannot detect the presence of mik and/or gluten in one or both test materials please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials	Material: T27216B	- Infant Soya F	ormula please tick the "not	r fested" box.	Limit of detection	Limit of quantification
please state not quantitable (nq)	Chidao	ACCIPULIEU I	m	Detectedition	(1131.63)	(11/21/21)
is the method you used to determine	Giblen	Please select	Please selec Y	Detected		
the result accredited to ISO 17025? We cannot be held responsible for	Gluten by Blo-Check (UK) Gluten-Check R5 (R6098/R6099)	Please select		mgrkg		
errors ansing from incorrect data entry						

- 8) You can now submit the results as normal for the test. Once completed please click on the 'Submit Results' button. From here you will be prompted to fill in the method sections.
- <結果報告が完了しましたら必ず'Submit Results'ボタンをクリックしてください。その後
- 、自動で分析方法入力画面に移ります。>

	Method 1					
Numeric values MUST be expressed in the format 12345.67 with no spaces and a full stop (,) as the decimal separator	Material: T27216A	- Infant Soya F	Formula	of festers" box		
QUALITATIVE results should be submitted as either DETECTED or NOT DETECTED. QUANTITATIVE results should be expressed as the	Analyte/Organism	Accredited?	Result	Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
level of analyte present in the test materials in mg/kg as received, as reported by your ELISA kit.	Gluten	Yes. 👻	Detected	Detected/Not Detected	1	
It is ESSENTIAL that the you report your results against the correct ELISA kit. Please select not tested for all other analytes. Please complete the LOD details.	Giuten by Bio-Check (UK) Giuten-Check R5 (R6098/R6099)	Yes	123	mgikg		1
If you cannot detect the presence of milk and/or gluten in one or both test materias please state not detected (nd). If you can detect but not quantify the level of the relevant analyte in one or both test materials	Material: T27216B If there were any analytes wh Analyte/Organism	- Infant Soya F lich you did not test for, Accredited?	Formula please tick the "n Result	ot tested" box. Units	Limit of detection (mg/kg)	Limit of quantification (mg/kg)
please state not quantifiable (nq).						
please state not quantifiable (nq). Accredited? Is the method you used to determine	Gluten	Yes	Detected	Detected/Not Detected	1	
please state not quantifiable (nq) Accredited? Is the method you used to determine the result accredited to ISO 17025? We cannot be held responsible for errors arring from incorrect data entry	Gluten Gluten by Bio-Check (UK) Gluten-Check R5 (R6099/R6099) Comments	Yes ~	Detected -	Detected/Not Detected mg/kg	1	1

9) The method sections have also been updated. After entering results, you will automatically be taken to this screen. There is the option to skip individual questions as well as the whole section. Questions will now appear one at a time, with a progress bar to say how far through you are.

You will also have the option to auto-fill the method if you have answered the same method questions previously. Please note that when we update a method this option will not be available.

<結果入力後、この画面に自動的に移ります。分析方法の提出は任意です。また個々の 質問をスキップすることも可能です。質問は1つずつ表示され、現在、全体の質問の内ど のくらい回答したかが分かります。以前に同じ内容の技能試験に参加したことがある場 合は、自動で分析方法を入力できるオプションがあります。但し、Feraが分析方法の質 問を変更した場合はこのオプションは使えなくなりますのでご注意ください。>

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	Method Submis	ssion for Proficiency	Test 20147		
	General Questions	3			
	1) Is the Method Used Accredited?				
	⊖ yes ⊖ no				
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10) After completing (or skipping) the methods section, you will be taken to the results submission summary page. Here you can see all of the entries, but it is only the **sample contact** that can see the results.

<分析方法の入力を終えた(もしくはスキップした)後、結果提出のサマリーページへ 移ります。ここには提出した全ての結果セットがリスト表示されます。ただし、申込者 だけが入力した結果の詳細を見ることができます。もし、提出済みの結果を修正したい 場合はこの画面の'Options'から'Edit/View'を選択してください。左下にある'Add Additional Results'は提出した結果の編集を行うボタンではなく、レポートには掲載され ない追加の結果セット新しく入力していくボタンになりますのでご注意ください。>

	Results Sub	omissions	for Proficienc	y Test 20147		
	Proficiency Test 20147 det	alls (
	Sample contact: Mr Joe B Proficiency Test: 20147 Product Code: FCFA22-M Test Dates: 22/03/2018 lo Test Material(s): T20147 - Download Instructions	loggs RP23 30/04/2018 Meat				
	Submitted by	Submitted on	Your Reference	Laboratory Number	Options -	
	Mr Joe Bloggs	22/03/2018	H2O2 used	1	Options -	
	Mrs Jane Doe	22/03/2018	HCI used	These results will not appear in the report	Options -	
	View Proficieny Tests A	dd Additional Results			Edit / View Set as Report Results Add General Method Questions Add Analyte Method Questions	
Contact Us	Help	Our I	Expertise		Export to CSV	with Fapas
Fapas International Agents	FAQs Terms & Conditions Sitemap Technical Documentation	ISO Acc Fera Sci	reditation lence Ltd		Email address	
					in 🕐 🗳	

11) This is the screen a **non-sample contact** will see.

<下記の画面は同じ会社の方で、申込者ではない方のアカウントでログインした場合の画 面です。このアカウントではLaboratory Number がついている結果セットの編集は行えませ ん。>

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	Results Submis	sions for Proficie	ency Test 20147		
	Sample contact: Mr Joe Bloggs Proficiency Test: 20147 Product Code: FCFA22-MRP23 Test Dates: 22/03/2018 to 30/04/201 Test Material(5): T20147 - Meat	18			
	Submitted by Mr Joe Bloggs	Submitted on 22/03/2018	Your Reference H2O2 used	Laboratory Number	
	View Proficieny Tests Add Addition	al Results			
Contact Us Fapas International Agents	FAQs Terms & Conditions	Our Expertise ISO Accreditation Fera Science Ltd		Stay up to	date with Fapas

12) A **non-sample contact** may add an additional result entry and upon doing so will note that instead of a lab number, will be assigned with 'These results will not appear in the report'.

<申込者ではない方でも追加の結果を入力することができます。すると、下記の画面の ように、結果セットが2つ(2行)表示され、後から提出した追加の結果セットにはlab number部分に'These results will not appear in the report'(この結果はレポートには掲載され ません)と表示されます。>

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My Acc	count > Proficiency	Tests > Results Submissi	ons for Proficiency Test 20147			
Re	sults Su	bmissions	for Proficiency	/ Test 20147		
Prol	iciency Test 20147 o	letails				
Sam	iple contact: Mr Jo	e Bloggs				
Pro	ficiency Test: 2014	7				
Pro	duct Code: FCFA2	2-MRP23				
Tes	Material(s): T201	47 - Meat				
DX	ownload Instructions					
	Submitted by	Submitted on	Your Reference	Laboratory Number		
	Mr Joe Bloggs	22/03/2018	H2O2 used	1		
	Mrs Jane Doe	22/03/2018	HCI used	These results will not appear in the report	Opti	ons -

13) Under 'options' whoever submitted the result has the option to edit or view their results, and the option to add, or view/edit their method results.

<試験の申込者でない方の場合、提出した結果セットの'Option'をクリックすると、次の 項目を選択できます。'Edit/View'(入力した結果を確認したり、編集することができます 。)、'Add method'(分析方法を入力できます。)、'Veiw/Edit methods'(入力した分析方法 を確認したり、編集することができます。)>

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	Proficiency Test 20147	details					
	Sample contact: Mr Jo Proficiency Test: 2014 Product Code: FCFA2 Test Dates: 22/03/2010						
	Test Material(s): T201 Download Instructions	47 - Meat					
	Submitted by	Submitted on	Your Reference	Laboratory Number			
	Mrs Jane Doe	22/03/2018	HCI used	These results will not appear in the report		Options.+	
	View Proficieny Tests	Add Additional Results			Edit / View Add General M Add Analyte Me	ethod Questions thod Questions	
Contact Us	Help	Our	Expertise		Export to CSV		e with Fapas

14) The **sample contact** has a greater range of options available to them. As you can see they get the same options for all result entries, can choose which result to be set as the report results (those submitted for assessment within the report), and have the option to export all entries as a CSV file.

<13) で記載した非申込者の'Options'よりも技能試験申込者の'Options'の方が権限の 範囲が広くなっています。どの結果セットをレポートに掲載される正式な結果セット とするか選択することができます。初期設定では最初に入力した結果セットが正式な 結果セットとなりますが、後から入力した追加の結果セットを正式な結果セットとし たい場合、その結果セットの'Options'から'Set as Report Results'をクリックしてくださ い。また、'Export all results to CSV'をクリックすると入力した結果全てをCSVファル で出力することができます。>

	Results Su	bmissions i	for Proficiency	Test 20147					
	Proficiency Test 20147 de	etaile ¹							
	Sample contact: Mr Joe	Bloggs							
	Proficiency Test: 20147 Product Code: ECEA22-	MDP23							
	Test Dates: 22/03/2018 5	0 30/04/2018							
	Test Material(s): T20147 - Mest								
	Download Instructions								
	Submitted by	Submitted on	Your Reference	Laboratory Number	Options +	<i></i>			
	Mr Joe Bloggs	22/03/2018	H2O2 used	1	Options +	_			
	Mrs Jane Doe	22/03/2018	HCI used	These results will not appear in the report	Options +				
	Manu Destance Tests	Add Additional Decube			Edit / View				
	View Protecting reads	Pada Padalinanian Padauna			Add General Method Questions				
					Add Analyte Method Questions				
Contact Us	Help	Our E	Expertise		Export to CSV	with Fapas			
Fapas International Agents	FAQs Terms & Conditions	ISO Acco Fera Sck	editation ence Ltd		Email address				
	Sitemap Technical Documentatio				Sign up				
					Join us				
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	MARK AREA DERIV		a see set o						
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f a pas	la Reference	e Materials	Search our products	Bestocke Tests	SEARCH	Log out My Account			
f a pas	lis Reference	e Materials	Search our products Proficiency Tests	Bespoke Tests	SEARCH About us	Log out My Account How To Use Fapas.com			
f a pas	its Reference My Account > Proficiency	• Materials Tests > Results Statemiss	Search our products Proficiency Tests ons for Proficiency Test 2014?	Bespoke Tests	SEARCH About us	Log out My Account How To Use Papas.com			
f a pas	is Reference My Account > Proteiency Results Su	• Materials Tests > Results Stutemess IDMISSIONS	Search our products Proficiency Tests ons for Photocency Test 20147 for Proficience	Bespoke Tests	SEARCH About us	Log out My Account How To Use Fapas.com			
f a pas	is Reference My Account > Protectory Results Su Protectory Test 20147 d	e Materials Tests > Results (Julimass Ibmissions Istais	Search our products: Proficiency Tests one for Proficiency for Proficiency	Bespoke Tests y Test 20147	SEARCH About us	Log out My Account How To Use Fapas.com			
f a pas	Is Reference My Account > Proficiency Results Su Proficiency Test 20147 of Samole contact: Mr.Joc	e Materialis Tests > Results Stutioness Ibmissions Vetalis Bloogs	Search our products. Proficiency Tests orro for Phoficiency for Proficiency	Bespoke Tests y Test 20147	SEARCH About us	Log out My Account How To Use Fapas.com			
f a pas	Is Reference My Account > Proficiency Results Su Proficiency Test 20147 0 Sample contact: Mr.Joc Proficiency Test 20147	e Materialis Tests > Results Stutioness Ibmissions Vetalis 9 Bloggs 7	Search our products. Proficiency Tests ones for Photocency Test 2014? for Proficiency	Bespoke Tests y Test 20147	SEARCH About us	Log out My Account How To Use Fapas.com			
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f a pas	IS Reference My Account > Proficiency Results Su Proficiency Test 20147 of Sample contact: Mr Joe Proficiency Test 20147 Product Code: FCFA22 Test Dates: 22002018	e Materials Tests > Results Stutioness Ibmissions Idags Ploggs 7 MRP23 to 3004/2018	Search our products Proficiency Tests one for Proficiency for Proficiency	Bespoke Tests y Test 20147	SEARCH About us	Log out My Account How To Use Fapas.com			
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15) After nominating a different results entry, we can see the first entry now says, 'These results will not appear in the report' and the second entry now has the associated lab number. The lab number will stay the same.

<14)で後から入力した追加の結果セットの'Options'から'Set as Report Results'をクリックす ると下記の画面のようになります。後から入力した結果セットの方にラボナンバーが表示 され、レポートに掲載されるということを示しています。>

pas					uu uu	My Account				
Quality Control Materials	Referenc	e Materials	Proficiency Tests	Bespoke Tests	About us	How To Use Fapas.com				
	My Account > Proficiency	Tests > Results Submiss	ons for Proficiency Test 20147							
	Reported results success	sfully changed.								
	Results Su	bmissions	for Proficiency	/ Test 20147						
	Protosnicy Test 20147 delatis									
	Sample contact: Mr Joe Bloggs									
	Proficiency Test: 20147 Product Code: FCFA22	MRP23								
	Test Dates: 22/03/2018	to 30/04/2018								
	Test Material(s): T2014	7 - Meat								
	Download Instructions									
	Submitted by	Submitted on	Your Reference	Laboratory Number	Option	5.*				
	Mr Joe Bloggs	22/03/2018	H202 used	These results will not appear in the report	Option	5.÷				
		22/02/2048	HCI used	3	Option	s				
	Mrs Jane Doe	220012010								

16) Below is an example of the data export from this page.

<データをCSVファイルに出力した場合の例です。>

	A	В	С	D	E	F	G	н	1	J	к	L	М
1	Your Reference	Proficiency Test	Start Date	End Date	Submitted By	Submitted	Material	Analyte	Accredited	Result	Units	Not Tested	
2	H2O2 used	20147	22/03/2018	30/04/2018	Joe Bloggs	23:05.0	T20147 - Meat	Sulphur Dioxide	Yes	123	mg/kg	No	
3	HCI used	20147	22/03/2018	30/04/2018	Jane Doe	25:03.0	T20147 - Meat	Sulphur Dioxide	Yes	234	mg/kg	No	
4													
5													