

Instructions to participants for the interlaboratory study Organotin in Textile iis18A15

- * Please **confirm sample receipt** as soon as you have received this package and checked the contents, via www.kpmd.co.uk/sgs-iis-cts/. Please give date of receipt and press "save date" button. Please inform the Institute for Interlaboratory Studies (iis) immediately when something is wrong with the package and/or samples via iisnl@sgs.com.
- * This interlaboratory study concerns 2 **different samples** of Textile, #18660 (blue cotton) and #18661 (green cotton) for determination of Organotin components. You have received approx. 3 grams each of sample #18660 and sample #18661. You can check the test scope for both samples in round iis18A15 via www.kpmd.co.uk/sgs-iis-cts/.
- * Please **treat the samples as if they were routine samples** and analyse them in the way you normally do in day-to-day circumstances. Each laboratory is advised to perform only those components you routinely do (but you are allowed to do all if you like). It might be wise to start with those components which are most important to your laboratory, especially if the supplied sample amount seems to be critical. **However, to ensure the homogeneity, do not use less than 0.5 gram per determination.**
- * **Reporting of test results**
Within a time frame of five weeks test results can be entered or revised. Please report your test results via www.kpmd.co.uk/sgs-iis-cts/. It is not necessary to enter all test results in one session. Within the time frame you can add (or delete) test results and/or change test results or units. Please **do not forget** to hit the "Save/Submit" button after entering the test results. It is strongly recommended to login again and to verify if all your test results are present.
- * On the report page is a column, titled "reference method". In case a method is mentioned in this column, it will be used for the calculation of the z-scores. It is of utmost importance to know that it is **NOT mandatory** to use this 'reference method' as test method. When you normally (routinely) use a test method other than the reference method, please select the method that you used under "Actual Method Used". When your method is not mentioned under "Actual Method Used", please select "Other" and write the method that you used in the comments.
- * Please report the analytical test results using the indicated units. It is possible to report in the last column the analytical results rounded in accordance with the standard method that was used and in the first result column the same analytical results but less rounded. Please note that it is not mandatory to report both 'rounded' and 'unrounded' test results. The 'unrounded' test results are preferably used for our statistical evaluations. However, the 'rounded' test results will be used in case the 'unrounded' test results are not reported. We suggest to report one extra significant figure in order to give more meaningful statistical evaluations. For example, when you use ISO17353 for the determination of Monobutyltin (MBT) content and you found a test result of 2.3456 mg/kg, we request you to report 2.35 mg/kg in accordance with ISO17353 and 2.346 or 2.3456 mg/kg as 'unrounded' test result.
- * It was also requested not to report 'less than' test results, which are above the detection limit, because such results cannot be used for meaningful statistical calculations.
- * Please complete the additional questions. It will help us to evaluate the results of the proficiency test. Thank you in advance.
- * **The official closing date for reporting test results for this PT is December 21, 2018.**
- * After the official closing date it is no longer possible to enter or correct test results via the data entry website www.kpmd.co.uk/sgs-iis-cts/. When you cannot report via the website or for unforeseen reasons cannot report before the closing date, please inform the Institute for Interlaboratory Studies (iis).
- * **For all communication (e.g. problems with the package/samples, login details for the data entry portal, not reporting in time) or any remarks/questions please contact:**

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