

Instructions to participants for the interlaboratory study Caustic Soda (NaOH solution) iis18C06

- * Please **confirm sample receipt** as soon as you have received this package and checked the contents, via www.kpmd.co.uk/sqs-iis/. 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.
- * When the bottle has been broken, please do not accept the package from the courier. Please note that we will only send a replacement bottle at our cost when there is proof of the sample being broken upon receipt. This means that the consignee must report a broken bottle immediately. The consignee should take pictures of how the package and bottles looked upon arrival. We need these pictures to claim costs from the forwarders. The consignee should always mark any damage (dents, rips, leakage etc.) on the outside of the packages on the consignment note from the courier when it is delivered. Even minor damages should be reported. Please send copies of consignment notes and the pictures via email to nl.saman.iis@sgs.com.
- * This interlaboratory study concerns 2 different samples of Caustic Soda, an 500 ml plastic bottle (low salt), sample #18155 and an 100 ml plastic bottle (high salt) sample #15156. Please treat the sample **as they were routine samples**. Each laboratory is advised to perform only those analyses you normally do (but you are allowed to do all analyses if you like). It might be wise to start with those tests which are most important to your laboratory, especially if the supplied sample amount seems to be critical.
- * **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/sqs-iis/. 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. Please note that you will get a pop up to say that you have submitted your test results. You can check if your test results have been saved by logging out and logging in again. When your test results are still present it means that everything is OK and that your test results are received in good order.
- * 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 results using the indicated units. Report in the last column the analytical results, rounded in accordance with the standard method that was used. Report in the first result column the same analytical results but less rounded (we suggest to report one extra significant figure) in order to give more meaningful statistical calculations. For example, when you use ASTM E291 for the determination of Total Alkalinity and you found a result of 49.9326 %M/M, we request you to report 49.93%M/M in accordance with ASTM E291 and 49.933 or 49.9326 %M/M as 'unrounded' result.
- * It is also requested not to report 'less than' test results, which are above the detection limit, because such test results cannot be used for meaningful statistical calculations.
- * **The official closing date for reporting test results for this PT is September 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/sqs-iis/. 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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