

Instructions to participants for the interlaboratory study Phosphorus Flame Retardants in Polymers (Plastic) iis18P01

- * 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, one sample of polypropylene, #18500 and one sample of PVC, #18501, for determination of Phosphorus Flame Retardants. You have received approx. 3 grams of sample #18500 and approx. 3 grams of sample #18501. You can check the test scope for both samples in round iis18P01 via www.kpmd.co.uk/sgs-iis-cts/.
- * Please **treat the samples as 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 analyses you routinely 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. **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. 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. 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 calculations. For example, when you found a test result of 324.21 mg/kg, we request you to report 324 mg/kg as "rounded" and 324.2 or 324.21 mg/kg as 'unrounded' result.
- * It was also requested not to report 'less than' results, which are above the detection limit, because such results cannot be used for meaningful statistical calculations.
- * Please complete the additional questions.
- * **The official closing date for reporting test results for this PT is February 23, 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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