

Instructions to participants for the interlaboratory study on SCCP/MCCP in polymer, total iis18P05

- * 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 polymer labelled #18570 (green colored PVC) and #18571 (piece of a PVC led lighting tube) for the determination of total SCCP (C₁₀-C₁₃ chloroparaffins) and total MCCP (C₁₄-C₁₇ chloroparaffins). You received approx. 3 grams per sample. You can check the test scope for both samples in round iis18P05 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. However, please read carefully the next remark regarding sample #18571;
Sample # 18571: This sample is a piece of a PVC led lighting tube. The led is removed. However, sample #18571 still contains some metal wires. Please note that the metal wires shouldn't be part of the sample intake and shouldn't be used for the determination of SCCP/MCCP. Please use only the PVC part (without metal wires) for this determination.
- * Each laboratory is advised to analyse only those components you routinely analyse (but you are allowed to report all components if you like).
- * **Please note, to ensure the homogeneity, do not use less than 0.5 grams per determination.**
- * **Reporting of test results**
Within a time frame of five weeks the test result can be entered or revised. Please **report your test result** via www.kpmd.co.uk/sgs-iis-cts/. Within the time frame you can add (or delete) the test result and/or change test result or unit. Please **do not forget** to hit the "Save/Submit" button after entering the test result. Please note that you will get a pop up to say that you have submitted your test result. You can check if your test result has been saved by logging out and logging in again. When your test result is still present it means that everything is OK and that your test result is received in good order.
- * Please use the standard method you normally (routinely) use for this determination and select in the column "Actual Method Used" the test method used. If your test method is not available, 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 find a result of 545.316 mg/kg for total SCCP, we request you to report 545.316 mg/kg as 'unrounded' result and 545.32 mg/kg or 545.3 mg/kg as "rounded" 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.
- * To get more background of the analytical method we asked some additional questions. Please, complete these questions as much as possible. 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 May 25, 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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