

Instructions to participants for the interlaboratory study pH in Leather iis19A14P

- * Please **confirm sample receipt** as soon as you have received this package and checked the contents, via the data entry portal www.kpmd.co.uk/sqs-iis-cts/. Please give date of receipt and press the "Save Date" button. Please inform the Institute for Interlaboratory Studies (iis) immediately when something is wrong with the package and/or sample via iisnl@sqs.com.
- * This interlaboratory study concerns 1 sample of black grinded Leather labelled #19641 for the determination of pH. You have received approximately 10 grams of material. You can check the test scope in round iis19A14P via www.kpmd.co.uk/sqs-iis-cts/.
- * Please treat the sample **as if it was a routine sample** and analyse it in the way you normally do in day-to-day circumstances. Each laboratory is advised to perform only those analyzes you routinely do (but you are allowed to do all analyzes 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.**
- * **Please do not age or dry the sample!**
- * **Reporting of test results:**
Within a time frame of five weeks test results can be entered or revised. Please report the test results via www.kpmd.co.uk/sqs-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. Please use the test method you normally (routinely) use for this determination and select the method that you used from the picklist under "Actual Method Used". When your method is not listed here, please select "Other" and write the method that you used in the comments.

Please report the test results using the indicated units. It is possible to report in the last column the test results rounded in accordance with the test method that was used and in the first result column the same test 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 found a test result of 4.073, we request you to report 4.073 as 'unrounded' test result and 4.07 as 'rounded' test 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 evaluations.

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 November 15, 2019.

After the official closing date it is no longer possible to submit or correct test results via the data entry portal. When you cannot report via the portal 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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