

Instructions to participants for the interlaboratory study Metals in dried Paint, total iis19V01

- * 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 "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 dried paint, one bag with white paint, labelled #19530 and one bag with beige paint, labelled #19531. Both samples are meant for the determination of Metals in Paint, total. You have received approximately 0.5 grams of each sample. You can check the test scope for both samples in round iis19V01 via www.kpmd.co.uk/sqs-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 analyse only those components you routinely analyse but you are allowed to report all components if you like.

* **Reporting of test results:**

Within a time frame of five weeks the test result can be entered and/or revised. Please report your test result via www.kpmd.co.uk/sqs-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 test method you normally (routinely) use for this determination and select this method 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 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 find a test result of 74.32 mg/kg, we request you to report 74.32 mg/kg as 'unrounded' test result and 74.3 mg/kg 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.
- * Please, complete the additional questions. It will help us to evaluate the test results of the proficiency test. Thank you in advance.
- * **The official closing date for reporting test results for this PT is May 3, 2019.**
- * After the official closing date it is no longer possible to enter or correct test results via the data entry portal www.kpmd.co.uk/sqs-iis-cts/. When you cannot report via the data entry 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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