

Instructions to participants for the interlaboratory study Bisphenol-A EN71-10/11 iis20V06

- * 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 samples via nl.iis@sgs.com.
- * This interlaboratory study concerns one sample: a piece of white thermal paper labelled #20695 for the determination of Bisphenol A according to EN71-10/11. You received approximately 5x6cm of sample. Please keep the thermal paper stored dark, dry and cool. It is advised to keep the sample packed until the start of the test and not to touch the sample with bare hands. You can check the test scope in round iis20V06 via www.kpmd.co.uk/sqs-iis-cts/.
- * Please take care to use the following **fixed test conditions** during this PT.

Sample size	cut the sample precisely at width=5cm / length=6cm (surface area is then 5x6=30cm ²)
Simulant	deionized water
Simulant volume	as per method used
Exposure temperature	20°C
Exposure time	1 hour
Rotation speed	60 r/min

- * Please treat the sample **as if it was a routine sample** and analyze it in the way you normally do in day-to-day circumstances within mind the conditions mentioned in the table above.
- * **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-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 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 extra significant figures in order to give more meaningful statistical evaluations. For example, when you found a test result of 5.453 mg/L for BPA, we request you to report 5.453 or 5.45 mg/L as 'unrounded' test result and 5.5 mg/L as 'rounded' test 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 evaluations.

For test results below the detection limit please do not use abbreviations like "nd" or "na" because these can be explained in various ways like "not determined", "not detected", "not applicable" and "not analyzed". Instead, please write in full.

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 October 30, 2020.

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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