

Instructions to participants for the interlaboratory study PCBs in Mineral Oil iis17L11

- * **Please confirm sample receipt** as soon as you have received and checked the contents of this package via www.kpmd.co.uk/sgs-iis/. Please give date of receipt and press "save date" button.
When the bottle has been broken, please do not accept the package from the courier. Please note that we will only send a replacement bottle at our cost when there is proof of the sample being broken upon receipt. This means that the consignee must report a broken bottle immediately. The consignee should take pictures of how the package and bottles looked upon arrival. We need these pictures to claim costs from the forwarders. The consignee should always mark any damage (dents, rips, leakage etc.) on the outside of the packages on the consignment note from the courier when it is delivered. Even minor damages should be reported. Please send copies of consignment notes and the pictures via email to nl.saman.iis@sgs.com.
- * This interlaboratory study concerns 1 sample of Mineral Oil (used oil) positive on PCB (1 x 8 ml vial of sample #17233).
You can check the test scope in round iis17L11 via www.kpmd.co.uk/sgs-iis/.
- * Please treat the sample **as if it was a routine sample**. Each laboratory is advised to report only those components you routinely report (but you are allowed to report all components if you like).
- * **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/. 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. It is strongly recommended to login again and to verify if all your test results are present.
- * 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 at least one extra significant figure in order to give more meaningful statistical calculations. For example, when you use EN12766-1 for the determination of PCBs and you found a result of 0.1234 mg/kg for one of the PCBs, we request you to report 0.1 mg/kg in accordance with EN12766-1 and 0.12, 0.123 or 0.1234 mg/kg as 'unrounded' result.
- * **The official closing date for reporting test results for this PT is December 8, 2017.**
- * 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/. 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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