

Instructions to participants for the interlaboratory study on AP & APEO in Textile iis18A01

- * Please **confirm sample receipt** as soon as you have received and checked the contents of this package 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 textile, one sample of cotton, #18510 (pink coloured) and one sample of cotton/polyester mixture, #18511 (multi coloured). Both samples are meant for the determination of Alkylphenols (AP) and/or Alkylphenol ethoxylates (APEO). You have received approx. 2.5 grams of sample #18510 and approx. 3 grams of sample #18511. You can check the test scope for both samples in round iis18A01 via www.kpmd.co.uk/sgs-iis-cts/.
- * Could you please send us via e-mail the chromatograms & integration reports of the samples and calibration standard(s). Please also indicate on these chromatograms which peak(s) correlate with which determined component.
- * Please treat the samples **as they were routine samples**. However, do not analyse separate colours if present. This may be different as your laboratory is used to do, but for good comparison we ask you to treat each sample as if it is a single coloured material. Each laboratory is advised to analyse only those components you routinely analyse (but you are allowed to do all components 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.**
- * **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-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.
- * For the determination of Alkylphenols (AP) and Alkylphenol ethoxylates (APEO) in textile, method ISO18254 could be used as reference test method. It is of utmost importance to know that it is **NOT mandatory** to use ISO18254 as test method. Please use the method you normally (routinely) use and select in the column "Actual Method Used" the selection "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 test result of 57.21 mg/kg for NPEO, we request you to report 57.21 mg/kg as 'unrounded' and 57 or 57.2 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 calculations.
- * Please complete the additional questions. 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 March 16, 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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