

## **Instructions to participants for the interlaboratory study on OPP in Leather iis18A07OPP**

- \* Please **confirm sample receipt** as soon as you have received this package and checked the contents, via [www.kpmd.co.uk/sgs-iis-cts/](http://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](mailto:iisnl@sgs.com).
- \* This interlaboratory study concerns 1 sample of leather labelled sample #18551. This sample is meant for the determination of Ortho -phenylphenol (OPP). You received approximately 3 grams. You can check the test scope for this sample in round iis18A07OPP via [www.kpmd.co.uk/sgs-iis-cts/](http://www.kpmd.co.uk/sgs-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.
- \* **Please do not age or dry the sample!** The amount of sample is not sufficient to allow aging and/or determine the volatile matter content. For calculations (ISO13365:2011(E), §7) use  $D = 1$ , no volatile matter present ( $w_v = 0$ ).
- \* **Please note, 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 the test result can be entered or revised. Please **report your test result** via [www.kpmd.co.uk/sgs-iis-cts/](http://www.kpmd.co.uk/sgs-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 standard method you normally (routinely) use for this determination and select in the column "Actual Method Used" the test method used. If your test method is not available, 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 one extra significant figure in order to give more meaningful statistical calculations. For example, when you find a result of 521,63 mg/kg for OPP, we request you to report 521,63 mg/kg as 'unrounded' result and 521,6 as "rounded" 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.
- \* 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 May 11, 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/](http://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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