

## **Instructions to participants for the interlaboratory study Phthalates in Leather, total iis18A09**

- \* 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 #18555 for the determination of individual Phthalates in leather. You received approx. 3 grams, which should be sufficient for the determination in this PT, because this sample is positive on a number of Phthalates and a smaller sample size than routinely can be used. **Please note, to ensure the homogeneity, do not use less than 0.5 gram per determination.**  
You can check the scope for iis18A09 via [www.kpmd.co.uk/sgs-iis-cts/](http://www.kpmd.co.uk/sgs-iis-cts/).
- \* Please **treat the sample as it was routine sample** and analyse it in the way you normally do in day-to-day circumstances. **However, please do not dry or age the sample, nor determine volatile matter.**
- \* 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 test results can be entered or revised. Please **report your test results** 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) 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 Phthalates in leather, method ISO/TS 16181 could be used as reference test method. However, it is of utmost importance to know that it is **NOT mandatory** to use ISO/TS 16181 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 result of 0.23678 %M/M for DEHP, we request you to report 0.23678 %M/M as 'unrounded' result and 0.237 %M/M or 0.24 %M/M 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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