

## **Instructions to participants for the interlaboratory study Mercury on NAPHTHA iis18N01Hg**

- \* Please **confirm sample receipt** as soon as you have received this package and checked the contents, via [www.kpmd.co.uk/sgs-iis/](http://www.kpmd.co.uk/sgs-iis/). 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).
- \* When a 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](mailto:nl.saman.iis@sgs.com).
- \* This interlaboratory study concerns 2 **different** samples of Naphtha (2x0.5L glass bottles, labelled #18047 and #18048) for Mercury analyses only. You can check the test scope in round iis18N01Hg via [www.kpmd.co.uk/sgs-iis/](http://www.kpmd.co.uk/sgs-iis/).
- \* Please treat the samples **as if they were routine samples**.
- \* **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/](http://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. 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. 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 test results using the indicated units. It is possible to report in the last column the analytical test results rounded in accordance with the standard method that was used and in the first result column the same analytical 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 reporting one extra significant figure in order to give more meaningful statistical calculations. For example, when you found a test result of 50.2351 µg/kg, we request you to report 50.2351 µg/kg as 'unrounded' result and 50.235 or 50.24 µg/kg as "rounded" 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 calculations.
- \* **The official closing date for reporting test results for this PT is May 4, 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/](http://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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