

## **Instructions to participants for the interlaboratory study on Phthalates in polymer, total iis18P03**

- \* 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 2 different samples of polymer, labelled #18560 (sea-green coloured PVC) and #18561 (red coloured PVC) for the determination of individual phthalates in polymer. You received approx. 3 grams per sample. You can check the test scope for both samples in round iis18P03 via [www.kpmd.co.uk/sgs-iis-cts/](http://www.kpmd.co.uk/sgs-iis-cts/).
- \* Please **treat the samples as if they were routine samples** and analyse them in the way you normally do in day-to-day circumstances.
- \* Each laboratory is advised to analyse only those components you routinely analyse (but you are allowed to report all components if you like).
- \* **Please note, to ensure the homogeneity, do not use less than 0.5 grams 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 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 25, 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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