

Instructions to participants for the interlaboratory study Bisphenol A EN71-10/11 iis18V04

* Please **confirm sample receipt** as soon as you have received this package and checked the contents, 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**. One sample, approximately 10 x10 cm, is a thermal print paper, labelled #18655 and a second sample 2 strips PE, approximately 1 x12 cm each, labelled #18656. Both samples are meant for the determination of Bisphenol A according to EN71-10/11. Please, keep the thermal print paper stored dark, dry and cool. It is advised to keep this sample #18655 packed until the start of the test and do not touch with bare hands. You can check the test scope for both samples in round iis18V04 via www.kpmd.co.uk/sgs-iis-cts/.

* **Please take care to use the following fixed test conditions during this PT.**

| | |
|----------------------|---|
| Simulant | Deionized Water |
| Simulant volume | as per method used (please report volume in the data entry website) |
| Exposure temperature | 20°C |
| Exposure time | 1 hour |
| Rotation speed | 60 r/min |

* Please **treat the samples as if they were routine samples** and analyse them in the way you normally do in day-to-day circumstances with in mind the conditions mentioned in table above.

* **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/. 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.

* For the determination of Bisphenol A according EN71-10/11, please use the method you normally (routinely) use. Please select under "Actual Method Used" the method that you used. When your method is not mentioned under "Actual Method Used", please select "Other" and place in the comments the method that you used.

* 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 evaluations. For example, when you find a result of 5.453 mg/l for BPA, we request you to report 5.5 mg/l as 'rounded' test result and 5.453 or 5.45 mg/l as "unrounded" 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 evaluations.

* 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 December 21, 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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