

Instructions to participants for the interlaboratory study on Phthalates in Textile iis19A03

- * Please **confirm sample receipt** as soon as you have received and checked the contents of this package 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 of textile, one sample of yellow pieces of textile labelled #19514 and one sample of bright pink pieces of textile labelled #19515. Both samples are meant for the determination of Phthalates in textile. You received approximately 3 grams of each sample. You can check the test scope for both samples in round iis19A03 via 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 do all components if you like. It might be wise to start with those components which are most relevant to your laboratory, especially if the supplied sample amount seems to be critical. **However, 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 test results can be entered or revised. Please **report your test results** via www.kpmd.co.uk/sgs-iis-cts/. 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.
- * For the determination of Phthalates in textile method ISO14389 could be used as test method. It is of utmost importance to know that it is **NOT mandatory** to use ISO14389 as test method. Please use the method you normally (routinely) use and select in the column "Actual Method Used" the test method that was used. Please select "Other" if your test method is not mentioned and write the test method that you used in the comments.
- * Please report the test results using the indicated units. It is possible to report in the last column the test results rounded in accordance with the test method that was used and in the first column the same 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 to report one extra significant figure in order to give more meaningful statistical evaluations. For example, when you find a test result of 35.25 %M/M, we request you to report 35.25 %M/M as 'unrounded' test result and 35.3 %M/M as "rounded" test result.
- * It was 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 evaluations.
- * Please complete the additional questions. It will help us to evaluate the test results of the proficiency test. Thank you in advance.
- * **The official closing date for reporting test results for this PT is March 22, 2019**
- * 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.
- * **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:**
ing. R.J. Starink, Institute for Interlaboratory Studies (iis)
P.O. box 200, 3200 AE Spijkensisse, The Netherlands
tel.no. +31 181 69 45 41 / fax.no. +31 181 69 45 43
e-mail: iisnl@sgs.com / website: www.iisnl.com