

Instructions to participants for the interlaboratory study on SCCP in Leather iis19A07

- * Please **confirm sample receipt** as soon as you have received and checked the contents of this package via www.kpmd.co.uk/sqs-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 1 sample of black colored leather, labelled #19525, meant for the determination of SCCP and/or MCCP. You have received approx. 3 grams. You can check the test scope of the sample in round iis19A07 via www.kpmd.co.uk/sqs-iis-cts/.
- * Please treat the sample **as if it was a routine sample**.
- * Each laboratory is advised to analyse only those components you routinely analyse (but you are allowed to report all components if you like). **However, to ensure the homogeneity, do not use less than 0.5 gram per determination.**
- * **Please do not age or dry the sample!**
- * **Reporting of test results**
Within a timeframe of five weeks test results can be entered or revised. Please **report your test results** via www.kpmd.co.uk/sqs-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 SCCP and/or MCCP in leather method ISO18219 could be used as reference test method. It is of utmost importance to know that it is **NOT mandatory** to use ISO18219 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 evaluations. For example, When you find a test result of 5719.43 mg/kg, we request you to report 5719.43 or 5719.4 mg/kg as 'unrounded' test result and 5719 mg/kg as 'rounded' test result.
- * It is also requested not to report 'less than' 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 results of the proficiency test. Thank you in advance.
- * **The official closing date for reporting test results for this PT is April 12, 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/sqs-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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