Instructions to participants for the interlaboratory study on Chlorinated Phenols in Leather iis19A09

* Please **confirm sample receipt** as soon as you have received this package and checked the contents, via the data entry portal 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 one sample of black leather squares labelled #19541. This sample is meant for the determination of Chlorinated Phenols in leather. You received approximately 3 grams of sample #19541. You can check the test scope for this sample in round iis19A09 via www.kpmd.co.uk/sgs-iis-cts/.

* Please **treat the sample as if it was a routine sample** and analyse it 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 do not age or dry the sample!** The amount of sample is not sufficient to allow aging and/or determine the volatile matter content. For calculations (ISO17070:2015, §9) use D = 1, no volatile matter present (w = 0).

* **Please note, 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 the test result can be entered or revised. Please report your test results 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 Chlorinated Phenols in leather, method ISO17070 could be used as reference test method.
  It is of utmost importance to know that it is **not mandatory** to use ISO17070 as test method. Please use the method you normally (routinely) use and select in the column "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 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 result 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 5.216 mg/kg, we request you to report 5.216 or 5.22 mg/kg as 'unrounded' test result and 5.2 mg/kg 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.

  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 24, 2019.

  After the official closing date, it is no longer possible to submit or correct test results. When you cannot report via the portal 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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