

## **Instructions to participants for the interlaboratory study Phthalates in Leather, total iis19A11**

- \* 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/](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** grinded leather samples respectively a beige colored leather, labelled #19543 and a black colored leather, labelled #19544 for the determination of Phthalates in leather. You received approximately 3 grams of each sample, which should be sufficient for the determination in this PT. You can check the scope for iis19A11 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.
- \* **However, please do not dry or age the sample, nor determine volatile matter.**
- \* **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 test results can be entered or revised. Please report your test results 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) 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 leather, method ISO/TS 16181 could be used as reference test method. However, it is of utmost importance to know that it is **not mandatory** to use ISO/TS 16181 as test method. Please use the method you normally (routinely) use and select this 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 0.23678 %M/M, we request you to report 0.23678 or 0.237 %M/M as 'unrounded' test result and 0.24 %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.

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 test 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:**

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](mailto:iisnl@sgs.com) / website: [www.iisnl.com](http://www.iisnl.com)