

Instructions to participants for the interlaboratory study Chlorinated Phenols in Textile iis19A16

- * 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/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@sqs.com.
- * This interlaboratory study concerns 1 sample of orange cotton hosiery fabric labelled #19655 for the determination of Chlorinated Phenols in Textile. You received approximately 3 grams of sample. You can check the test scope for this sample in round iis19A16 via www.kpmd.co.uk/sqs-iis-cts/.
- * Please treat the sample **as if it was a routine sample** and analyze it in the way you normally do in day-to-day circumstances. Each laboratory is advised to analyze only those components you routinely analyze (but you are allowed to report all components if you like).
- * **Please note, to ensure the homogeneity, do not use less than 0.5 grams 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/sqs-iis-cts/. It is not necessary to enter all test results in one session. 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.

On the report page is a column, titled "reference method". In case a method is mentioned in this column, it will be used for the calculation of the z-scores. It is of utmost importance to know that it is **not mandatory** to use this 'reference method' as test method. Please select the method that you used from the picklist under "Actual Method Used". When your method is not listed here, 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 use LF GB B82.02.8 for the determination of a Chlorinated Phenol and 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 in accordance with LF GB B82.02.8.

It is 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.

The official closing date for reporting test results for this PT is December 20, 2019.

After the official closing date it is no longer possible to submit or correct test results via the data entry portal. 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 Spijkenisse, The Netherlands
tel.no. +31 181 69 45 41 / fax.no. +31 181 69 45 43
e-mail: iisnl@sqs.com / website: www.iisnl.com