

Instructions to participants for the interlaboratory study Trace Metals in Body Cream & Foundation iis19H01

- * Please **confirm sample receipt** as soon as you have received this package and checked the contents, 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 1*15 ml cup filled with Body Cream, labelled #19505 and 1*15 ml cup filled with Foundation, labelled #19506. Both samples are for the determination of Trace Metals. You have received approx. 5ml of each sample. You can check the test scope in round iis19H01 via www.kpmd.co.uk/sgs-iis-cts/.
- * Please **treat the samples as it were routine samples** and analyse them in the way you normally do in day-to-day circumstances.
- * **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/. 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.
- * 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. When you normally (routinely) use a test method other than the reference method, please select the method that you used under "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 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 found a test result of 15.878 mg/kg, we request you to report 15.9 mg/kg as "rounded" and 15.878 or 15.88 mg/kg as 'unrounded' test result.
- * It was 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 enter also the requested test details under '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 February 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 (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 / website: www.iisnl.com