

Instructions to participants for the interlaboratory study on Phthalates in Polymers, total iis19P03

- * 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@sgs.com.
- * This interlaboratory study concerns **2 different** samples of polymer: 1x orange PVC rings labelled #19545 and 1x purple PVC blocks labelled #19546 for the determination of individual phthalates in polymers. You received approximately 3 grams per sample. You can check the test scope for both samples in round iis19P03 via www.kpmd.co.uk/sqs-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 normally do (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 test results can be entered or revised. Please report your test results via www.kpmd.co.uk/sqs-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.

Please use the test method you normally (routinely) use for this determination and 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 find a test result of 0.23678 %M/M for DEHP, we request you to report 0.23678 %M/M as 'unrounded' test result and 0.237 %M/M or 0.24 %M/M as "rounded" test result.

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.

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 June 14, 2019.

After the official closing date it is no longer possible to enter 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:**

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