

## **Instructions to participants for the interlaboratory study SCCP in Leather iis20A07**

- \* 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/](http://www.kpmd.co.uk/sqs-iis-cts/). Please give date of receipt and press the "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](mailto:iisnl@sqs.com).
- \* This interlaboratory study concerns 1 sample of beige grinded leather labelled #20560 for the determination of SCCP and/or MCCP. You received approximately 3 grams of sample. You can check the test scope of the sample in round iis20A07 via [www.kpmd.co.uk/sqs-iis-cts/](http://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 normally do (but you are allowed to report both components if you like).
- \* **Please note, to ensure the homogeneity, do not use less than 0.5 grams per determination.**
- \* **Please do not age or dry the sample!**
- \* **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/](http://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) 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. 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 found a test result of 27.219 mg/kg we request you to report 27.219 or 27.22 mg/kg as 'unrounded' test result and 27.2 mg/kg 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 April 10, 2020.**

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:**

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