

Instructions to participants for the PT Crude Oil Assay iis21R02 (ASTM D2892 and ASTM D5236)

- * 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/. 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 nl.iis@sgs.com.
- * When a bottle has been broken, please do not accept the package from the courier. Please note that we will only send a replacement bottle at our cost when there is proof of the sample being broken upon receipt. This means that the consignee must report a broken bottle immediately. The consignee should take pictures of how the package and bottles looked upon arrival. We need these pictures to claim costs from the forwarders. The consignee should always mark any damage (dents, rips, leakage etc.) on the outside of the packages on the consignment note from the courier when it is delivered. Even minor damages should be reported. Please send copies of consignment notes and the pictures via e-mail to nl.saman.iis@sgs.com.
- * This interlaboratory study concerns a sample of Crude Oil, a 5L can labelled #21225. Each laboratory is requested to determine a Crude Oil Assay consisting of a True Boiling Point Distillation in accordance with ASTM D2892 and the collection of 8 fractions. And subsequently a True Boiling Point Distillation in accordance with ASTM D5236 and the collection of 4 fractions. On the original sample and on all fractions Density, Sulfur and Nitrogen content and on the original sample also Water should be determined **where possible**. Furthermore on the light and heavy naphtha fractions a PNA or PiPNA analysis is requested. On the combined fractions 5 + 6 (LGO and MGO) a Flashpoint and a D86-distillation is requested and on the individual fractions 5 and 6 also a simdist determination was requested. You can check the full test scope in round iis21R02 via www.kpmd.co.uk/sgs-iis/. Please be aware that we have prepared seven separate report forms for different parts of the Assay, see below which parts.
- * Please treat the samples **as if they were routine samples**. Furthermore, each laboratory is advised to perform only those analyzes you normally do (but you are allowed to do all analyzes if you like). It might be wise to start with those tests which are most important to your laboratory, especially if the supplied sample amount seems to be critical.
- * **Reporting of test results:**

Within a time frame of two months test results can be entered or revised. Please report your test results via www.kpmd.co.uk/sgs-iis/. 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.

Because reporting test results of a PT for Crude Oil Assay involves the original sample, two distillations and tests on fractions, iis has made 7 rounds available in the Data Entry Portal to report the test results (see www.kpmd.co.uk/sgs-iis/). **Please report your results in the appropriate round:**

Crude Assay A Original sample
Crude Assay B D2892
Crude Assay B D5236
Crude Assay C All fractions Density Sulfur Nitrogen
Crude Assay C Fraction 2 and 3 PNA PiPNA (please note: two sheets (blue and yellow))
Crude Assay C Fraction 5/6 combined Flashpoint Dist. D86
Crude Assay D Fraction 5 and 6 SimDist

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.

Report the analytical results using the indicated units on the report form. Please report the analytical results less rounded as you would do routinely (we suggest to report one extra significant figure than prescribed in the method used) in order to give more meaningful statistical evaluations.

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 10, 2021.

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
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: nl.iis@sgs.com / website: www.iisnl.com