Instructions to participants for the interlaboratory study Liquefied Butane iis21S02B

* 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 the cylinder has been damaged, please do not accept the package from the courier. Please note that we will only send a replacement cylinder at our cost when there is proof of the sample being broken upon receipt. This means that the consignee must report a damaged cylinder immediately. The consignee should take pictures of how the package and cylinder 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 1 cylinder with Liquefied Butane, 1x 1L cylinder labelled #21090 for various analyzes on Liquefied Butane. You can check the test scope in round iis21S02B via www.kpmd.co.uk/sgs-iis/.

* Please record the cylinder number (on the plasticized label) via www.kpmd.co.uk/sgs-iis/.

* The cylinder has a DIN-1 connection. **Please notify us immediately in case you are not able to use this connection due to lack of a suitable connector.** The DIN-1 connector is only included with new participants.

* The valve on this cylinder is a **dual port valve with dip tube**. You must connect your DIN 1 fitting to the “Liquid” side of the valve indicated by the arrow, mentioned on the valve. The hand wheel to operate the valve is already connected to the “Liquid” side of the valve. The dip tube will only sample liquid if the cylinder is in the upright position (with the valve on the top). The cylinder is not completely filled with liquefied butane, but does contain approximately 200 grams of liquid with approximately 5 bar helium over pressure. This is sufficient liquid for analysis but please be careful not to use the entire sample for purging your system. When correctly used you can use the cylinder for dozens of tests.

* Please treat the sample **as if it was a routine sample.** 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 five weeks 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.

  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 extra significant figures in order to give more meaningful statistical evaluations. For example, when you use ASTM D2163 for the determination of iso-Butane and you found a test result of 76.816 %mol/mol, we request you to report 76.816 %mol/mol as ‘unrounded’ test result and 76.82 %mol/mol as rounded test result in accordance with ASTM D2163.

  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 July 2, 2021.

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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