Instructions to participants for the interlaboratory study Total Metals in dried paint iis23V21

* 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-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 nl.iis@sgs.com.

* This interlaboratory study concerns **2 different** samples of dried paint: 1x light purple dried paint labelled #23550 and 1x gray dried paint labelled #23551, both for the determination of Metals. You received approximately
0.5 grams per sample. You can check the test scope for both samples in round iis23V21 via www.kpmd.co.uk/sgs-iis-cts.

* Please treat the samples **as if they were routine samples** and analyze them in the way you normally do in day-to-day circumstances. Each laboratory is advised to analyze only those elements you normally do (but you are allowed to report all elements if you like).

* **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. 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 found a test result of 65.87 mg/kg we request you to report 65.87 mg/kg as 'unrounded' test result and 65.9 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.

    For test results below the detection limit please do not use abbreviations like "nd" or "na" because these can be explained in various ways like "not determined", "not detected", "not applicable" and "not analyzed". Instead, please write in full.

    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 28, 2023.

    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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