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INSTRUCTION SHEET

May 23, 2017

1. Name of the proficiency test

17th UILI Interlaboratory Practice 2017

“Conductivity, Sedimentable solids, Solid soluble sulfides, COD, BOD, Hydrocarbons, Coliforms, Detergents, Phenolics and Metals in river water”

Aimed as a global exercise for laboratories in different countries of the world

2. Provider

Union Internationale des Laboratoires Indépendants (UILI), ILP Working Group.

3. Time schedule

- a) Deadline of application: July 1, 2017
- b) Distribution of test samples: July 1, 2017
- c) Deadline of reporting: September 1, 2017
- d) Issue of final report: December 1, 2017

[NOTE]

- No reports, including resubmitting, after due date are accepted.
- Date of sample distribution differs among participants according to application date and shipping condition.

4. Method of participation

Send E-mail to Mrs. Melissa Fernández Valero (UILI secretary)

E-mail: secretariat@uili.org or register on the UILI website www.uili.org.

Please use the Appendix **“participant contact details”** form attached or include always the following information in your e-mail:

ILP Number / Name

Participant: Company name, Contact person, Subscriber e-mail, Phone

Sample delivery: Company name, House name, Street, House number, P.O. Box, Section, Postal code, City, State, Country

Invoicing: Company name, VAT / Tax ID / NIF / CIF number, Contact person, Invoice e-mail

Reporting: Contact person, Report e-mail



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5. Participation fee

a) Participation fee

UILI Member : € 225.00 (for 1 set, not for 1 bottle)
UILI Non-Member : € 325.00 (for 1 set, not for 1 bottle)

Prices are excluding sample logistics costs

b) Method of payment

Invoice will be sent to you by e-mail after your application is completed.

Payments should be made to our bank account at:

ABN AMRO BANK - BIC: ABNANL2A - IBAN: NL79ABNA0533251109

c) Participation fee includes:

- 1) Testing samples
- 2) Final report (electronic media; issued by UILI)
- 3) Certificate / diploma

d) Shipping charges for samples

Samples will be shipped by our preferred courier. Sample logistic costs will be charged separately as a direct cost to the participant.

6. Samples for analysis

a) Name of test sample (printed on each label)

- 1) Sample 1: UILI-ILP 17-2017 river water-1
- 2) Sample 1: UILI-ILP 17-2017 river water-2

b) Container of testing sample et al.

100 mL of sample is contained in 100 mL volume plastic bottle.



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7. Target compounds for analysis

- a) Conductivity, Sedimentable solids, Solid soluble sulfides, COD, BOD, Hydrocarbons, Coliforms, Detergents, Phenolics and Metals (10 items)

Conductivity	Sedimentable solids	Solid soluble sulfides
COD	BOD	Hydrocarbons
Coliforms	Detergents	Phenolics
Metals		

- b) Expected concentration range

Target Compounds	Concentration Range (unit)	
	UILI-ILP-17-2017 river water-1 (Sample 1)	UILI-ILP-17-2017 river water-2 (Sample 2)
Conductivity		
Sedimentable solids		
Solid soluble sulfides		
COD		
BOD		
Hydrocarbons		
Coliforms		
Detergents		
Phenolics		
Metals		

- c) Samples have no "Assigned Value" such as "Reference Value" and/or "Certified Value" related for "True Value".

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8. Analytical procedure

Pretreatment and analytical method is not designated in the test. Participating laboratories are to select from the Appendix "**Methods for pre-treatment and instrumental measurement**", and should indicate the number in the reporting sheet for each target ion.

Methods for pre-treatment and instrumental measurement

(A) Pre-treatment

No.	Method	Abbreviation
1	Non pre-treatment	NON
2		
3	Others	Others

(B) Measurement by Instrument

No.	Instrument	Abbreviation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11	Others	Others

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9. Reporting analytical results

- a) Independent analyses are requested to be carried out twice from sample preparation including weighing. Report the “mean value” of these 2 data (Original data before the calculation of “mean value”, nor statistical values such as “standard deviation” are needed). If you cannot analyze twice (e.g. in case of sample lack), reporting one data is acceptable.
- b) Pretreatment for both Sample 1 and 2 are required in this test according to need.
- c) Report a data set of Sample 1 and 2. The data is requested to be rounded in 3 significant figures.
- d) A “non-full set result” is acceptable (e.g. In case that your laboratory prefers to report only “.....”, report only the result of “....”).
- e) Method of Reporting
 - i. Participants are requested to indicate method No. indicated in Appendix **“Methods for pre-treatment and instrumental measurement”** for both “Pre-treatment” and “Measurement by Instrument” referring to table (A) and (B), for Sample 1 and 2.
 - ii. Participant who selects pretreatment method as “others” should indicate the method name in column “notes”. In the case “others” were selected and “notes” were left blank, UILI will require resubmitting of the report.
 - iii. Use unit “unit” for reporting data for Sample 1 and 2.
 - iv. Data reporting/resubmitting is requested to use format “Result of Analysis for 10th UILI-ILP”. Reporting in different format is unacceptable. In the case non-UILI format is submitted, UILI will require resubmitting of the report.
- f) Send the report/resubmitting report to secretariat@uili.org (Mrs. Melissa M. Fernández Valero, UILI Secretariat) by September 1, 2017. Reports after due date are unacceptable.



10. Issue of the final report by UILI

- a) Final report will be issued on December 1, 2017.
- b) Final report will be issued in electronic media.
- c) Final report includes statistical analysis following standards below.
 - i. z-score: by ISO/IEC 17043 and related standards
 - ii. Quartile Method (robust statistics method): by APLAC "T002"
 - iii. Confidence Ellipse for "Youden Plot" by ISO 13528
- d) As far as analytical method is not designated for this test and median value is not always equal to "true value", evaluation by statistic will be inadequate.
- e) A list of participating laboratories will be included in the report with each result followed by "laboratory identification numbers". Relationship between these numbers and laboratory names will not be indicated in the report. Your identification number will be informed in the letter, separated with the report.

11. Others

- a) The test or test results (final report) is not aimed to evaluate the performance of the laboratories or relating personnel by the test organizer nor third person.
- b) Participant will be issued a Certificate by UILI for its participation.
- c) This document is not the final version until sample distribution. We encourage applicants to check the latest version.

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