

INSTRUCTION SHEET

1. Test name

24th UILI Interlaboratory Practice 2021 Analysis of Metals in Tap Water

Provided by ILP Committee, Union Internationale des Laboratoires Indépendants (UILI)
 Aimed as a global exercise for laboratories in different countries of the world

2. Test schedule

- a) Application Deadline: June 30, 2021
- b) Sample Distribution: Sample will be sent out soon after your application is confirmed.
- c) Payment Deadline: within 10 days from the date of invoice issue
- d) Reporting Deadline: September 30, 2021
- e) Final Report Issue: December 2021

[NOTE]

- In case there is any information of special shipping circumstance in your country related to the coronavirus (COVID-19) outbreak, please notify the UILI secretariat. Sample shipment might delay in some region according to postal situation.
- Reports including resubmitting after due date are unacceptable.
- Date of sample distribution differs among participants according to application date and shipping condition.

3. Method of participation

Submit sheet "PARTICIPANT CONTACT DETAILS" attached or include the following information in your email to UILI secretary at <secretariat@uili.org> by June 30, 2021

✓ ILP Number / Name	24th Analysis of Metals in Tap Water
✓ Participation	Company name, Contact person, Subscriber email, Phone number
✓ 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 email
✓ Reporting	Contact person, Report email

4. Participation fee

a) Participation fee

- UILI Member: 225EUR (for 1 set, not for 1 bottle)
- UILI Non-Member: 325EUR (for 1 set, not for 1 bottle)

b) Payment

Invoice will be sent to participants by email after application is completed.
 Payment is in wire-transfer to UILI account below within 10 days from the date of invoice issue

ABN AMRO BANK - BIC: ABNANL2A - IBAN: NL79ABNA0533251109

- 1) Participants owe the bank charge.
- 2) Participants newly enroll in UILI-ILP will not receive testing samples until the payment.
- 3) Participant who has credit history will not receive the final report until the payment.
- 4) If unexpected additional cost had occurred at custom of participant's location which is beyond UILI's control, we may add to your invoice. The rate will be determined by the customs or courier (FedEx or EMS), not UILI.

- c) Participation fee includes:
- 1) Testing sample
 - 2) Shipping charge for sample
 - 3) Final report in electronic file
 - 4) Certificate in electronic file

d) Cancel Policy

1) Cancellation notice should be sent by email to UILI secretary at <secretariat@uili.org> within 10 days from the date of invoice issue or day prior to sample shipment, including "laboratory name" and "reason why the laboratory must cancel".

2) In case that notification is after sample shipment, UILI will charge 100% of the participation fee to the laboratory.

5. Testing Sample

a) The name of testing sample is printed on labels are;

Sample1: UILI-ILP24-2021 tap water -1 and

Sample2: UILI-ILP24-2021 tap water -2 .

b) Sample shipment

1) Participants will receive sample from its country's UILI member association or directly from the test providing partner "Japan Environmental Measurement and Chemical Analysis Association (JEMCA)".

2) UILI will notify tracking number to the association or participating laboratory after the sample shipment. Participants are requested to monitor the transportation. In case of trouble, contact UILI secretariat at the earliest timing.

c) Container of testing sample 1 & 2 are contained in a 100 mL volume plastic bottle .

6. Targets (6 items)

Magnesium (Mg) Calcium (Ca) Copper (Cu)

Cadmium (Cd) Lead (Pb) Lead (Pb)

a) Expected concentration range

Target's concentration ranges expected in the sample are shown in list below.

Target	Concentration Range	mg/L
Magnesium (Mg)	10 - 100	
Calcium (Ca)	10 - 100	
Copper (Cu)	0.01 - 0,4	
Zinc (Zn)	0.01 - 0,4	
Cadmium (Cd)	0.01 - 0,4	
Lead (Pb)	0.01 - 0,4	

b) The sample has no "Certified Value".

7. Analytical procedure

Pre-treatment, extraction, and analytical method is not designated in the test. Pre-treatment is to be conducted upon participants' decision. Select analysis methods from "Methods for pre-treatment and instrumental measurement" and indicate the corresponding number for each target in the reporting sheet "RESULT OF ANALYSIS FOR 24TH UILI-ILP"

The list of method will be posted on UILI website or will be distributed by email until sample distribution.

8. Data reporting

- a) Conduct 2 independent analyses for each Sample 1 and 2 from sample preparation and extraction including weighing, and report the “mean value” of those 2 data . In case that analysis was not able to conduct twice, report 1 data.
- b) Conduct pretreatment to Sample 1 and 2 upon participant's need.
- c) Report a data set of Sample 1 AND 2 (No reporting only either of them). The data should be **rounded in 3 significant figures**. Report also the date of analysis.
- d) Report at least one of any of the target in the test. However, the data can not be evaluated if reporting only Sample 1 or 2.
- f) Reporting rules.
 - i. Indicate method No. of “Pre-treatment and extraction” and “Measurement by Instrument” referring to table (A) and (B) of “Methods for pre-treatment and instrumental measurement”.
The list will be **notified by sample distribution**.
 - ii. “Pre-treatment and extraction” and “Measurement by Instrument” reporting rule.
-In case you selected method “others”, **indicate the specific method name** in column “notes”.
-In case you selected different pre-treatment for sample 1 and 2, report method number you chose for **sample 1**.
 - iii. Use unit **mg/L** .
 - iv. Use format **"RESULT OF ANALYSIS FOR 24TH UJLI-ILP"** both when reporting and resubmitting. Results reported in different format is unacceptable.
- g) Submit the report to UILI secretary at <secretariat@uili.org> by **September 30, 2021** .
Reporting after due date is unacceptable which is the same in the case of resubmitting.

9. Final report

- a) Final report is expected to be issued around December 2021 .
- b) Final report will be issued in **electronic file**.
- c) Statistical analysis and corresponding standards UILI expect to use in the final report are; Quartile Method (APLAC T002), z-score (ISO/IEC 17043), and "Confidence Ellipse for Youden Plot" (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) Final report includes a list of participating laboratories and results, however, reporting laboratories here are indicated in ID numbers for confidential reason. Each participant will be informed its number in a separate letter attached to the final report.

10. Others

- a) This test and test results (the final report) are not aimed to evaluate the performance of laboratories or its personnel by the test organizer nor third party.
- b) Participants will receive a certificate for participation in electric file issued by UILI.
- c) This announcement is not the final version until sample distribution. We encourage applicants to check the latest information.

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In alphabetic order by name of member association (abbreviation).

AELI	Asociación Española de Laboratorios Independientes
AOIL	Association of Indian Laboratories
ASOCOLAB	Asociación Colombiana de Laboratorios
CALIBA	Cámara Argentina de Laboratorios Independientes Bromatológicos, Ambientales y Afines
CCIL	Canadian Council of Independent Laboratories
EUROLAB	European Federation of National Associations of Measurement, Testing and Analytical Laboratories
IPAN	Institute of Public Analysts of Nigeria
JEMCA	Japan Environmental Measurement and Chemical Analysis Association
RELACRE	Associação de Laboratórios Acreditados de Portugal
SoTLAN	The Society of Testing Laboratory Analysts of Nigeria
VRS	Vereniging van Raadgevend Scheikundige Laboratoria

Methods for pre-treatment and instrumental measurement for 24th UILI-ILP

Be ware that the method number below is not consecutive which is due to operating system of the UILI-ILP.

(*)Participants who chose "Others" are requested to briefly indicate name of the method in column "notes".

(A) Pre-treatment and extraction

No.	Method	Abbreviation
A01	Non pre-treatment	NON
A03	Acid decomposition	AD
A99	*Others	Others

(B) Measurement by Instrument

No.	Method	Abbreviation
B01	Titration	Tit
B02	Absorption photometry	AS
B03	Atomic absorption spectrophotometry (flame)	AAS
B04	Atomic absorption spectrophotometry (furnace)	ETAAS
B05	ICP-OES	ICP-OES
B06	ICP-MS	ICP-MS
B07	Ion-chromatography	IC
B99	*Others	Others