



## WORK INSTRUCTIONS FOR PARTICIPANTS MPS-ZPV-4/2016

**Proficiency testing samples to be analysed according your routine laboratory practice (unless otherwise stated in the instructions) including safety.**

Some parameters are available in several concentrations, therefore, **always report a number of samples in the results data form** (listed next to the name of parameter).

1. **Synthetic samples** for determination of **Ammonium** ( $\text{NH}_4^+$ ), **Nitrite** ( $\text{NO}_2^-$ ) and **Nitrate** ( $\text{NO}_3^-$ ), **Orthophosphate** ( $\text{PO}_4^{3-}$ ), **Total phosphorus** (TP) and **Fluoride** ( $\text{F}^-$ ) should be stored in dark at  $3 (\pm 2)^\circ\text{C}$  (in a refrigerator). Samples in 20 ml HDPE containers are not preserved. Samples should be analysed until **25<sup>th</sup> April 2016** immediately after opening the containers. Before determination dilute an aliquot part of sample by a factor of 100 (1 part of sample + 99 parts of water). Dilution should be performed using laboratory-pure water. **Results should be reported for the diluted solution.**

2. **Concentration ranges:**

0,01 - 2 mg/l	$\text{NH}_4^+$ , $\text{NO}_2^-$ , TP, $\text{PO}_4^{3-}$ , $\text{F}^-$
1 – 250 mg/l	$\text{NO}_3^-$

3. **For reporting your results** use the enclosed Data Report Form (Result 1 and Result 2). Send results to WRI to the name of the responsible person (Dr. Angelika Kassai or Dr. Jana Tkacova). State the results unambiguously (the result of one method, one device and one worker) with the required rounding.

4. Round up results according to the following table:

Concentrations	0,001-0,099	0,1-9,99	10,0-99,9	100-999
Rounding of results	0,001	0,01	0,1	1

5. **The method of determination** mark clearly - indicate the code of the method according to the attached list. In case of using other method, please indicate in the table a brief description of the method.
6. For all parameters report results with expanded uncertainty  $U$  using proper units (mg/l). These data have no impact on the evaluation your results.
7. **Deadline for reporting is 29<sup>th</sup> April 2016 (by mail). We ask you to meet deadlines for processing samples and sending the results!** (sent by mail) A certificate and archiving materials from the PT it is necessary to send the original Data Report Form – scan with stamp and signature. **Always give the registration number** (93.01 for your laboratory).  
Change and correction record (entry in the results) in the Data Report Form must meet the requirements specified in EN ISO/IEC 17043:2010, 5.13.2.3. Correct change and correction of record (the results) means that the original record is not bleached, but crossed out and written next to the new record. Changes must be marked with the date when the change was made and legible signature of the person who carried out the change. Otherwise these the changes will not be accepted.
8. **Results sent late will not be included into the evaluation!!!**
9. **Reference values** will be mailed by **30<sup>th</sup> May 2016**.
10. **The cost** for the ordered samples will be invoiced according to the rates.
11. **The certificate and final report** will be mailed by **6<sup>th</sup> July 2016** - only after the invoices have been paid!
12. **In case of any problems** with this MPS do not hesitate **to contact us** by mail: kassai@vuvh.sk or tkacova@vuvh.sk
13. Update information will be provided in time on the website of WRI - [www.vuvh.sk](http://www.vuvh.sk).

### Overview MPS-ZPV-4/2016 dates:

Sending registration:	4 <sup>rd</sup> March 2016
Sending the samples:	12 <sup>th</sup> April 2016
Sending results - deadline:	29 <sup>th</sup> April 2016
Reference values - send by e-mail:	30 <sup>th</sup> May 2016
Final report:	6 <sup>th</sup> July 2016