



## WORK INSTRUCTIONS FOR PARTICIPANTS MPS-SAA-10/2017

**Proficiency testing (PT) samples to be analyzed according your routine laboratory practice, unless otherwise stated in the instructions.**

Some parameters are available in several concentrations, therefore, **always report the identification number on samples in the results data form** (listed next to the name of parameter). If it is impossible to state the number (due to some technical issues, e.g. the label was soaked and unreadable), note this problem in the comments section of results data form.

**The samples** are prepared on concentration level of waste water. The samples should be stored in dark at temperature (1 - 5) °C. Before the determination of the samples should be at laboratory temperature.

1. **Synthetic samples – concentrates of Al, Fe + Mn** are delivered in 20 ml HDPE containers. The solution is preserved with nitric acid (app 1 % v/v). Before the determination of the sample should be diluted **100x** (e.g. 1 part of sample + 99 parts of water), while in the final calculation of the concentration, the blank must be included. **Results should be reported for the diluted solution.**
2. **Synthetic samples** - mixture of elements for determination of **As, Ba, Cd, Co, Cr, Cu, Ni, Pb, Se, V and Zn** are delivered in a 125 ml LDPE container. Solution is preserved with nitric acid (app 1 % v/v). **Results should be reported for the not diluted solution.**
3. **Synthetic samples** for determination of **Ag** are delivered in 100 ml dark glass containers. The solutions are preserved with nitric acid (app 1 % v/v). **Do not dilute these samples. Results should be reported for the not diluted solution.**
4. **Concentration ranges:**

<i>Range</i>	<i>Parameter</i>
(0,100 – 0,999) mg/l	Ag, As, Cd, Cu, Ni, Pb, Se
(1,00 – 9,99) mg/l	Al, Ba, Co, Cr, Fe, Mn, V, Zn

5. **For reporting your results** use the enclosed Data Report Form. Send the results to the responsible person: [angelika.kassai@vuvh.sk](mailto:angelika.kassai@vuvh.sk) or [monika.vicenova@vuvh.sk](mailto:monika.vicenova@vuvh.sk). State the results unambiguously (the result of one method, one device and one worker) with the required rounding.

Round results according to the following table:

<b>Concentrations</b>	0,100 – 0,999	1,00 – 9,99
<b>Rounding of results</b>	0,001	0,01

**Values below LOQ will not be included in the evaluation.**

6. **Mark clearly the method of determination** - 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.
7. For all parameters report results with expanded uncertainty *U* using proper units. These data have no impact on the evaluation your results.
8. **Deadline** for reporting results is **31<sup>st</sup> October 2017 (by mail)**. **We ask you to meet deadlines for processing samples and sending the results!** **Always state the registration number** (95.04 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.



## WATER RESEARCH INSTITUTE

Slovak National Water Reference Laboratory

Accredited by Slovak National Accreditation Service for testing (Reg. No. 059/S-100)

and for providing Proficiency Testing Schemes (Reg. No. 059/T-005)

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9. **Results sent late will not be included into the evaluation!!!**
  10. **Reference values** will be mailed by **12<sup>th</sup> December 2017**.
  11. **The cost** for the ordered samples will be invoiced according to the rates.
  12. **The certificate and final report** will be mailed by **31<sup>st</sup> January 2018** - only after the invoices have been paid!
  13. **In case of any problems** with this ICT do not hesitate **to contact us** by mail: angelika.kassai@vuvh.sk or jana.tkacova@vuvh.sk
  14. Update information will be provided in time on the website of WRI - [www.vuvh.sk](http://www.vuvh.sk).
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### Overview MPS-SAA-10/2017 dates:

Sending registration:	8.9.2017
Send/deliver the samples:	10.10.2017
Sending results - deadline:	31.10.2017
Reference values - send by e-mail:	12.12.2017
Final report:	31.1.2018