Operative Instruction for Participant Laboratories

IC2022SE

INDEX

1. OBJECT

This document is reserved to InterCinD participant Laboratories. Its aim is to give detailed instructions and information about the Scheme of InterCinD PT.
In the following you will find all the necessary instruction to subscribe your Lab and manage your participation in terms of:

I. Scheme Organization
II. Kind of samples
III. General Info about the Scheme
IV. Time Schedule and participation details
V. Sample shipment management
VI. Quality info and procedures

2. OPERATIVE INSTRUCTIONS

2.1. Scheme Organization

InterCinD is a LabService Division dedicated to PT Organization and Management

InterCinD is born in year 2013: its members experienced 20 years of CIND PTs and joint the InterCal experience by Dr. Van Bavel.

ORGANIZATION: LABSERVICE ANALYTICA SRL with its dedicated Division InterCinD

ECONOMICAL MANAGEMENT: Dr. Ivano Battaglia

TECHNICAL DIRECTOR: Dr. Claudio Carrer (info@intercind.eu)

SCHEME COORDINATOR: Dr. Maria Teresa Palermo (info@intercind.eu)

SAMPLE PREPARATION: InterCinD

HOMOGENITY AND STABILITY ANALISYS: Subcontracted

STATISTICAL ELABORATION: Dr. Claudio Carbone

2.2 Kind of Samples

One of the InterCinD main features is the choice of real samples from nature used “as they are”, not spiked as generally happen.

This specific choice means that:

- Every sample has to be managed and analyzed like every other sample that any participant laboratory receives daily by his customers

For this InterCinD IC2022SE-2022 PT, InterCinD collected the following kind of samples:

- ✓ ***ENVIRONMENTAL***- **SEDIMENT** Natural Sediment from Venice Lagoon dried and homogenized Powder, 10 GRAMS, - Homogenized, Dryed, Sieved (Granulometry < 100um) and Homogenized again – 1 SET of 3 bottles (total amount 30 grams)

- ✓ ***INDUSTRIAL*** – **ASH (MWI)** Ash dried and homogenized Powder, 10 GRAMS, Homogenized, Dryed, Sieved (Granulometry < 100um) and Homogenized again– 1 SET of 3 bottles (total amount 30 grams)

- ✓ ***FEED/FOOD*** – Whole Eggs Lyophilized and homogenized

  Powder, 10 GRAMS, Homogenized, Lyophilized, and Homogenized again– Sieved (Granulometry < 500um) 1 SET of 3 bottles (total amount 30grams)

  In these matrixes, the analytes of interests are:

  Dioxins, Furans and PCB

The complete list of co-geners is reported in the InterCinDIC2022SE22-DTForm (MD19) that you can download from the website after samples shipments, (as detailed in the IO02, that you will receive after Samples Shipment from our warehouse)

Indicative Range of concentration for each Micropollutants:	
SEDIMENT SAMPLE	
Dioxins (EPA 1613)	**0-100 pg/g**
Furans (EPA 1613)	**0-200 pg/g**
PCB-Dioxins Like (EPA1668)	**0-3000 pg/g**
PCB-ICES and Other PCBs (EPA1668)	**0-2000 pg/g**
ASH SAMPLE	
Dioxins (EPA 1613)	**0-2000 pg/g**
Furans (EPA 1613)	**0-1000 pg/g**
PCB-Dioxins Like (EPA1668)	**0-800 pg/g**
PCB-ICES and Other PCBs (EPA1668)	**0-2000 pg/g**
EGGS SAMPLE	
Dioxins (EPA 1613)	**0-100 pg/g**
Furans (EPA 1613)	**0-50 pg/g**
PCB-Dioxins Like (EPA1668)	**0-10000 pg/g**
PCB-ICES (EPA1668)	**0-10000pg/g**

2.3 General AND Specific Instructions

a) InterCind ask to every participant Lab to manage PTx samples as the majority of the routinely tested samples

b) The factors that could influence the testing or calibration of PTx items are limited to the method of sample preparation or analysis your adopt in your Lab. For the analysis we suggest

EPA Methods (1613 for Dioxin and Furan and 1668 for PCBs) but any other is welcome (Please specify adopted Method in ADDITIONAL INFO Sheet)

c) The PTx schemes offered does not require a specific procedure for preparing and conditioning the items. Ref. ASH samples, PLEASE REPORT if you pre-treat the samples with Acid (in Comment field, please)

d) The PTx items are collected as real samples and are NOT spiked with pollutants. The contamination level is the one they have in their original environment, and should be handled following the routinely safety requirements of your lab and Country

e) Considering the PTx items, no particular requirements about environmental conditions are specified (excepting for storage at 4 °C)

f) Every sample set is 3 bottles 10 grams each. We ask to every lab to analyze it IN TRIPLE in a different moment, and a different operator, for evaluating Lab reproducibility.

g) For each sample, please report in MD19 Form (sheet called "BEST"), the best value (or the average/median of your measures) that we will use to calculate the consensus value and so on your z-score (accurancy). If you will not provide a data in this sheet, InterCinD will calculate the average of you data to define the consensus value.

2.4 General Instructions for Subscription and Scheduling

a) Receive the invoice or pro-forma invoice sent by InterCinD, proceed with the payment for the amount due. If your account Dept. needs info or find problems, please contact info@intercind.eu. Please do not provide payment before pro-forma invoice emission. If you like to pay by Credit Card, please inform us and we will send you a dedicated weblink for payment.

b) At the end of the subscription steps and after payment received, InterCinD will ship the required samples by carrier. You will receive an e-mail advise by the carrier that the shipment in leaving. Please Confirm that you received the samples. You will receive by e-mail detailed instruction for register your Lab in the Reserved Area Registration on www.intercind.eu (IO02)

c) Samples will be sent to participants till **26th APRIL 2022** (after completed subscription steps)

d) Analytical determinations should take place in MAY-JUNE 2022

e) Analytical Data Results must be inserted (uploading the MD19form) in your Reserved Area on InterCinD website strictly within **20thJUNE 2022**

f) For recording and reporting measurement results, you have to fulfill the Data Transmission Form (MD19-InterCinD-DTForm) as specified in it. (Downloadable in your reserved area)

No calculations are required. Please note that you have to fulfill the Additional Info for the complete data registration

g) The unit of measurements, the numbers of significant decimal places and any other reporting basis, are detailed on the first page of Data Transmission Form (MD19-InterCinD--DTForm) and in any case please consider 4 digits after comma. More details are reported on IO02P In any case, for any info and request please contact info@intercind.eu

h) After your access to the website reserved area You'll receive your LAB Number, info about the analytes range and the excel form for the data transmission (InterCinD-DTForm). Please Remember your LAB Number and report it on your excel form for the data transmission (in the file name too) as detailed in IO02

i) Insert your final data in your reserved area (www.intercind.eu) **20thJUNE 2022**

j) Confirm your data on the website form (then you will not be able to modify it again)

k) Download the Final Results Report and your Partecipation Degree from your Reserved area on the www.intercind.eu (**29th AUGUST 2022**)

l) Please note, if the Lab is not able to present data for statistical elaboration, no money refunds is possible.

m) If your Lab needs more samples, or is interested in previous PT sample, please contact info@intercind.eu for a dedicated quotation

2.5 Sample shipment and recipment confirmation

When InterCinD proceeds to ship samples to participating Laboratories, any referral emails for the PT will receive an email asking to let them know when the samples have arrived.
Also, you will receive Instruction for the access to the website Reserved Area (IO02P) and detailed for the creation of your Lab. Nr and for the downloading of InterCinD -IC2022SE-DTForm

2.6 How to proceed if:

- **You receive a broken or defective sample**
- **You have to make a complain or a suggest**
- **You want to dispute the final results**
- **You want to request an appeal**

2.6.1 How to proceed if you receive a broken or defective sample

If you receive a broken or defective sample, please DO NOT USE it for the PT and inform info@intercind.eu within 3 days after receipt. In this way you will receive a new sample for your participation.

2.6.2 How to proceed if you have to make a complain or a suggest

If you like to suggest anything for the actual or future PT, please write to info@intercind.eu.

If you need to make a complain, write to info@intercind.eu explaining the problem and anything else useful for its evaluation.

Considering the nature of your complain, we will involve the Technical Director or any other figure involved to define the best approach and solution.

We will promptly inform you about any development and final proposal.

2.6.3 How to proceed if you want to dispute the final results

Write your dispute argument to info@intercind.eu and info@intercind.eu .

InterCinD will evaluate your argument and proceed with a reply to your request or with the emission of a new Final report. In this case every PT Participant Lab involved on the same argument will be informed of the situation.

If you do not accept the reply, you can ask for an appeal

2.6.4 How to proceed if you want to request an appeal

Write to info@intercind.eu , detail the claim matter and ask for an appeal within 20 days from the Report emission date. InterCinD Commission could ask more details or info about your arguments.

3. STATISTICAL EVALUATION

The InterCinD IC2022SE-DTForm opportunely prepared for reporting results force the laboratories to use uniform specification of detection limit (e.g. " < 0,0001") and is required to insert NA or ND specification when sample is not analyzed or concentration is below detection limit.

Data treatment follows a series of steps that aims

a) at the definition of the assigned value for each congener in each matrix, and

b) at the definition of performances of each laboratory.

The assigned value is the value selected as being the best estimate of the 'true value' for the parameter under test. For natural matrixes of unknown concentrations as those used in InterCinD, the assigned value is determined as the value with the greatest consensus. Since the assigned value is determined from the consensus value of participant results, robust statistical methods are used for calculation of the consensus value, the estimated standard uncertainty and the robust standard deviation. Once defined the consensus value and its uncertainty, this is used as assigned value and uncertainty for determining laboratories performances.

The steps of data treatment are:

1) Data acquisition and first check on format of data provided by laboratories;
2) Calculation of a series of statistical properties (see in the report details) for each congener and each matrix;
3) Identification of extremes that are not included for the determination of consensus value;
4) Determination of consensus value and its uncertainty for each congener of each matrix;
5) Assessment of laboratories' performance in terms of accuracy;
6) Assessment of laboratories' performance in terms of precision

4. NOTE AND OTHERS

InterCinD could subcontract some activities, in particular: Homogeneity and stability analytical tests
InterCinD PT Materials are available for at least 6 months year after the PT Scheme Report emission. After this period, the detailed list of the available materials can be viewed on www.intercind.eu
InterCinD will not spread your data outside PT Participant Laboratories and will not supply your Company reference to other subject if not explicitly authorized by your subscription format.
The identity of Participants is confidential and known to person involved in the operation of the PT Scheme only, unless the participant waives confidentiality.
All information supplied by Participant Labs to PT provider are treated as confidential
In exceptional circumstances, when a regulatory authority requires PT results to be directly provided to the authority by the InterCinD, the affected participant will be notified of this action in writing.
Note: All participant records will be kept secure and confidential, and retention time is established in 48 months.
Please consider that some activities could be subcontracted, in any case the PTP is responsible to the participants for the subcontractor's work, except in the case where a regulatory authority specifies which subcontractor is to be used.