




Operative Instruction for InterCinD-ODOR PT EN13725 COMPLIANT Participant Laboratories

IO 01P-OPT Instruction to Participants rev. 00 – 18/12/19

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	INSTRUCTION TO PARTICIPANTS	

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 for ODOR PANEL TEST to satisfy the general requirements of EN 13725:2003 for Panel determination.

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 when its members experienced 12 years of CIND PTs and joint the InterCal experience by Dr. Van Bavel.

LabService Analytica with InterCinD Division is accredited ISO/EN17043 (ACCREDIA-PTP0007 P) from February 2015 for the Schemes reported on [ACCREDIA website](#)

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. Simona Manganelli (manganelli@intercind.eu)

SAMPLE PREPARATION: Subcontracted- Supplier

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. In this case, for this Scheme we will provide gas bottles prepared by a known gas producer with specified features to satisfy the general requirements of EN 13725:2003 for Panel determination

This specific choice means that for this Scheme:

- InterCinD requires that Odor concentration have to be determined following the standard EN 13725:2003 Air quality - Determination of odour concentration by dynamic olfactometry

- InterCinD will provide a set of bottles with different concentrations of 1-butanol. Every Lab should manage them as defined in IO04 (that you will receive with the bottles) and in the following, and transmit data referring to every bottle identified by a specific ID code.
- As innovative proposal, InterCinD will provide also a set of bottles of THT (tetrahydrothiophene).
- Every sample has to be managed and analyzed like every other sample that any participant laboratory receives daily by his customers following EN13725

For this InterCinD ODOUR PT, InterCinD collected the following kind of samples:


- ✓ **1-BUTANOL** – 3 SET of 3 bottles. Every set has a specific concentration of 1-butanol in Nitrogen. This concentration is lower than 200ppm
 - a. **3 bottles at Concentration A**
 - b. **3 bottles at Concentration B**
 - c. **3 bottles at Concentration C**
- ✓ **THT** – 1 SET of 5 bottles of tetrahydrothiophene. Every bottle has a concentration lower than 1,5 ppm

For these substances we consider as olfactive Threshold (OT ppm, v/v) the following values:

gas	CAS NR	OT	Bottle ppm conc
1-butanol	71-36-3	0,040	≤ 200 ppm
THT- Tetrahydrothiophene	110-01-0	Average of laboratory compliant with r and A parameters	≤ 1,5 ppm

2.3 General Instructions

- a) InterCinD ask to every participant Lab to manage samples analysis 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 panelists employed in the analysis
- c) The PTx scheme follows the general requirements of EN 13725:2003, and we ask every lab to follow the Instruction reported in IO04 (Sample Handling) that will be sent with the bottles.
- d) The level is the one reported on the bottles (≤ 200 ppm for 1-butanol and ≤ 1,5 ppm for THT) and they should be handled following the routinely safety requirements of your lab and Country

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- e) Considering the PTx items, no particular requirements about environmental conditions are specified except the usual conservation: far from sunlight at a temperature between 20-25 degree, for every other details please follow EN13725 requirements
- f) Every sample set is 3 bottles for each concentration of n-butanol and 5 bottles for THT.

2.4 General Instructions for Subscription and Scheduling

- a) To subscribe the InterCinD ODOUR PT, please send back the subscription form (MD11M or MD11ODOR) duly fulfilled to: InterCinD Organization (to Dr.ssa Simona Manganelli) by e-mail to: manganelli@intercind.eu before **30th March 2020**

You have to :

- Fulfill the form with your data for the shipment and for the reference of data transmission and technical question (SHIPMENT ADDRESS)
- And also the right address and Company for the invoice emission with your account reference (if available) and e-mail for administration question (INVOICE ADDRESS)
- If you authorize to receive technical info or advertising, please sign the PrivacyDisclaimerandAuthorization, if you do not authorize, do not sign.
- Now looking the Price list, please check the right cost for your choice considering:
 - The total quantity of samples you are asking for
 - If you need additional bottles, check the choice.
- b) Then send this form to manganelli@intercind.eu and if required by your Company send a formal purchase order with any detail for your management
- c) Receive the pro-forma invoice sent by InterCinD, proceed with the ADVANCED payment for the amount due. If your account Dept. needs info or find problems, please contact manganelli@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.
- d) At the end of the subscription steps and after payment received, InterCinD will ship the required samples by carrier including this dedicated Instruction for Use (IO01OPT). You will receive an e-mail advise by the carrier that the shipment is leaving. **Please Confirm when you receive the samples.** You will receive by e-mail detailed instruction for register your Lab in the Reserved Area Registration on www.intercind.eu (IO02)
- e) Samples will be sent to participants from **15th April 2020** (after completed subscription steps and payment receipt) to **30th April 2020**.
- f) **The Analysis by Panel as required by ISO 13725 should be arranged in the calendar week 21 (from 18th to 24th May 2020).**
- g) **Analytical Data Results must be insert in your Reserved Area on InterCinD website strictly within 30th May 2020**

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- h) For recording and reporting measurement results, you have to fulfill the Data Transmission Form (MD19InterCinDODOR-DTForm) as specified in it. No calculations are required. Please note that you have to send also the Raw Data for every test
- i) The unit of measurements, are the ones reported in the Raw Data Report. If you have decimal units, please rounds the decimal to a higher unit (es. for 1004.6 write 1005)
- j) More details for Reserved area access are reported on IO02P In any case, for any info and request please contact manganelli@intercind.eu
- k) After your access to the website reserved area You'll receive your LAB Number, the excel form for the data transmission (MDInterCinD-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
- l) Once completed the Panel test during the **calendar week 21 (from 18th to 24th May 2020)**, please Insert your final data in your reserved area (www.intercind.eu) within **30th May 2020**.
- m) Confirm your data on the website form (then you will not be able to modify it again)
- n) Download the Final Results Report and your Participation Degree from your Reserved area on the www.intercind.eu (**1st July 2020**)
- o) Please note, if the Lab is not able to present data for statistical elaboration, no money refunds is possible.

2.5 Sample shipment and recipient confirmation


When InterCinD proceed with the sample shipment to participant Labs, any reference e-mail for the PT will receive an e-mail communication with:

- Date of the shipment
- Carrier
- Reference Nr of the Shipment (AWB Nr)
- Request of receipt confirmation
- Instruction for the access to the website Reserved Area (IO02P) and detailed for the creation of your Lab. Nr and for the downloading of InterCinDODOR-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

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

Please Confirm the receipt of the box and maintain it closed within the week before the analytical test calendar week 21 (from 18th to 24th May 2020). Then please confirm that the content has no defects.

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 manganelli@intercind.eu.

If you need to make a complain, write to manganelli@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 manganelli@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 manganelli@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 ODOR-DTForm is opportunely prepared for reporting results.

Data treatment follows a series of steps that aims


- a) the definition of the assigned value for each concentration, and
- b) 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 this PT Scheme, the assigned value is determined by a reference Lab by analytical determination on 5 bottles for each concentration.

Once defined the reference 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 for each concentration bottle and gas;
- 3) Compliance of Precision and Accuracy compared to EN13725 criteria (for r and A).

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3.1 STATISTICAL VALUES CALCULATED FOR THIS PT

As described in the paragraph above, InterCinD will calculate for every collected data the following parameters:

- Mean odor threshold in log (ppb)
- Standard deviation in log(ppb)
- Precision and Accuracy
- Geometric mean of odor threshold as ppb
- Compliance of Precision and Accuracy compared to EN13725 criteria (for r and A)
- For THT in particular the reference value will be the mean value of the laboratories fully compliant with r and A (13725) previously calculated for n-butanol determination

4. NOTE AND OTHERS

InterCinD could subcontract some activities, in particular:

Sample preparation,
Homogeneity tests

InterCinD Reference 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.