

Proficiency Testing Schemes



ielab is a Proficiency Testing Schemes
Provider accredited by ENAC



* Please, check the parameters included in our
accreditation by ENAC in the 2019 ielab catalogue.

Registration terms and
conditions

Version July 2020

GENERAL CONDITIONS ABOUT THE PARTICIPATION IN ielab PROFICIENCY TESTING SCHEMES

REGISTRATION

The information and data transmission will preferably be made through **ielab's** webpage.

In this document you will find information about the current fares, which can be known also when you register on-line. Registration can be made also via fax, filling in the form contained in this document or directly contacting with **ielab** by email.

The registration fares include the sample preparation and shipment, access to the webpage to enter the data and to download the final reports and any other documents related to the PTS, participation certificates and the right to attend the final meeting at the end of the year. Prices do not include taxes, which will be added as long as they are applicable.

PARTICIPATION CODE

To ensure the confidentiality a secret code number is given to the partaking laboratories to identify the results. This way the identity is protected against the other participants and the PTS provider. The code can be changed at any time by the customer.

PAYMENT

PTS payment can be made via:

- BANK TRANSFER:

Bank: *Banco Bilbao Vizcaya Argentaria, S.A. (BBVA)*
Address: *Plaza Antoni Maura, 6, 2ª PLANTA. Barcelona. Spain.*
Bank Account: *01823994050201548997*
Swift: *BBVAESMMXXX*
IBAN: *ES9101823994050201548997*

- CREDIT CARD (only website registrations).

For other options, please contact comercial@ielab.es

SAMPLES

ielab will prepare natural samples. If an element or microorganism is not present in the natural sample, analytes will be added or an additional synthetic sample will be prepared. In the case of microbiology, appropriate microorganisms relevant to investigation will be spiked. The corresponding homogeneity and stability studies will be performed according to IUPAC (International Union of Pure and Applied Chemistry) methods and to the standard ISO 13528. **ielab** guarantees the quality of the samples by means of the control and standardization of the production and mixing processes, as well as by **ielab's** accreditation as a Proficiency Tests Provider following the ISO/IEC 17043. If necessary, any of the activities related to the preparation process of the round can be outsourced to a company that meets the requirements of the PTS provider following the norm ISO 17043.

SAMPLE DISTRIBUTION AND REPORT SHEET

Samples will be sent to the participants by urgent courier according to the established time schedule. Besides, participants are supplied with detailed instructions and further documentation. By submitting the results, the participant authorizes **ielab** that these results can be used for the commercialization of reference materials.

Participants will be notified in writing about any change of planning or schedule. If the number of registrations for a PTS round does not reach the minimum required to carry it out, the organization could cancel this round, refunding participants, who will be notified in writing about this decision beforehand.

STATISTICAL TREATMENT

The technical and statistical analysis will be carried out according to the IUPAC criteria and to the norm ISO 13528. For each parameter, its consensus value, its standard deviation and its uncertainty will be calculated (without outlier and statistically incorrect results). In case of added analytes, the known value and the uncertainty will be given. The laboratories are evaluated by the Z-SCORE criteria, using as "standard deviation for proficiency assessment" the current regulation values. If there are no regulation values the international standards, the Horwitz function modified by Thompson or the method reproducibility calculation are used. In the case of microbiology, the "standard deviation for proficiency assessment" will be obtained based on historical Proficiency Testing Schemes results.

REPORTS

For each round a detailed report, including the sample preparation results (homogeneity and stability), tables with the results of all participants, the applied methods (identified with the method number), the statistical analysis and the corresponding graphics is prepared. The report will be available in a term of 15 working days after the receipt of the results. Customized and extra reports for the comparison of results will be prepared. Moreover, specific reports could be prepared on demand and will be charged with 50 €. In the event that the number of results for a parameter does not reach the minimum required (10 for microbiological parameters, and 12 for physical-chemical parameters), this parameter will be identified as "out of scope of ENAC Accreditation" in the results report.

FINAL MEETING AND CERTIFICATES

ielab will hold at least one final meeting with all participating laboratories at the end of the year, to raise questions or debate on the development of the PTS. Certificates of Participation will be available to download from the **ielab** webpage during the year.

CLAIMS AND COMPLAINTS

In case that a laboratory does not agree with the evaluation of its results, **ielab** has a process addressed to facilitate participants' appeal against the assessment of their performance in a proficiency testing schemes, which is available for participants. If the laboratory wants to claim for any of the services provided by **ielab**, he can contact **ielab** by the usual way, preferably by email. Additionally, **ielab** has a claims/complaints management procedure that is in accordance with our quality system and available to our customers upon request.

CONFABULATION, CONNIVANCE AND FALSIFICATION OF RESULTS

ielab pays special attention to avoid situations of collusion between participants and treats confidentially both the identity of the participants and their results. **ielab** does not publish the names of the laboratories or transfer any type of information from one participant to another, in order to minimize opportunities for connivance and falsification of results.

In the case that **ielab** had well-founded suspicions and evidence about the connivance or falsification of results, it will eliminate the results of the participants involved in the statistical study and these results will not be evaluated with a Z-score.

ielab considers that the participants themselves are responsible for avoiding this type of situations of collusion, connivance and / or falsification of results.