

Dear Participating Laboratory,

Re: <u>APMP-APLAC (APLAC T109)</u> Cadmium in Milk Powder Proficiency Testing Program

Instructions to Participating Laboratories

This **APLAC Cadmium in Milk Powder Proficiency Testing Program** (APLAC T109) is coordinated by coordinated by National Institute of Metrology, China (NIM). This APLAC program aims to improve member economies' heavy metals in milk powder sample measurement capabilities. It helps building the measurement capabilities of analytical field laboratories through a better linkage between the NMIs/DIs worldwide and the PT participants.

To ensure that results from this program can be analysed properly, participating laboratories are asked to adhere carefully to the following instructions.

1. SAMPLES

- a) NIM will forward the PT samples and instruction information (hard copy) directly. The sample package will contain labelled sample designated for your laboratory.
- b) Each Packing was in vacuum-sealed-aluminium foil bag. The mass range is identified in the following table.

| Parameter | Sample weight | Concentration Range |
|-----------|---------------|----------------------------|
| Cadmium | 20g | 0.05mg/kg – 0.5 mg/kg |

- c) Your confidential lab code number will be identified in the hard copy of "*Cd in Milk Powder Results Report Form.xls*" that will be enclosed with your laboratory samples.
- d) The following electronic copies of the files will be sent: 1) "APMP-APLAC instruction letter for laboratory.doc", 2) "APMP-APLAC receipt of samples acknowledgement form (for laboratories).doc", 3) "Cd in Milk Powder Results Report Form.xls" and 4) "Technical protocol of PT- Cd in Milk Powder.doc".
- e) Upon receipt of your package, you should check the package and carefully inspect the samples for any physical damages.

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- f) You shall promptly acknowledge the receipt of the samples to the Coordinator (with a cc to your AB) by emailing the completed document "APMP-APLAC receipt of samples acknowledgement form (for laboratories).doc" to weichao@nim.ac.cn and lixiao@nim.ac.cn. New samples may be re-sent by NIM for any damaged samples.
- g) The samples shall be stored in room temperature before use. Do not open the package until the analysis.

2. SAMPLE ANALYSIS

- a) Participating laboratories are required to determine the concentration of cadmium in the sample.
- b) Participating laboratories should use their accredited test methods (or if not accredited their normal test methods) which are normally used to test their customer samples. Please record the exact method used on the results sheet "*Cd in Milk Powder Results Report Form.xls*".

3. RESULTS and DOCUMENTS TO BE SUBMITTED

- a) Report all the results for the appropriate parameter of the electronic spreadsheet "*Cd in Milk Powder Results Report Form.xls*" It is very important to keep the exact file name. Do not change it as it will make the file unusable for data compilation.
- b) Estimate and report the expanded uncertainty $(\pm as appropriate)$ for the analyte.
- c) Fill in the information whether this is an accredited test method in the section method of the form.
- d) Fill in the information of your performed analytical method for each parameter of the "*Cd in Milk Powder Results Report Form.xls*".
- e) Submit your results electronically via <u>this completed electronic form</u> on or before August 1, 2018. Send results to NIM at <u>weichao@nim.ac.cn</u> and <u>lixiao@nim.ac.cn</u> and **also** "cc" your nominating accreditation body.
 - <u>Note</u>: 1. Unless there are very special circumstances, all results submitted after the deadline shall be rejected by the organizers.
 - 2. To avoid poor transmission quality, results by fax will not be accepted.

4. GENERAL ENQUIRIES

Thank you in advance for your cooperation. We look forward to receiving the results from your laboratory directly and through your AB, upon completion of the analysis. If you have any queries or suggestions, please do not hesitate to contact us (with a cc to your AB contact).

Yours Sincerely,

WEI Chao, LI Xiao weichao@nim.ac.cn and lixiao@nim.ac.cn