

## Terms & conditions WEPAL-QUASIMEME

WEPAL-QUASIMEME is part of Wageningen University, The Netherlands (CoC nr. 09215846) and offers nine worldwide accredited proficiency testing programmes. Accreditation is according to ISO17043 and granted by the Dutch Accreditation Council RvA, a co-signatory to the ILAC and IAF Multilateral Agreements, under code [R002](#). The [General Terms and Conditions](#) of Wageningen University & Research apply to all our agreements. In addition, the conditions below apply to participation in WEPAL-QUASIMEME proficiency tests:

### 1. Proficiency test samples

- 1.1. The WEPAL-QUASIMEME proficiency tests are available to any organisation for the purposes of providing support to laboratories' QA programme.
- 1.2. Each test material will be provided in a suitable container, correctly labelled with the hazard warning and international codes for transport. It will be homogeneous and stable for the duration of the study period and sufficient for the determination. Additional test material can be obtained.
- 1.3. It is the participant's responsibility to notify WEPAL-QUASIMEME of any problems with packages, for example if the test material received is damaged or not received at all. Damaged test material will be replaced free of charge, provided the participant provides details of the damage.

### 2. Sample processing

- 2.1. A proficiency test sample should be treated and tested exactly like any other sample that is tested by the participating laboratory, which is a requirement from ISO17025 and ISO17043. It should not receive any special treatment or attention. Excessive testing is not allowed. Only when the laboratory performs a test in duplicate routinely, the proficiency test sample may also be tested in duplicate.
- 2.2. Unless replicate data are requested, only one set of data will be assessed from each participant for each test material. Participants can request additional datasets for a fee.
- 2.3. The units of measurement are given in the Data Submission Forms. Ensure that the concentration of each determinand is reported in the units given. This may differ from your normal units for reporting; it is essential that all data reported are comparable. It is not possible for you to alter the units for reporting in the Data Submission Forms. The precision of the reported results should reflect the level of uncertainty of the measurement in your laboratory
- 2.4. If the concentration of a determinand is below the detection limit of your method, you may wish to report the value as less than the detection limit. Left censored values are included in the statistical evaluation of the data, and in the reports. Please report all measured concentrations for determinands when they exceed your limit of detection.
- 2.5. Participants are requested to fill in method information codes (MIC) for each determinand. The MIC's are collated and included in the proficiency test study reports. This allows participants to review the range and similarity of the methodologies used. When the method used by your laboratory can not be chosen by one of the MIC options given in the Data

Submission Form, please select others (option Z) and provide us with the details of the method used by your lab.

- 2.6. Upload all analytical data to WEPAL-QUASIMEME by using the Data Submission Forms on the Participant Site. This allows a rapid and accurate transfer of the data and quick reporting. Data should only be submitted to the WEPAL-QUASIMEME when all quality checks have been made. No data will be changed in the database UNLESS there is evidence that WEPAL-QUASIMEME or data transfer has caused an error. In such cases WEPAL-QUASIMEME will undertake a quality query to investigate the problem and inform the participant of the outcome of the Query. WEPAL-QUASIMEME reserves the right not to include data submitted after the deadline. Any certificate prepared with data submitted late will include the statement "Data submitted after report issued". No data will be re-entered into the database after the report is issued.
  - 2.7. No extra quality control (QC), nor extra calibration may be done that is deviating from the routine procedure that is used for regular samples to be tested.
  - 2.8. It is not allowed to contact other participating laboratories about the test results on the proficiency test sample before the final proficiency report is published.
  - 2.9. Sharing test materials between participants is not allowed due to the high risk of contamination or handling effects on the sample. Each participant should request a separate set of test materials.
  - 2.10. A proficiency test round runs for a fixed period of time. Participants can send in results during the entire period of each round. Data which arrive after the deadline may not be included in the assessment.
3. Fees
    - 3.1. Fees and the annual subscription are due upon receipt of the participant's application and shipment of the first set of test materials.
    - 3.2. No participant's subscription fee will be refunded except when a study is cancelled, and the test material is not issued. Test material once issued will not be accepted for return and full payment for the material is due.
4. Confidentiality
    - 4.1. WEPAL-QUASIMEME is designed to support the quality systems of laboratories. The information provided can be used by the laboratory for accreditation and for submission of data to monitoring, research, or contracted organizations. It is the full responsibility of the laboratory to disclose information on its participation in WEPAL-QUASIMEME and its performance.
    - 4.2. While WEPAL-QUASIMEME gives full support to each laboratory's quality system, it is not in itself part of that system. In setting this standard of confidentiality WEPAL-QUASIMEME maintains a position of impartiality. Support can be given to a laboratory which may requests assistance to improve performance in a particular study, for instance using the network to enable a participant to contact an experienced laboratory who can provide guidance and specific information. The laboratory itself decides when, if and to whom it makes information on its methods and performance available.

- 4.3. The following statements refer to data and information.
- 4.3.1. WEPAL-QUASIMEME complies with the European General Data Protection Regulation (Directive 95/46/EC).
  - 4.3.2. All reports and information on the performance of individual participants will remain confidential within the WEPAL-QUASIMEME team. WEPAL-QUASIMEME will not convey any information on data generated by a specific participant in the laboratory performance study to any third party without permission of the participant. This also includes the transfer of information from one participant to another within the proficiency testing studies
  - 4.3.3. All individual sets of data generated by a participant in the WEPAL-QUASIMEME studies including information on the assessment of performance of the laboratory such as Z-scores or comments on laboratory performance shall remain the property of the laboratory submitting these data.
  - 4.3.4. WEPAL-QUASIMEME strongly recommends each participant to make full use of their own study performance results in support of their Quality System for chemical measurements.
- 4.4. WEPAL-QUASIMEME is allowed to use data of laboratories for studies and publications when the data are made anonymous and cannot be traced back to the laboratory. Examples of such studies include papers on statistics or evaluations of performance criteria.
- 4.5. Participants may use data and information extracted from WEPAL-QUASIMEME reports after written permission from WEPAL-QUASIMEME with due acknowledgement to WEPAL-QUASIMEME and data should be made anonymous in such way that it cannot be traced back to other participating laboratories.
- 4.6. All general comments made by the WEPAL-QUASIMEME assessors on any study, where there is no specific reference to any identifiable laboratory, shall remain the property of WEPAL-QUASIMEME and be available for publication.