



Instructions for Accreditation Bodies

1. Objectives

The APLAC proficiency testing programme “Essential and Toxic Elements in Seafood (APLAC T082)” is organized by the Government Laboratory Hong Kong (GLHK) in collaboration with Hong Kong Accreditation Service (HKAS) under the auspices of the Asia-Pacific Laboratory Accreditation Cooperation (APLAC). The purposes of the study are (i) to assist participating laboratories in demonstrating competence on the measurement of the contents of the incurred analytes (iron, zinc, total arsenic and cadmium) at $\mu\text{g/g}$ levels in the proficiency test sample containing the dried shrimp powder by various analytical techniques; and (ii) to identify problems and opportunities for self-improvement. Mass fractions of analytes on a dry mass basis will be used for comparability purposes.

2. Analysis of the proficiency test sample

Accreditation bodies (AB) should receive the sealed shipping boxes containing the proficiency test samples and the instructions (softcopy) from the organizers. Upon receipt of the samples, please complete the Sample Receipt Form (Accreditation Bodies) and return it to the co-ordinator of the proficiency testing programme (E-mail: aplacs5@govtlab.gov.hk). Replacement will be arranged if the proficiency test samples are identified to be not suitable for analysis.

AB should distribute the proficiency test samples to the nominated laboratories as soon as possible. The proficiency test samples should be stored under room temperature conditions (about 20 °C) before distribution.

AB should request the nominated laboratories to carefully check the proficiency test samples upon receipt. Also, AB should ask the nominated laboratories to complete the Sample Receipt Form (Participating Laboratories) and return it to the co-ordinator of the proficiency testing programme (E-mail: aplacs5@govtlab.gov.hk).



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Essential and Toxic Elements in Seafood



3. Reporting and submission of results

AB shall remind the nominated laboratories to complete the Result Proforma and submit it electronically to the co-ordinator of the proficiency testing programme (E-mail: aplacs5@govtlab.gov.hk) on or before the deadline 31 January 2012. Under normal circumstances, results submitted after the deadline will not be accepted.

4. Contact

AB may wish to contact the co-ordinator of the proficiency testing programme for any enquires (E-mail: aplacs5@govtlab.gov.hk).