Analysis Reporting Form

(If sampling was also conducted by your laboratory, please fill in Part C. Sampling)

Reporting date (year/month/day):

Laboratory

Name:

Address:

Responsible analyst:

A. Analysis

1. Analyte/Food or Matrix:

   Analyte:

   Food or Matrix:

2. Laboratory sample

   Date received:

   Condition of sample:

   Method of storage (in principle, if not analyzed within a few days of receipt, store at below -20°C)(if stored more than 2 months in freezer, conduct storage stability study)(replicate sample shall be stored frozen):

3. Sample preparation

   Method of sample preparation (need details):

4. Analytical method

   Attach a copy of the standard operating procedure (SOP) and necessary references:

5. Validation of the analytical method (check appropriate item)

   Validated or not:

   If validated, through what method?: -Collaborative study (attach report or published paper)

   -Single laboratory validation (attach report)

   -Other method (describe)

   Matrix(ces) for which method was validated:

6. Limit of detection and limit of quantitation

   Limit of detection, its definition and how it was calculated:

   Limit of quantitation, its definition and how it was calculated:

7. Calibration curve

   Where the standard reagent was purchased:

   Purity of the standard reagent (at the time of its use):

   Method of identification of the standard reagent (if not conducted, state this fact):

   Preparation method of standard solution(s):

   Range of linearity in calibration:

8. Standard recovery test (recovery of fortified standard reagent)

   Matrix (sample) to be fortified:

   Chemical used for fortification:

   Concentrations of fortification (minimum of 2 concentrations required; LOQ and ML/MRL levels):

   Number of replicates (minimum 3):

   Recovery and RSDr at each fortified concentration (indicate the equation used; consider the most appropriate equation depending on whether the blank value is <LOQ or ≥LOQ)(Submission of Excel or comparable spreadsheet is acceptable but this should be indicated here):

   Whether reported analytical results were adjusted for recovery or not:

9. Measurement uncertainty (need to repeat all the procedures of analytical method)

   Intermediate uncertainty from analysis of the same sample on two different days (n≥7 in each day)(state also the concentration used; need to be two or more concentrations):

   Measurement uncertainty estimated by other method (describe the method in detail):

10. Analytical results

    Number of analysis:

    Individual results (Submit Excel or comparable spreadsheet with sample ID number, analytical results, analysis date) (do not exclude what the laboratory thinks outliers. For results below the LOD, describe "<LOD". For results at or above the LOD but below the LOQ, report their numerical values.)(Consider carefully the significant digits and the relationship between the LOQ and analytical results):

B. Laboratory

1. Internal quality control

   Method:

   Frequency:

2. External quality control (the combination of matrix/analyte should be similar to what you analyze)

   Participation in proficiency testing in the past 2 years (yes or no):

   If yes, fill the table below:

Year/month	Provider/organizer	Matrix	Analyte	Result

   Provide all the information on proficiency testing your laboratory participated in the past 2 years.

3. Accreditation against ISO/IEC 17025

   Accredited or not:

   If yes, from what organization and when, on the analysis of what matrix/analyte combination(s):

C. Sampling (if conducted)

Reference:

Method (describe also the sample size at each step):