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Subscription DUCARES proficiency tests 2018

Date: 4th December 2017
Our reference: DUC 18-264/KVP

Dear quality manager,

Herewith you receive an invitation to participate in the DUCARES proficiency tests in 2018.

To meet the wishes of you as a customer, a number of changes take place. The parameters have been extended for several proficiency tests. In addition, a number of new proficiency tests will be added to the existing range and the statistics and reporting will be further adjusted and optimized.

We look forward to your registration for the proficiency tests.

You can apply for the 2018 DUCARES proficiency tests by filling out the registration form:

<https://www.formdesk.com/DUCARES/Final-DUCARES-subscriptionform2018def>

Several proficiency tests have ISO/IEC 17043:2010 accreditation (certificate number: R 009). Participation in the DUCARES proficiency tests is on anonymous basis. Registered and paying DUCARES participants, receive against payment an official certificate of participation 2018.

Annex 1 provides a summary of the cost information, products, planning and conditions.

Annex 2 provides instructions regarding the electronic form.

I hope this letter provides you with sufficient information. Any further questions can be directed to DUCARES via proficiencytesting@ducares.nl.

Sincerely,

C. J. van Putten, Project Manager Proficiency Testing

Annex 1:

Summary of the cost information, products, planning and conditions 2018

A. General Cost information

In 2017, DUCARES worked hard on improvements behind the scenes, such as setting up more flexible statistics / reports using new a software package, more offer proficiency tests services, optimizing customer needs and processes.

In response to customer requirements, DUCARES has decided not to request a separate registration fee anymore, but to include this in the new package price, which has been established by discounting costs in a balanced way across all participants and packages. DUCARES has been able to almost maintain the average cost of the packages by limiting the implemented improvements till the current indexing level. The price per specific package is now described even more clearly for the participant. Completely new packages are offered at an introductory price.

Further information on the rates and discounts of the DUCARES proficiency tests please contact us by email at proficiencytesting@ducares.nl.

For domestic and foreign participants, the costs the selected proficiency tests are exclusive VAT and if relevant, export documents or other necessary documents. All participants will be charged with an allowance for the shipping/transport costs.

Additional services

In addition to the regular proficiency test for 2018, DUCARES could provide tailor-made solutions for the ensuring of your (internal) quality control system.

The opportunities to deliver tailor-made solutions for you are:

- Organizing specific (internal) proficiency tests
Internal proficiency tests for (semi)government, branch organization, private labs or multinational.
- Organizing ad hoc proficiency tests arising from e.g. a crisis
- Organizing bilateral proficiency tests
Bilateral proficiency test could be organized with dispatch, evaluation and follow up of 'blind'/RealTime/PT1:1 samples for your internal quality program.
- Delivery of reference material from earlier proficiency tests, depending on the availability, for the benefit of your internal quality programs
- Producing specific reference materials with a unique matrix / parameter / concentration combination
- Provide tailor-made consultancy

Costs for these tailor-made services will be calculated and invoiced separately.

A. Proficiency Testing programme 2018

Proficiency Testing	Parameters	Total amount samples per year (2 rounds)
Allergens	Allergens (gluten, milk, peanuts / nuts, soy)	2 (1 round)
Amino acids (Bioproteins)	Full amino acid profile	2 (1 round)
Anions	Fluorine, Nitrate, Nitrite, Sulphate, Phosphate, Bromine, Chloride	2 (1 round)
Authenticity and identification	Specific authenticity and identification parameters	2 (1 round)
Fat Quality *	Fatty acids profile, (un)saturated fatty acids, free fatty acids, moisture, dirt, polymeric triglycerides, Iodine value, peroxide value	8
Dioxins and DL PCBs	Dioxins, DL-PCBs, WHO (PCDD/PCDF), WHO-PCDD/F-PCB, WHO (dl-PCB), moisture (only field samples)	4
Acrylamide	Acrylamide	2 (1 round)
Biogenic amines	Histamine, Tyramine, Phenylethylamine, Cadaverine, Spermine, Spermidine	2 (1 round)
Heavy metals in oil/fat	Cd, Hg, Cr, Pb, Ni, Cu, Zn, As	4
Manure (dung/fertilizer)*	Dry and organic matter, ash, N, P, K, Na, Mg	4 (2 rounds) 6 (3 rounds)
Microbiology*	TVC, Yeast and Moulds, Enteros, Salmonella (detection and serotyping)	8
Microscopic examination	Label control, product assessment, animal proteins	8
Mineral oil in fat	Mineral oil	6
Mineral oil in food and package	Mineral oil: MOSH (Mineral Oil Saturated Hydrocarbon), MOAH (Mineral Oil Aromatic Hydrocarbon)	2 (1 round)
Minerals, trace elements and heavy metals *	Ca, P, Mg, Na, K, Fe, Cu, Zn, Mn, Cl, Cd, Co, Pb, Se, Hg, As, Cr, I, Mo, Ni, Sn, phytate, phytase	4
Pet food	Moisture, protein, fiber, fat, ash, sugars, starch, calcium, fosfor, sodium, zinc, antioxidants	2 (1 round)
Mycotoxins	Aflatoxin B1, aflatoxin B2, aflatoxin G1, aflatoxin G2, total aflatoxins ochratoxin A, DON, ZEA, T-2, HT-2, Fumonisin B1, Fumonisin B2	4
Nutrition declaration (Big eight analysis)	Energy (Calorific)value, protein, carbohydrates, total sugars, total fat, saturated fat, fiber, sodium	2 (1 round)
Organochlorine pesticides and PCB's *	Organochlorine pesticides and PCB's	2 (1 round)
Polycyclic Aromatic Hydrocarbons (PAHs)	Polycyclic Aromatic Hydrocarbons (PAHs), total PAHs/BAPEQ	2 (1 round)
Proximate analysis * (Weende analysis)	Moisture, protein, fat, ash, ash HCl-insoluble, sugars, starch, NDF, ADF, pepsin protein solubility, pH, lactose	4 (2 rounds) 6 (3 rounds)
Proximate analysis * (Weende analysis) + NIR analysis	Moisture, protein, fat, ash, ash HCl-insoluble, sugars, starch, NDF, ADF, pepsin protein solubility, pH, lactose NIR: Moisture, protein, fat, ash, crude fibre, sugars/lactose, starch	4 (2 rounds) 6 (3 rounds)
Veterinary drugs- HA High Level + Additive Level	Monensin, nicarbazin, robenidin, salinomycin, narasin (two levels)	8
Veterinary drugs- LL Low level (Forbidden and allowed)	Amprolium, Carbadox, Olaquinox, Metronidazole, Dimetridazole, Furazolidone, Chloramphenicol (CAP), Ronidazol, Monensin, nicarbazin, robenidin, salinomycin	4
Vitamins	Vitamin A, B1, B2, D3, C, E and K3	2 (1 round)
3-MCPD+ derivates in oil/fat	3-MCPD + derivates	2 (1 round)

*ISO 17043 accreditation

The main changes in the proficiency test packages in 2018 are:

- 1) Matrices / parameters are expanded in various proficiency tests
- 2) New proficiency tests such as acrylamide, biogenic amines and pet food will be established and organized once a year with enough participants.
- 3) Flexible statistics and report opportunities.

B. Preliminary DUCARES Proficiency Testing schedule 2018

Proficiency test	2018												2019
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Acrylamide						DISPATCH WK24		REPORT WK34					
Allergens			DISPATCH WK12		REPORT WK22								
Amino acids (Bioproteins)			DISPATCH WK11		REPORT WK23								
Anions			DISPATCH WK13			REPORT WK23							
Authenticity and identification				DISPATCH WK15		REPORT WK25							
Fat Quality			DISPATCH WK14		REPORT WK24				DISPATCH WK37		REPORT WK47		
Dioxins and DL PCBs				DISPATCH WK16			REPORT WK28			DISPATCH WK43			REPORT WK3
Biogenic amines											DISPATCH WK44		REPORT WK2
Pet food									DISPATCH WK39			REPORT WK49	
Heavy metals in oil/fat				DISPATCH WK15			REPORT WK27			DISPATCH WK40		REPORT WK50	
Manure (dung/fertilizer)		DISPATCH WK 7		REPORT WK16		DISPATCH WK25		REPORT WK34		DISPATCH WK43			REPORT WK2
Microbiology				DISPATCH WK16		REPORT WK26			DISPATCH WK38		REPORT WK48		
Microscopic examination					DISPATCH WK20		REPORT WK 29			DISPATCH WK40		REPORT WK50	
Mineral oil in fat			DISPATCH WK11		REPORT WK21				DISPATCH WK36		REPORT WK46		
Mineral oil in food/package		DISPATCH WK 9		REPORT WK19									
Minerals and trace elements			DISPATCH WK12		REPORT WK22						DISPATCH WK44		REPORT WK2

B. Preliminary DUCARES Proficiency Testing schedule (continued)

Proficiency test	2018												2019
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
Mycotoxins			DISPATCH WK 13		REPORT WK 23								
Nutrition declaration (Big eight analysis)					DISPATCH WK19		REPORT WK31						
Organochlorine pesticides and PCB's				DISPATCH WK14		REPORT WK24							
Polycyclic Aromatic Hydrocarbons (PAHs)								DISPATCH WK35			REPORT WK44		
Proximate analysis (Weende analysis) + NIR analysis		DISPATCH WK10			REPORT WK20	DISPATCH WK23		REPORT WK33	DISPATCH WK39			REPORT WK49	
Veterinary drugs- HA High Level + Additive Level		DISPATCH WK8			REPORT WK18				DISPATCH WK36		REPORT WK46		
Veterinary drugs- LL Low level (Forbidden and allowed)				DISPATCH WK15			REPORT WK27				DISPATCH WK44		REPORT WK4
Vitamins										DISPATCH WK41		REPORT WK51	
3-MCPD+ derivates in oil/fat									DISPATCH WK38			REPORT WK49	

Dispatch (wk n^o) = week in which samples will be shipped

Report (wk n^o) = week in which reports will be finalized

The proficiency tests will only be organized when the total number of participants is sufficient.

C. Product list DUCARES proficiency testing 2018

Proficiency test	Productlist DUCARES 2018*		
Dioxines and DL PCBs (only field samples)	DIO18-1	DIO18-2	
	Wheat/Fish oil	Maize/Feed	
Fat Quality	VET18-1	VET18-2	
	Soybean oil/Lard / Deep frying fat	Broiler feed / Palm oil / Deep frying fat	
Heavy metals in oil/fat	ZMO18-1	ZMO18-2	
	Lard / Sunflower oil	Olive oil/Soybean oil	
Manure (dung/fertilizer)	MES18-1	MES18-2	MES18-3
	Chicken manure / Cattle manure	Pig manure / Calf manure	Goat manure / Mixed manure (dung)
Microbiology	MIC18-1	MIC18-2	
	Laying mash	Feed	
Microscopic examination	MIK18-1	MIK18-2	
	Feed + animal protein / Broiler feed/Soybean expeller	Feed + animal protein / Cattle feed / Pig feed	
Minerals and trace elements	MIN18-1	MIN18-2	
	Cat food / Infant milkpowder	Cattle feed/ Premix	
Mineral oil in oil/fat	MIO18-1	MIO18-2	
	Soybean oil / animal fat/ Mixed fatty acids	Sunflower oil / Palm oil / Rapeseed fatty acids	
Mycotoxins (Aflatoxins, ochratoxin A, DON, ZEA, T-2, HT-2,Fumonisin B1/B2)	MYC18-1		
	Maize / peanut extracted		
Organochlorine pesticides and PCB's	PCB18-1		
	Soybean oil/ Coconut oil		
Polycyclic Aromatic Hydrocarbons (PAHs)	PAK18-1		
	Soybean oil/ Coconut oil		
Proximate analysis (Weende analysis)	WEE18-1	WEE18-2	WEE18-3
	Poultry meal/ Cattle feed	Horse / coconut expeller	Wheat /Milk powder
Proximate analysis (Weende analysis) + NIR	WNA18-1	WNA18-2	WNA18-3
	Fish meal/ Laying mash	Horse food/ Soya meal	Maize /Milk powder
Veterinary drugs- HA High Level + Additive Level	DCH18-1	DCH18-2	
	Premix/ Feed (additive)	Premix/ Feed (additive)	
Veterinary drugs- LL Low level (Forbidden/allowed)	VDL18-1	VDL18-2	
	Milk powder /Pig feed	Infant milk powder / Laying mash	

D. Product list DUCARES additional proficiency testing 2018

Product list additional DUCARES proficiency testing 2018 (1 round)	
Acrylamide	ACR18-1
	Food/Feed (Fat)
Allergens	ALL18-1
	Food A +B
Amino acids (Bioproteins)	AMI18-1
	Infant formula/ premix
Anions	ANI18-1
	Zeliet/Feed
Authenticity and identification	AUT18-1
	Olive oil/ Spice mixture
Biogenic amines	BIO18-1
	Feed/Food
Pet food	PET18-1
	Wet pet food/Dry pet food
Mineral oil in food/package	MOV18-1
	Pasta + Package
Mycotoxin AM: Aflatoxin M-1	MAM18-1
	(Infant)Milk powder A + B
Nutrition declaration (Big eight analysis)	VWD18-1
	Food/ Feed
3-MCPD+ derivates in oil/fat	MPC18-1
	Coconut oil /Soybean oil
Vitamins	VIT18-1
	(full) milk powder /feed

DUCARES may decide to deviate from the specified dispatch week (earlier or later delivery) as specified in Table B on pages 5 and 6 and depending on participations.

E. Conditions

On the organization of proficiency tests in addition to the general DUCARES conditions, the following conditions apply:

- a. The reported results relate only to the received / sent and identified PT sample(s). DUCARES excludes all liability for damages resulting from the use or further application of the reported results.
- b. Payment of the proficiency tests must take place within 30 days of invoice date. Should the proficiency test planned before or within 30 days of billing, the samples are then sent just to the participant.
- c. If an invoice is not paid by a participating company within the prescribed period, as stated under b, no samples and reports will then be sent to the concerned company until the payment has been made.
- d. No refund will be made during an ongoing calendar year, if a participating company after subscription decides not to participate in one or more DUCARES proficiency tests. DUCARES may decide otherwise only in extreme cases.
- e. For low numbers of participants for a specific proficiency test, DUCARES reserves the right to suspend or stop the organization of this particular proficiency test.
- f. The invoice for participating to the additional proficiency testing 2017 will be sent separately.
- g. With sufficient number of registrations of participants but insufficient surrendered results of a specific proficiency test or parameter, DUCARES reserves the right to not report these parameters. No refund will be made in this proficiency test.
- h. No refund will be made if a proficiency test fails
- i. If a notification has not been made within two days of receipt of unusable / damaged PT samples, DUCARES is not responsible and required for the replacement of the relevant samples. DUCARES has the right to inspect the obsolete / damaged proficiency test samples.
- j. DUCARES is not responsible for the improper storage of the samples of the participants which can lead to a different result.
- k. DUCARES is not responsible for extra costs due to local import duties.
- l. The costs for arranging additional documents required in the country of origin to meet the payment and / or have to be filled in by DUCARES, will be charged to the participant.
- m. DUCARES is not responsible for the inability to import PT samples.
- n. In case of (suspected) fraud by a laboratory, DUCARES will take appropriate measures.

Annex 2 Instructions for completion of electronic DUCARES subscription forms

Open form

1. Open the subscription form sent to you via this e-mail by clicking on the link (you can also copy the link into your internet browser).
2. Follow the directions on the screen.
Note: Depending on the settings of your e-mail programme the link might not function. If this is the case, please copy the entire link into the data entry rule of your internet browser and press the 'Enter' key on your keyboard.

Browse through the form, store entries, and finish later

It is possible to browse through the form, partially complete it, store entries and finish it later. Please proceed:

3. Fill in your data on the first page (items marked with an asterisk are mandatory). At the bottom of each page you will find three buttons:
 - Button 1: <<Back (return to previous page)
 - Button 2: Next>> (return to next page)
 - Button 3: Store entries, finish later
4. To view the next page, click button 2 (Next>>). To go back to the previous page, click button 1 (<<Back).
5. Whenever you may decide to leave the form and store your entries made so far, click button 3 (Store entries, finish later).
6. Next, a new page opens up and shows you a (new) code to re-access your stored form later. Optionally, you can send this new code to your e-mail address by entering your address in the data entry rule followed by clicking the 'Send code' button. Finally, click the 'Next>>' button to leave the form. You will receive the e-mail within a few minutes.

Note: The access code will only be sent if you click the 'Send code' button prior to clicking the 'Next>>' button to actually leave the form. If the access code was successfully sent to your e-mail address, a confirmatory message will appear on the screen.

7. The next time you open the form by clicking on the link in this e-mail, please select 'I want to enter my partially filled form'. Enter your (new)password (access code) in the data entry rule and click the 'Next>>' button to access your partially completed form.
8. If required, you can repeat steps 4 to 6.

Sending completed forms to DUCARES

After completion of the form, please proceed as follows:

9. Click the 'To confirmation page>>' button and your entries will appear on the screen.
10. You can print your data by clicking the 'print' icon.
11. If your entries are correct and you would like to submit them, please click the 'Send/Dispatchen' button at the bottom of the page. A new page opens up and shows you the message "Hartelijk dank voor uw inschrijving voor de DUCARES ringonderzoeken 2018. Uw gegevens worden u per e-mail toegestuurd / Thank you for your subscription for the DUCARES Proficiency Tests 2018. Your data will be sent to you by e-mail". Click the 'Next>>' button to exit the form.
12. **You will receive a confirmatory e-mail with an overview of all your entries as a registration proof for the DUCARES proficiency test scheme 2018 within a few minutes.**

Note: Whenever the system fails to open a new page as described in step 9, obviously something went wrong and your entries may not be sent to DUCARES. In this case, please contact DUCARES (proficiencytesting@ducares.nl).

13. If you need to modify any entries, please click the '<<Back' button at the bottom of the page.
14. After having modified the necessary entries, please go back to step 9 and follow the instructions from there.