



P.O.Box 40237, 3504 AA Utrecht | Reactorweg 47A, 3542 AD Utrecht, The Netherlands
T: +31-88-3822737 | E: info@ducares.nl | I: www.ducares.nl
VAT #: NL8185.03.324.B.01 | Netherlands Chamber of Commerce #: 30230493
Bank account #: NL94 INGB 0677 2614 46 (IBAN) | INGBNL2A (BIC)

Subscription DUCARES proficiency tests January - July 2019

Date: 21th November 2019
Our reference: DUC 18-255/KVP

Dear quality manager,

Herewith you receive an invitation to participate in the DUCARES proficiency tests for the months January till July 2019.

To meet the wishes of you as a customer, a number of changes take place. 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 before the 15th of January 2019.

You can apply for the January till July 2019 DUCARES proficiency tests by using the registration form:

<https://www.formdesk.com/DUCARES/Final-DUCARES-subscriptionform2019def>

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 2019.

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

General Cost information

In 2018, DUCARES worked further on improvements, such as setting up more flexible statistics / reports using new a software package, more offer proficiency tests services, optimizing customer needs and processes.

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 in a frequent and non-frequent proficiency test.

All participants will be charged with an allowance for the shipping/transport costs.

For domestic and foreign participants, the costs of the selected proficiency tests are exclusive VAT and if relevant, export documents or other necessary documents.

Additional services

In addition to the regular proficiency test for 2019, 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. Frequent proficiency testing programme 2019 (period January – July)

Proficiency Testing	Parameters	Total amount samples/round
Fat Quality *	Fatty acids profile, (un)saturated fatty acids, free fatty acids, moisture, dirt, polymeric triglycerides, Iodine value, peroxide value, anisidine value	4 (1 round)
Heavy metals in oil/fat	Cd, Hg, Cr, Pb, Ni, Cu, Zn, As, Fe	2 (1 round)
Manure (dung/fertilizer)*	Dry and organic matter, ash, N, P, K, Na, Mg	6 (3 rounds)
Microbiology*	TVC, Yeast and Moulds, Enteros, Salmonella (detection and serotyping)	4 (1 round)
Microscopic examination	Label control, product assessment, animal proteins	4 (1 round)
Mineral oil in fat	Mineral oil	6
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	2 (1 round)
Proximate analysis * (Weende analysis)	Moisture, protein, fat, ash, ash HCl-insoluble, sugars, starch, NDF, ADF, pepsin protein solubility, pH , lactose	2 (1 round)
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	2 (1 round)
Veterinary drugs- HA High Level + Additive Level	Monensin, nicarbazin, robenidid, salinomycin, narasin (two levels)	4 (1 round)
Veterinary drugs- LL Low Level (Forbidden and allowed)	Amprolium, Carbadox, Olaquinox, Metronidazole, Dimetridazole Furazolidone, Chloramphenicol (CAP), Ronidazol, Monensin, nicarbazin, robenidid, salinomycin	2 (1 round)

*ISO 17043 accreditation (RVA R009)

B. Non Frequent proficiency testing programme 2019 (period January – July)

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)
Dioxins, DL-PCBs and ndl-PCBs	Dioxins, DL-PCBs, ndl-PCBs, WHO (PCDD/PCDF), WHO-PCDD/F-PCB, WHO (dl-PCB), moisture (only field samples)	2 (1 round)
Acrylamide	Acrylamide	2 (1 round)
Biogenic amines	Histamine, Tyramine, Phenylethylamine, Cadaverine, Spermine Spermidine	2 (1 round)
Mineral oil in food and package	Mineral oil: MOSH (Mineral Oil Saturated Hydrocarbon), MOAH (Mineral Oil Aromatic Hydrocarbon)	2 (1 round)
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	2 (1 round)
Nutrition declaration (Big eight analysis)	Energy (Calorific)value, protein, carbohydrates, total sugars, total fat, saturated fat, fiber, sodium (salt)	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)
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)
Methanol in fat/glycerol	Methanol	2 (1 round)
Sulphite in food	Sulphite	2 (1 round)

*ISO 17043 accreditation (RvA R009)

The main changes in the proficiency test packages in 2019 are:

- 1) Dividing proficiency tests in frequent and non frequent terms.
- 2) New proficiency tests such as acrylamide, biogenic amines, pet food, methanol and sulphite will be established and organized with enough participants. Before the end of April 2019 you receive a mail if specific proficiency test is taken place or canceled.
- 3) Flexible statistics and report opportunities.

C. Preliminary DUCARES frequent Proficiency Testing schedule January – July 2019

Proficiency test	2019							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Fat Quality			VERZEND WK13			REPORT WK23		
Heavy metals in oil/fat				VERZEND WK14		REPORT WK24		
Manure		DISPATCH WK 6		RAPPORT WK14 DISPATCH WK 15		RAPPORT WK23 DISPATCH WK24		RAPPORT WK32
Microbiological analysis				DISPATCH WK17			REPORT WK28	
Microscopic examination					DISPATCH WK19		REPORT WK 29	
Minerals , trace elements and heavy metals			DISPATCH WK12		REPORT WK22			
Mineral oil in fat/oil		DISPATCH WK8		REPORT WK18				
Proximate analysis (Weende analysis) + NIR analysis			DISPATCH WK10		REPORT WK21			
Veterinary drugs- HA High Level + Additive Level		DISPATCH WK7		RAPPORT WK17				
Veterinary drugs- LL Low Level (Forbidden and allowed)				DISPATCH WK16			REPORT WK27	

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

DUCARES may decide to deviate from the specified dispatch week (earlier or later delivery) as specified in Table A on page 3 and depending on participations. A non frequent Proficiency Testing schedule January – July 2019 will be send to you if there is enough participation.

D. Product list DUCARES frequent proficiency tests 2019

Frequent proficiency tests			
Weende analysis (proximate analysis)*	WEE	19-1	Laying mash / Coconut extracted
Weende analysis (proximate analysis)+NIR*	WEE	19-1	Laying mash / Coconut extracted
Minerals, trace elements, heavy metals*	MIN	19-1	pig feed/ premix
Manure*	MES	19-1	Cattle manure / Chicken manure
Manure*	MES	19-2	Mixed manure / Pig manure
Manure*	MES	19-3	Calf manure / Goat manure
Fat Quality*	VET	19-1	groundnut oil / coconut oil
Microbiological analysis*	MIC	19-1	Laying mash I/II, Feed III/IV
Heavy metals in fat/oil	ZMO	19-1	Fish oil / Groundnut oil
Microscopic examination	MIK	19-1	Laying mash, pig feed with animal protein
Mineral oil in fat/oil	MIO	19-1	Maize oil / Soybean fatty acids /Palm oil
Veterinary drugs – high and additional level	DCH	19-1	Feed / Premix
Veterinary drugs - low level	VDL	19-1	Baby milk powder /pig feed

*ISO 17043 accreditation (RvA R009)

The intended concentration range of the parameters in our proficiency tests are described in the Dutch Accreditation Council (RvA) scope (R009) and where necessary and if known in the accompanying letter with the relevant proficiency test.

E. Product list DUCARES non frequent proficiency tests 2019

Non frequent proficiency tests			
Mycotoxins*	MYC	19-1	Peanut extracted /Wheat
PCB's and Ocs*	PCB	19-1	Maize oil /Palm oil
Acrylamide	ACR	19-1	Food / Deep frying fat
Allergens	ALL	19-1	Food A and B
Anions	ANI	19-1	Feed A and B
Authenticity and identification	AUT	19-1	Food A and B
Dioxins, DL-PCB and ndl-PCBs	DIO	19-1	Soy /Fish oil
Mineral oil in food/package	MOV	19-1	Food and Package
Nutrition declaration	VWD	19-1	special milk powder /food product
Vitamins	VIT	19-1	Milk powder / Feed
Petfood	PET	19-1	Wet pet food/Dry pet food
3-MCPD and derivates	MCP	19-1	Soybean oil /Coconut oil
Biogenic amines	BIO	19-1	Food and Feed
Amino acid composition	AMI	19-1	Infant milk powder / premix
Polycyclic aromatic hydrocarbons (PAHs)	PAK	19-1	Palm oil / Soybean oil
Methanol in fat/glycerol	MET	19-1	Fat and Glycerol
Sulphite	SUL	19-1	Dried Food A and B

*ISO 17043 accreditation (RvA R009)

The intended concentration range of the parameters in our proficiency tests are described in the Dutch Accreditation Council (RvA) scope (R009) and where necessary and if known in the accompanying letter with the relevant proficiency test.

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. Participants can submit written objections against the evaluation of the results achieved by the participant. The possibility of submitting an objection will also be highlighted in the e-mail which the participants receive with the report.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. The invoice for participating to the additional proficiency testing 2017 will be sent separately.
- h. 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.
- i. No refund will be made if a proficiency test fails or unsuitable PT samples are delivered. Surely there will be looking for a suitable solution.
- j. 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.
- k. DUCARES is not responsible for the improper storage of the samples of the participants which can lead to a different result.
- l. DUCARES is not responsible for extra costs due to local import duties.
- m. 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.
- n. DUCARES is not responsible for the inability to import PT samples.
- o. 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 2019. Uw gegevens worden u per e-mail toegestuurd / Thank you for your subscription for the DUCARES Proficiency Tests 2019. 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 2019 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.