

SECONDARY REFERENCE MATERIALS (SRMs)

- General information -

1) The samples

a. Nature and number

The nature and the number of our standard reference materials (SRMs) have been defined to meet the requested objectives:

- Calibrate and/or adjust the instruments
- Control the methods

b. Quality control

The homogeneity and the stability of the samples were tested and validated at the time of the adjustment of each type of SRM. For some of them, a homogeneity control is systematically carried out for each production.

c. Determination of the reference values

The reference values of the standard reference materials are determined by many expert laboratories using standardised methods, who most of them are accredited on the criteria concerned. In some cases, the values can also be confirmed using instrumental methods (infrared for example).

These information are specified in the results sheet.

Note: The expert laboratories which define the reference values of the standard reference materials are evaluated each year by the Actalia Cecalait Quality Surveillance Committee on their performance in the proficiency testings and their results taking into account for the determination of SRMs reference values.

2) Sending, reception and storage of the samples

a. Sending of the samples

The samples are sent by express carrier according to the terms described for each SRM in this catalogue.

b. Reception and storage

If you receive a broken, damaged and/or repackaged parcel, please contact us immediately to inform you the procedure to follow according to the problem.

Generally, the following provisions apply:

- Check the availability of the reference values in your member area before analysing samples
- Conservation: from 2 to 5 semaines après la fabrication. The deadline of use is clearly indicated on the reference values report of each SRM.
- Storage:
 - for physico-chemistry: at positive cold at $4 (\pm 2) ^\circ\text{C}$, except for the dried samples at room temperature, and the lipolysis stability samples at $-20 ^\circ\text{C}$.
 - for microbiology: at positive cold at $3 (\pm 2) ^\circ\text{C}$ and in the dark.
- **Never keep any open samples** for a later use.

3) Communication with the client laboratories

Communication with participants is done through the member area of the website www.cecalait.fr, accessible using a username and password previously transmitted. The email addresses used for this communication are those registered in the "My contacts" section of the member area of the site.

a. Sending of the samples

Clients are informed of their sending by e-mail to the address declared to ACTALIA Cecalait for this use.

b. Sending of the reference values

A report specifying the reference values per sample (accompanied in the majority of cases by the associated uncertainty) is put on the member area of our website. Clients are informed of their availability by e-mail to the address declared to ACTALIA Cecalait for this use.