

# GENERAL TERMS FOR PARTICIPATION IN THE IRSN (PSE-ENV/SAME) PROFICIENCY TESTS

## 1 INTRODUCTION

This document describes requirements for participation in the IRSN (PSE-ENV/SAME) proficiency tests for environmental radioactivity measurement. The requirements include the main engagements of IRSN, the proficiency testing program presentation, the registration conditions, the test items transportation modalities, and the procedure for communication with the participants.

## 2 MAIN IRSN (PSE-ENV/SAME) ENGAGEMENTS

IRSN implements all the proficiency tests (PT) planned and announced, independently on the number of participants subscribed.

- **Accreditation**

IRSN/PSE-ENV/SAME is accredited by the French Accreditation body COFRAC for the provision of proficiency testing, according to a specific COFRAC document (LAB CIL REF 02) and to the international standard NF EN ISO/CEI 17043. The accreditation number is 1-1795, and the accreditation scope is available on [www.cofrac.fr](http://www.cofrac.fr).

Some of the matrix/determination combinations are not included in our COFRAC accreditation scope. The precise information related to the accreditation validity for a given proficiency test is provided in the respective PT presentation form, and in the final PT report.

- **Confidentiality**

The confidentiality of the participant's identity is guaranteed by:

- the assignment of an individual and random code which is sent to each participant by e-mail;
- the access for administration of the CILEI website restricted exclusively to the PT coordinators;
- the access to all PT-related data restricted to the personnel directly concerned by the PT implementation;
- an explicit consent to be expressed by every participant with regard to his identity to be mentioned in the final PT report.

The PT results are confidentially communicated to the French Public Bodies in order to enable discussion and decision with respect to the attribution of the "environment accreditation" to French participants.

Information regarding the results of the proficiency test can be used for internal purposes only by IRSN without breaching obligations of confidentiality of the participant's identity.

- **Proficiency testing scope**

The proficiency testing schemes proposed are designed to meet the expectations of laboratories measuring radioactivity in the environment, drinking waters, food and feed samples.

Each proficiency test may include one or several test items and one or several determinations.

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- **Deliverable**

Once the proficiency test completed, the organizer will provide to the participating laboratory a final report entitled « rapport d'essai d'aptitude ».

The participating laboratories are authorized to reproduce the final report in its entirety for the test that they took part.

The participating laboratories are not authorized to use the accreditation brand COFRAC apart from the complete reproduction of the final report.

### 3 PROFICIENCY TEST PRESENTATION

A proficiency test presentation form is published on the CILEI website as soon as the test is opened for subscription. This presentation form provides a general description of the proficiency test and defines the participation conditions thereof. To accede to this information, a laboratory space should be previously created by the interested participant on the CILEI website.

### 4 PROFICIENCY TEST REGISTRATION CONDITIONS

PT announcement and opening for registration may occur at any time of the year. By subscribing a PT, the participant consents to support the participation fees and accepts the participation conditions described in the PT presentation form.

Once registered for a proficiency test, the disengagement and participation fees refund are not possible. Subscription after the announced registration closure date is possible on the explicit consent by IRSN. In this case IRSN reserves the possibility of supplementary participation fees to be charged on the concerned participant.

### 5 TRANSPORT OF PROFICIENCY TEST ITEMS

IRSN uses a shipment company guaranteeing delivery and tracking services. However, IRSN is not liable in case of strike and social unrest, laboratory error, act of God, etc.

### 6 COMMUNICATION WITH PARTICIPANTS

The participating laboratories liaise with the proficiency test coordinators through e-mail: [irsn.essais-interlaboratoires@irsn.fr](mailto:irsn.essais-interlaboratoires@irsn.fr) or by phone (+33 (1) 30 15 52 88), or via the CILEI website. Any request submitted orally by phone must be confirmed in writing (by e-mail or mail).

The laboratories are kept informed by e-mail at each step of the PT development. The laboratories should follow the CILEI website process and are expected to act as soon as an invitation to proceed with the following step is received.

Any change in the proficiency test design or operation process will be communicated to the participants.

Any additional technical information with regard to the manufacturing and the composition of the test items as well as the methods used shall not be communicated prior to issue of the final report.

Complaints and appeals from the participants should be sent by mail to: [irsn.essais-interlaboratoires@irsn.fr](mailto:irsn.essais-interlaboratoires@irsn.fr). These will be processed by the proficiency test coordinators. A complaint is the expression of an unsatisfactory point, submitted during or after a proficiency test.

In the framework of the accreditation procedure by French Public Bodies, laboratories having demonstrated performance outside the established performance criteria may ask for a contradictory test to be implemented by IRSN. Respective requests should be submitted by mail (or e-mail). After feasibility assessment, a respective technical proposal and a quotation will be established by IRSN.