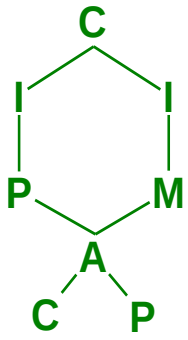
CIPAC

COLLABORATIVE INTERNATIONAL PESTICIDES ANALYTICAL COUNCIL LIMITED

Commission Internationale des Méthodes d'Analyse des Pesticides (CIMAP)
Internet: http://www.cipac.org



Guideline on

how to conduct a CIPAC collaborative trial

CONTENT

AIM OF THE DOCUMENT

This document outlines the duties of the parties involved in the organization and execution of a CIPAC collaborative study on pesticide technical materials and formulated products and should be used in addition to the procedures to be followed when performing CIPAC collaborative trials outlined in **CIPAC Guidelines for Collaborative Study Procedures for Assessment of Performance of Analytical Methods**.
It is based on the DAPA Proposal (5166/R, 15 May 2018) made at the CIPAC Technical Meeting in Panamá, including the comments and proposals for modification during that meeting.

1. Duties of the collaborative trial coordinator

a) Contact the secretary of CIPAC to clarify open issues (Note 1)

b) Provide a draft information sheet including information on:

- the contact person, including e-mail address and phone number
- a method description containing the essential parameters of the method including the required equipment
- the proposed formulation types
- the time frame of the trial
- the maximum number of possible participants, if it is proposed to be limited, with a justification

c) In cases where special equipment is required, expected not to be available in a pesticide quality control laboratory, the conductor of the trial should consider to provide this equipment to the participants. This information will be also included in the information sheet.

d) Provide feedback to CIPAC secretary about the selection procedure, if the number was limited and the laboratories that expressed interest in taking part in the trial was higher

e) When sending out the samples the coordinator should assure that the declaration of the identity of the samples sent out on the label as well as in the cover letter are complete, clear and correct.

To minimise problems with the customs when sending out the samples CIPAC will provide on request a letter confirming that the substance

- is intended for laboratory use only

- is not intended for further commercial distribution of the substances

- all residual amounts of substance not needed in the laboratory experiments will either be disposed in accordance with national regulations or sent back to the organizer.

Incorrect labelling can lead to the samples being rejected by the laboratory and the laboratory withdrawing from the collaborative trial.

Furthermore, the following is also helpful to minimise potential problems:

Container labelling & package labelling:

Containers and the shipment packages have to be labelled correctly with the correct pictograms according to GHS and Dangerous Goods Transportation (IATA, RID, ADR, IMDG).

Material Safety Data Sheet

A material safety data sheet should be included in the package.

Pro forma invoice

The shipment papers should include a pro forma invoice that indicates a low commercial value for the contents of the package (e.g. stating that 10 Euro/USD or comparable low amount of money).

e) At the end of the trial, the participants will be informed about the results and the code used for their laboratory. *This should be done three to four weeks before the CIPAC meeting.*

2. Duties of CIPAC

a) Double check with the conductor of the trial whether all essential information are available

b) Circulate the information sheet to the public (via CIPAC website and e-mail distribution list)

3. Duties of the participants

a) Be able to perform the required analysis (e.g. availability of the equipment including the described column) within the required timeframe

b) To follow the method description. The aim of the trial is to validate the method!

Any deviation from the original method described has to be documented and justified.
This is important for the coordinator of the trial to judge whether this is an acceptable deviation or the deviation is so essential that the respective results cannot be considered in the assessment of the results.
Recommendations to improve the method are welcomed, but these should be done separately from the method validation.
Considerable deviation from the original method may lead to exclusion of the results of that loboratory from the evaluation of data of the collaborative trial.
c) Laboratories wishing to participate in a trial have to contact the organizer by e-mailing to the contact person indicated on the information sheet with copy to CIPAC secretary.
The application should include the detailed address where the samples have to be sent to.

Note 1

CIPAC recommends conducting a small scale trial first to reveal problems/difficulties with the method before conducting a full scale trial. This is however just a recommendation and not mandatory. In case help is needed to acquire laboratories for the small scale trial, either CIPAC or one of the regional PACs (CHIPAC, DAPA, DAPF, ESPAC or JAPAC) can be contacted.