**Application Questionnaire**

**Method description**

**Please submit this application form to: sabine.gratzer@icc.or.at**

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| --- |
| Please provide a short description of the principle of the method, its application, its current significance and potential future use. |
| Klicken Sie hier, um Text einzugeben. |

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| **N°** | **Questions** | **Yes** | **No** |
| **1** | Is the applied method a Proprietory Method? |[ ] [ ]
| **2** | Was the applied method fully validated by a ring trial?*Note: ICC validation studies / ring trials follow the requirements of the IUPAC / AOAC / ISO international harmonised protocol for collaborative trials (W. Horwitz, Pure and Applied Chemistry, 67 (1995): 331-343)**!!Please see below for detailed requirements!!* |[ ] [ ]
| **3** | Statistical data of a ring trial is available? |[ ] [ ]
| **4.1** | The ring trial results have been published in a peer reviewed journal? |[ ] [ ]
| **4.2** | If the results have been published in a peer reviewed journal, please provide reference:Klicken Sie hier, um Text einzugeben. |

**ICC Validation Study Requirements and documents to be provided:**

1. A minimum of 8 useful results from min. 8 laboratories, respectively (after elimination of outliers and non-compliant laboratories). ICC recommends to include at least 12 laboratories.
2. The submitting organisation / institution and the coordinating institution / laboratory must be from an ICC Member Country.
3. Participating laboratories from ICC Member Countries will be preferentially selected, however trial participants from non-member countries may be invited upon the request of the organiser.
4. To be counted as an international ring trial, a minimum of 3 countries needs to be involved. Regionally used methods may have their justified place in the ICC Standards Collection, however, ring trials not meeting the international scope need to highlight this limitation in the scope.
5. No more than a maximum of 50% of the participating laboratories may show an organisational relationship (e.g. laboratories in various locations, but belonging to the same company or distribution network).
6. A detailed description of the ring trial setup and a full report including a copy of all original data and statistical calculations must be provided to ICC for review by the ICC Technical Director and final discussion and approval by the ICC Technical Committee.
7. For final analysis of the results the statistical methods used must be clearly described. Statistical evaluation of the method must include the following parameters:
	1. Description of the method / appliance /test kit / reference material used.
	2. Description of the "analyte".
	3. Description of the "sample" / reference material.
	4. Homogeneity test results of the sample material (usually performed by the organising laboratory and / or confirmed by 1-2 additional laboratories, e.g. F-test, ANOVA on 10 replicate samples tested taken from the same lot).
	5. Detailed protocol.
	6. Details of participating laboratories including name of operator, operator's function.
	7. Copy of original results / data including lot number, serial number, etc.
	8. Repeatability.
	9. Reproducibility.
	10. Limit of Detection (LOD) and Limit of Quantitation (LOQ), where applicable.
	11. Measurement uncertainty.
	12. Traceability to SI units, if applicable.
8. Any material used as a sample needs to be well described (origin, ingredients, concentration, etc.).
9. Homogeneity and stability needs to be tested, documented and monitored throughout the ring trial.
10. According to the IUPAC / AOAC / ISO international harmonised protocol for collaborative trials at least 5 different samples or 2 different matrix samples at 4 different concentration levels (including a zero / blank sample) shall be used.
11. The samples must be representative of the range of variation of the analyte in the matrix. The samples shall be selected to cover the relevant range of application of the method with concentrations distributed across the whole application range.
12. This application automatically expires after a period of six months, if no proof on commitment and/or regular feed-back is provided to ICC headquarters on the evolution of the required ICC service.

**Contact details**

*Please provide the contact details of method provider:*

|  |  |
| --- | --- |
| **Gender** | male [ ]  female [ ]  |
| **Academic title** | Klicken Sie hier, um Text einzugeben. |
| **First Name** | Klicken Sie hier, um Text einzugeben. |
| **Last Name** | Klicken Sie hier, um Text einzugeben. |
| **Position** | Klicken Sie hier, um Text einzugeben. |
| **Email address** | Klicken Sie hier, um Text einzugeben. |
| **Phone number** | Klicken Sie hier, um Text einzugeben. |
| **Website of company** | Klicken Sie hier, um Text einzugeben. |

*In case a ring trial has been already / will be performed, please add the contact details of the organiser of the ring trial:*

|  |  |
| --- | --- |
| **Gender** | male [ ]  female [ ]  |
| **Academic title** | Klicken Sie hier, um Text einzugeben. |
| **First Name** | Klicken Sie hier, um Text einzugeben. |
| **Last Name** | Klicken Sie hier, um Text einzugeben. |
| **Position** | Klicken Sie hier, um Text einzugeben. |
| **Email address** | Klicken Sie hier, um Text einzugeben. |
| **Phone number** | Klicken Sie hier, um Text einzugeben. |
| **Website of company** | Klicken Sie hier, um Text einzugeben. |

**Order Form**

ICC’s services are required and will be contracted for:

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| --- |
|[ ]  Assessing requirements and the draft plan of the validation study  |
|[ ]  Organising a Pre-validation by 3 competent laboratories  |
|[ ]  Organising a Performance Test by 5 competent laboratories |
| [ ]  | Organising and managing a full validation study (including materials, dispatch costs, etc.) |
| [ ]  | Statistical analysis only |
| [ ]  | Writing up a publication in the ICC journal QAS |
| [ ]  | Establishing the validated method as ICC Draft standard |

**Payment Procedure**

After approval of the application by the ICC Technical Director, a contract will be set up and a first pre-payment has to be done by the applying organisation.

**Ownership**

ICC Standard Methods are owned by ICC and thus are protected by ICC copyright. ICC Standard Methods are sold by ICC Services GmbH and authorised distributors contracted by ICC. Any submission of ICC Standards to CEN, ISO, Codex Alimentarius by any national / regional government or other institution needs to be approved by ICC and the authorship of ICC needs to be referred to in the publication / submission form.

**Liability**

ICC is only liable for the content and the performance data at the time of evaluation and publication. ICC is not responsible for deviations of performance quality due to manufacturing or non-compliant method application.

Any changes and/or additions to ICC validated methods need to be communicated to the ICC Headquarters at the earliest.

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Name/Signature

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Place, date

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Stamp of organisation