**Application Questionnaire**

**Method description**

**Please submit this application form to: office@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. (Please add the detailed description as annex to this application!) |
| Click to enter your text here. |

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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:Click to enter your text here. |

**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). However, ICC highly recommends to include at least 12 laboratories since always some labs/results can fail for various reasons.
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.

**Order Form**

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

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|[ ]  **Organising and managing a pre-validation study** by 3 competent laboratories (excl. materials, dispatch costs, costs for laboratories etc.) |
|[ ]  **Establishing the proposed method as ICC (Draft) Standard** incl. promotion and announcement via ICC media as well as assessing the requirements and the ring-trial of the (planned) validation study implemented by the applicant |
|[ ]  **Re-validation** of an already existing ICC Standard Method (incl. assessing requirements and the ring-trial)  |
|[ ]  **Organising and managing a full (re-)validation study** (upon detailed description provided by the applicant excl. materials, dispatch costs, costs for laboratories etc.) |
|[ ]  **Statistical analysis** (on raw data submitted by the applicant) |
|[ ]  **Final statistical evaluation** (calculations and data are implemented/generated by the applicant), **assessment and approval** |

**Contact details**

*Please provide the contact details of method provider:*

|  |  |
| --- | --- |
| **Gender** | male [ ]  female [ ]  |
| **Academic title** | Click to enter your text here. |
| **First Name** | Click to enter your text here. |
| **Last Name** | Click to enter your text here. |
| **Position** | Click to enter your text here. |
| **Email address** | Click to enter your text here. |
| **Phone number** | Click to enter your text here. |
| **Website of company** | Click to enter your text here. |

*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** | Click to enter your text here. |
| **First Name** | Click to enter your text here. |
| **Last Name** | Click to enter your text here. |
| **Position** | Click to enter your text here. |
| **Email address** | Click to enter your text here. |
| **Phone number** | Click to enter your text here. |
| **Website of company** | Click to enter your text here. |

**Payment Procedure**

After approval of the application by ICC, a contract will be set up and a first pre-payment has to be made 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