



A-1035

Association pour la Promotion du Contrôle de Qualité des Analyses de Biologie Médicale en Radiotoxicologie

INTERLABORATORY COMPARISON CAMPAIGN PLAN 2026

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1. Annual programme plan

This plan details the design and objectives of the annual proficiency testing programme (or annual interlaboratory comparison programme) under the auspices of PROCORAD.

It is available on Procoweb.

The French version is the reference version

1.1 Name/Head office/Legal status

Association for the PROMotion of Quality Control in RADiotoxicological Analysis (PROCORAD)
Bureau du Conseiller médical du CEA (Medical Advisor's Office) – 18 Route du Panorama BP n°6 –
92265 FONTENAY AUX ROSES CEDEX
Website: www.procorad.org

PROCORAD is a non-profit-making association governed by the law of 1 July 1901 and the decree of 16 August 1901. It was declared and registered at the Paris Prefecture on 17 November 1995 under no. 123046. This declaration was modified on 8 March 2016 at the Antony sub-prefecture and registered under no. W751123046.

1.2 Objectives and purpose

The main objectives of the inter-laboratory comparisons organized by PROCORAD are:

- * to evaluate the performance of laboratories in the field of radiotoxicology, identifying any analytical deficiencies, their source and magnitude;
- * to validate procedures and demonstrate the reliability and validity of measurement results;
- * to compare the laboratory's performance with that of its peers;
- * to identify undetected deficiencies in the internal quality control system;
- * the validation of measurement uncertainties;
- * to meet the requirements of standards NF EN ISO 15189 and/or ISO/IEC 17025;
- * to meet the regulatory requirements of the decrees of June 26, 2019 and June 23, 2023 relating to the individual monitoring of workers' exposure to ionizing radiation.

1.3 People involved in designing the programme

Coordinator: Claude Guichet – President of Procorad claudio.guichet@cea.fr
Secretary: Sébastien Goubet sebastien.goubet@cea.fr
Scientific Council coordinator: Nicolas BAGLAN nbaglan-PROCORAD@outlook.fr
Quality manager: Géraldine LECOIX josseline.lecoix@cea.fr
Webmaster: Véronique CHAMEL veronique.chamel@cea.fr
Treasurer: Philippe CORREZE philippe.correze@orano.group

1.4 External service provider laboratory

The interlaboratory comparisons campaign requires a wide variety of skills that PROCORAD does not possess, requiring it to look outside the organisation. Preparation, inspection (homogeneity and stability, target values), packaging and distribution are currently outsourced as follows:

Proposed interlaboratory comparison

External service provider laboratory Expert

Actinides in faecal ashes	LBM ORANO La Hague 50444 Beaumont Hague Cedex	<i>Philippe Correze</i>
Actinides in urine Uranium in urine (activity and mass) DTPA-actinides urine	LBM CEA Marcoule BP17171 Bagnols sur Ceze Cedex	<i>Géraldine Lecoix</i>
Strontium 90 in urine Polonium 210 in urine	LBM CEA Paris Saclay 91191 Gif sur Yvette Cedex	<i>Xavier Millot</i>
Gamma-X emitters in urine	LBM CEA Cadarache 13108 St Paul Lez Durance	<i>Alexandra Faussart</i>
Tritium and OBT in urine	LBM CEA Valduc 21120 Is sur Tille	<i>Anne Maloubier</i>
Total alpha emitters in nasal swabs (flags and tissues)	LBM CEA Valduc 21120 Is sur Tille	<i>Anne Maloubier</i>
OBT in wheal	LBM ORANO La Hague 50444 Beaumont Hague Cedex	<i>Nicolas Baglan</i>
Carbon-14 in urine Sulphur-35 in urine Phosphorus-32 in urine	LBM CEA Grenoble 38054 Grenoble Cedex 9	<i>Véronique Chamel</i>

PROCORAD's requirements towards the external service providers are contained in the service agreement between these two parties.

1.5 Required criteria for participation

Member of the PROCORAD association. Membership is renewed every year.

1.6 Number and type of participants expected

Each year around 75 laboratories participate in the interlaboratory comparison exercises offered by PROCORAD. The participating laboratories are mainly medical or environmental monitoring laboratories conducting radiotoxicological analyses, internal dosimetry laboratories and research laboratories in the field of radiotoxicology or the environment.

We remind you that the orders are confirmed by order of reception and within the limits of available stocks.

1.7 Type of measurands

Different isotopes need to be identified and quantified according to the type of interlaboratory comparison.

The levels of activity are defined by interlaboratory comparison and communicated via PROCORAD website to the participants (information available before registration on-line: www.procorad.org and in section 2 of this document).

1.8 Risks of collusion/Falsification

In order to avoid risks of collusion as far as possible, anonymous numbers are assigned to the participating laboratories, which are known only to the secretary and the scientific council moderator and not the subcontracted laboratories.

To avoid the risk of falsification, the results are input into PROCORAD website using login details specific to the participating laboratory. A result validated by the participant can only be modified before the results input deadline (8 May).

The PROCORAD history of interlaboratory comparisons shows that these risks are non-existent.

In case of suspected collusion or falsification of results, PROCORAD will notify the laboratory concerned by any means, indicating that its results will not be included in the various statistical calculations and that it will not receive any performance evaluation. Its registration for subsequent years will be subject to a written commitment not to repeat any collusion or falsification.

1.9 Timetable and information for participants

The timetable for the different phases of the annual exercise is in sections 2 and 3 of this document. It emphasizes that the schedule must be complied with. For example, results may not be input after 8 May of the year of the campaign.

1.10 Instructions

Instructions relating to handling interlaboratory comparison samples are specified in sections 2 and 3 of this document, which is on-line at www.procorad.org.

The analysis methods are not prescribed. A technical questionnaire to be completed by the participating laboratory may enable PROCORAD, with the collaboration of experts from the Scientific Board, to interpret the results by technique.

1.11 Procedures for homogeneity and stability tests

PROCORAD ensures that the samples are sufficiently homogeneous and stable to guarantee the validity of the results, by following the procedures described in standard NF ISO 13528 (Appendix B). The homogeneity and stability tests are carried out on a sample of entities subjected to the test. The evaluation criteria for checking homogeneity and stability is based on a robust standard deviation estimate from information from previous campaigns or information from the current exercise when experience feedback does not exist (case of radioisotopes not previously tested, for example). The modalities (number of samples tested, frequency) of the homogeneity and stability checks may vary according to the interlaboratory comparisons. The conclusion regarding the verification of homogeneity and stability is indicated in the final results report.

1.12 Input of results by participants

Results are input directly onto the PROCORAD website via a secure login (username + password specific to each participant). Measured activity and $k=2$ uncertainty are requested in a defined format.

You can then all the time correct your results until May 6th 11:59 PM. The procedure described above must be followed for each result correction in order to validate the correction.

An e-mail will be sent to you later for each intercomparaison (from a few minutes to a few days)

Participants will be required to answer the technical questionnaire when entering their results so that statistical analysis can be performed using the measurement method when the number of participants using that method is sufficiently large.

1.13 Description of statistical analysis

This description is available in the technical report at www.procorad.org and in section 6 of this document:

- calculation of the robust mean from all the results
- calculation of the bias of each result in relation to the selected assigned value

- production of diagrams
- performance evaluation using the z-score test for each result associated with its uncertainty in relation to the assigned value and its uncertainty.

The selected performance criterion: z-score; bias and ζ -score are provided for information (see section 6).

1.14 General Assembly – Scientific presentations and expert presentations

A general assembly, scheduled for June of each year, presents the moral and financial reports, as well as an update on the quality assurance process and activities related to the Procorad website.

Scientific presentations are given on topics related to radiotoxicology and/or environmental monitoring measurements.

Each inter-laboratory comparison is presented by an expert in the form of a slideshow validated by the head of the scientific committee and containing, among other things:

- * A description of the preparation of the inter-laboratory comparison
- * The statistical analysis of the results (robust mean and graphs of results, bias, distribution by anonymity number)
- * Detection limits
- * An assessment of the inter-laboratory comparison in terms of overall performance and/or by technique
- * Preliminary results

These slideshows are posted on the website after the end of the general meeting.

1.15 Reports

- An overall final proficiency test report is available for each interlaboratory comparison. This report presents the results of all participating laboratories, confidentiality being guaranteed by the anonymity number. This report is very detailed and meets the main requirements of chapter 4.8.2 of standard NF ISO / CEI 17043. It presents, among other things, elements concerning:

- o Description of the preparation for interlaboratory comparison
- o The results of the homogeneity and stability tests
- o Assigned values and their uncertainties
- o Statistical treatment of the results: robust average and graphs of results, bias, distribution by anonymity number)
- o The results of the interlaboratory comparison in terms of overall performance and / or by technique

It is available on the member page of the website (accessible by login + password) and can be viewed by all members, including those who have not participated in the interlaboratory comparison tests.

- An individual report is also available for the laboratories that participated in the interlaboratory comparisons, grouping together all the results of the same laboratory for all the interlaboratory comparisons to which it is registered. This individual report is available on the member page of the website (accessible by login + password) but can only be viewed by the participating laboratory. This individual report is a personalized appendix to the overall test report.

Due to the anonymous number, PROCORAD does not consider this report to be confidential in that each participating laboratory may disseminate it for local or national regulatory reasons and/or PROCORAD may use the data in various presentations or publications. The reports cannot be used for scientific publication without the agreement of PROCORAD.

The participating laboratories are informed of this fact.



The reports must be downloaded and saved by the participating laboratories during the current campaign, as they will no longer be available on the website during the next campaign.

1.16 Potential sources of error

There are numerous potential sources of error when conducting an interlaboratory comparison. Incorrect scores can be obtained as a result of a fault at any stage of the process:

- Pre-analytical:
 - poor internal identification of samples upon receipt in the participating laboratory
 - sample homogeneity problem prior to proportioning or sample-taking, particularly for urine
 - use of some rather than all the faecal ashes
 - analysis of a single flag out of the 2 for the xxPNA and xxPNB samples
- Analytical:
 - the test materials may have a matrix effect on some analysis systems
 - inappropriate use of the sample
 - interference between radionuclides in mixtures for a specific interlaboratory comparison (double-tracer beta measurement for example)
 - reactive, technical, calibration, etc.
- Post-analytical:
 - copy and transcription errors
 - incorrect data input onto the website
 - input of a result higher than the maximum concentration supplied in the technical characteristics
 - lack of validation of the results according to the procedure described in section 1.12

1.17 Loss or deterioration of samples submitted for testing

In the event of duly documented loss, or delay or deterioration of samples, the subcontracted laboratory may decide, at the request of PROCORAD, whether or not to send other samples up to the allowed number of samples remaining to them for the stability study and within the transport lead times compatible with performing the measurements. This additional dispatch of samples may be invoiced.

2. Technical characteristics of the interlaboratory comparisons

The technical characteristics of the interlaboratory comparisons are reviewed annually and are available on the website before the participating laboratories register.

2.1 General points

2.1.1 Shipments-Transport-Storage

The samples are shipped by a carrier at ambient temperature. Proof of receipt is sent to PROCORAD.

There are no special conditions for storing samples until analysis: the storage conditions routinely used in the laboratory for equivalent samples are sufficient.

2.1.2 Sample handling

- ✓ Open the metal box carefully and remove the plastic bottle
- ✓ Check that there are no leaks
- ✓ Mix the urine well before using (analysis or taking an aliquot).
- ✓ Process the whole faecal ash sample
- ✓ Perform the analysis according to your usual protocol

- ✓ For the Total alpha emitters in nasal swabs, process both flags of the xxPNA at the same time and process both flags of the xxPNB at the same time.

Caution: the pH of urine samples may be < 4.. For some analysis, it may be necessary to acidify the samples in order to restore the analytical treatment conditions of the laboratory.

Any samples that remain in the possession of the laboratories should be disposed of according to the procedures in place at the participating laboratories.

2.1.3 Reporting of results

- ✓ The reference date for reporting results is 15 March of the year of the exercise. The LNHB table (accessible at www.nucleide.org) is the reference for the radioactive periods used in calculations.
- ✓ All the results from the various exercises are reported in scientific notation in X.XX E+XX format.
- ✓ Expanded uncertainty (k=2) will be calculated by participants for all exercises.
- ✓ Only report your results using the Procorad website www.procorad.org using your username starting with "lab_" and password sent to you by e-mail
- ✓ The results reporting deadline is 6th May of the year of the exercise. Results submitted to Procorad after this date will not be included in collective statistical analysis.
- ✓  The entry of technical questionnaires is mandatory before that of the results.

2.2 Tritium in urine (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 55.

2.2.1 Tritiated urine

5 samples of approximately 50 mL of urine

- 3 urine samples including 2 spiked samples (26HTOA, 26HTOB, 26HTOC)
- 1 sample of contaminated urine (26HTOD)
- 1 solution of tritiated water (26HTOE) obtained by dilution of the source used for spiking

The levels of activity will not be specified for the 5 samples (blank, spiked urine, contaminated urine and tritiated water solution) (< 1.00 E+04 Bq.L⁻¹ for each sample).

2.2.2 Organically bound tritium

For requesting laboratories only

- 1 sample of approximately 50 mL of urine (26OBTF): urine spiked with tritiated thymidine between 1.00 E+04 and 6.00 E+04 Bq.L⁻¹

2.3 Carbon-14 (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 50.

- ¹⁴C: 5 samples of approximately 50 ml of urine including
- 4 urine samples including 3 spiked samples (26CA, 26CB, 26CC, 26CD)
 - 1 sample (26CE) containing a mixture of ¹⁴C and ³H.

The concentration for each isotope will be < 3.00 E+03 Bq.L⁻¹.

2.4 Sulphur-35 in urine (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 30.

³⁵S: 2 samples of approximately 50 mL of urine identified as 26SF and 26SG containing ³⁵S at a concentration less than 1.00 E+03 Bq.L⁻¹

For the ¹⁴C and ³⁵S interlaboratory comparison participants, the blank (no spiked) to be used is that of the ¹⁴C intercomparison.

For the only ³⁵S interlaboratory comparison participants, or for ³⁵S + ³²P interlaboratory comparisons participants, a complementary sample, no spiked, identified as 26SJ, will be provided.

2.5 Phosphorus-32 in urine (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 15.

³²P : 2 samples of approximately 50 mL of urine identified as 26PH et 26PI containing ³²P at a concentration less than 7,00 E+03 Bq.L⁻¹

For the ¹⁴C interlaboratory comparison participants, the blank (no spiked) to be used is that of the ¹⁴C intercomparison.

For the only ³²P interlaboratory comparison participants, or for the ³²P + ³⁵S interlaboratory comparisons participants, a complementary sample, no spiked, identified as 26SJ, will be provided

2.6 X and/or γ emitters in urine (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 60.

3 samples of approximately 500 mL identified 26XGA, 26XGB, 26XGC:

- 1 no spiked sample.
- 2 samples of urine spiked with various X and/or γ emitting radioactive elements at levels of activity less than or equal to 2.00 E+01Bq.L⁻¹ for each (not including ⁴⁰K). The number of radioactive elements to be identified and quantified will not be specified.

Stable carriers corresponding to the radioactive elements may have been used in preparing the urine samples.

The ⁴⁰K will be measured and only the arithmetical average of the 3 samples (26XGA, 26XGB, 26XGC) will be indicated on the results form in item "⁴⁰K results".



Upon receipt, quickly process the samples after homogenization by successive inversions of the bottles.

2.7 Uranium in urine (μg.sample⁻¹ (mass) and Bq.sample⁻¹ (activity))

The maximum number of participants for the interlaboratory comparison is 50.

3 samples: 26UA, 26UB and 26UC of 500 mL ± 3.75 mL

- 1 sample with a concentration of < 25 μg.sample⁻¹ and < 6.25 E-01 Bq.sample⁻¹ (not including ²³²U)
- 1 sample with activity < 1.00 E-01Bq.L⁻¹ (not including ²³²U)
- 1 sample without spike

MEASUREMENT OF ACTIVITY

- Thoroughly homogenize the content of the bottles by successive reversals.
- Transfer the whole urine sample from the plastic bottle to an appropriate recipient. In case of associated measurement by mass, take the required aliquot before transfer.
- Rinse the plastic bottle and top with a high purity acid solution that will be attached to the sample (to be taken into account in mass or activity calculations if necessary).
- Perform the analysis according to your usual protocol.



Laboratories, which report activity in Bq.sample⁻¹ by calculation using mass spectrometry methods must specify this in the technical questionnaire

MEASUREMENT OF MASS

- Thoroughly homogenize the content of the bottles by successive reversals.
- Take the required aliquot.
- Perform the analysis according to your usual protocol.

2.8 Actinides in urine (Bq.sample⁻¹)

The maximum number of participants for the interlaboratory comparison is 50.

3 samples of 500 ml ± 3.75 mL (26ACTUA, 26ACTUB, 26ACTUC):

- 1 no spiked sample
- 2 samples containing plutonium and americium in at least one case. The samples may be spiked with one or more actinides, apart from ²⁴²Pu, ²³⁶Pu, ²⁴³Am and ²²⁹Th.

NB.

- One of the active samples will have total activity of between 0 and 5.00 E-03 Bq while the other will have total activity of between 5.00 E-03 and 2.00 E-02 Bq.
- Carry out the analysis on the entire sample.

MEASUREMENT OF ACTIVITY

- Thoroughly homogenize the content of the bottles by successive reversals.
- Transfer the whole urine sample from the plastic bottle to an appropriate recipient.
- Rinse the plastic bottle and top with a high purity acid solution that will be attached to the sample (to be taken into account in activity calculations if necessary).
- Perform the analysis according to your usual protocol.

2.9 Actinides in faecal matter ashes (Bq.sample⁻¹)

The maximum number of participants for the interlaboratory comparison is 40.

3 samples of approximately 2.0 grams of ash each (26ACTSA, 26ACTSB, 26ACTSC).

- 1 sample is not spiked.
- 2 other samples are spiked with plutonium and/or transplutonic elements and uranium. These spikes are prepared by adding dilutions of certified radioactive standards.

A sample genuinely contaminated by an industrial compound may be proposed.

The total activity of each sample in alpha emitters of artificial origin is less than 5.00 E-01 Bq.

Uranium and thorium assays must be carried out for each sample.

- Transfer the whole sample into a recipient for dissolution.
- Rinse the plastic bottle and top with a high purity acid solution that will be attached to the sample.
- Perform the analysis according to your usual protocol

As the homogeneity of the intra-sample spike cannot be guaranteed, you need to perform the analysis on the whole sample.

2.10 Strontium 90 in urine (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 60.

3 samples 26SRA, 26SRB and 26SRC of approximately 500 mL, composed of:

- 1 no spiked sample
- 2 samples with an activity of ⁹⁰Sr <1.00 E+01Bq.L⁻¹

Proceed with the analysis according to your usual protocol.

2.11 Polonium 210 in urine (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 40.

1 sample of approximately 500 mL 26PO with an activity of ²¹⁰Po < 2,00 E+00 Bq.L⁻¹

Proceed with the analysis according to your usual protocol.

2.12 Total alpha emitters in nasal swabs (Bq.sample⁻¹)

The maximum number of participants for the interlaboratory comparison is 25.

3 samples 26PNA, 26PNB, and 26PNC of pair of flags and 3 samples 26PND, 26PNE and 26PNF of tissues:

1 sample is spiked with an activity in total alpha emitters (²³⁸Pu and/or ²³⁹Pu and/or ²⁴¹Am and/or ²⁴⁴Cm) < 1.00 E+00 Bq.sample⁻¹.

1 sample is spiked with an activity in total alpha emitters (²³⁸Pu and/or ²³⁹Pu and/or ²⁴¹Am and/or ²⁴⁴Cm) < 2.00 E+00 Bq.sample⁻¹

1 no spiked sample

- Perform the analysis according to your usual protocol
- The participants will have to provide for flags and/or tissues a qualitative response (like Presence or absence) and/or a quantitative response.

In case of analysis of flags and tissues with different technics (with pre-treatment for one support, without for the other one, scintillation liquid for one support, proportional counting for the other one...), please choice in the drop-down menu the technic used for the flags and in the free field (named "If other") the technic used for the tissues. This principle is also applied for the input of quantitative results.



The quantitative results are total alpha emitters: it is possible that the spike is a mix of different isotopes. The results don't need a specific characterization of the different isotopes. That is why Procorad has defined a fictional radioisotope named Alpha to identify the total alpha emitters. This fictional radioisotope cannot be changed when entering the results.

2.13 Urine DTPA-actinides (Bq.L⁻¹)

The maximum number of participants for the interlaboratory comparison is 20.

1 sample of approximately 500 mL (26DTPA) with a total activity of plutonium and/or americium and/or curium and/or uranium < 3,00 E-01 Bq.L⁻¹ in chemical complex with DTPA.

2.14 Organically bound tritium (OBT) WHEAT MATRIX (Bq.L⁻¹ combustion water and Bq.kg⁻¹ of dehydrated sample)

The maximum number of participants for the interlaboratory comparison is 20

- 1 sample of 50 g of dehydrated wheat (26OBTG) naturally spiked with organically bound tritium related to activity concentration between 1,00 E+01 and 1,00 E+02 Bq.L⁻¹ of combustion water.

The results will be returned in Bq.L⁻¹ of combustion water (26OBTG in result entry) and in Bq.kg⁻¹ of dehydrated sample (26OBTH in result entry).

3. Registration procedure

3.1 General points

Registration is carried out on the PROCORAD website: www.procorad.org.

An anonymous code and random password are provided to each registered participant. Former members keep the same password. The reply e-mail received by each participating laboratory serves as proof of registration.

Computer prerequisites:

- ✓ Cookies: the website and the tools provided by PROCORAD don't use the cookies technology. No data is recorded.
- ✓ How to use the PROCORAD tools: the use of the services requires a connection and a web browser. In order to ensure the functioning of the service, it is recommended to use the following version of browsers:
 - Firefox version 31 or higher
 - Safari version 7 or higher
 - Internet Explorer 10 or higher
 - Microsoft Edge
 - Chrome version 35 or higher

List of e-mail addresses to be authorized by the laboratory computer system: we invite you to send this information to your IT department to include these addresses in the list of authorized e-mail addresses:

procorad@procorad.org

intercomparaison@procorad.org

3.2 Timetable

The timetable below refers to the 2026 exercise (year n) which starts in October of year n-1 (2025 in the table) and ends in October of year n (2026).

2026 RADIOTOXICOLOGY INTERLABORATORY COMPARISON			
INTERLABORATORY COMPARISON TIMETABLE			
SUBJECT	SENT BY	TO	DEADLINE
IC campaign plan and registration form	Secretarial office via website	Participating laboratories	31 October 2025
Registration form	Participating laboratories	Secretarial office via website	15 December 2025
Estimate -pro forma	Procorad treasurer	Participating laboratories	30 December 2025
Order form	Participating laboratories	Procorad treasurer	15 February 2026
Dispatch of samples	External services provider laboratory	Participating laboratories	28 February 2026
Receipt of samples		Participating laboratories	Before 22 March 2026
Dispatch of invoice	Procorad treasurer	Participating laboratories	15 April 2026
Results forms	Participating laboratories	Procorad experts via website	6-May -26 midnight GMT
General Assembly – Scientific presentations and expert presentations WARSAW (POLAND)			17-19 June 2026
Final report	Scientific council coordinator via website	Participating laboratories	31 August 2026

3.3. Participation fees

These are determined by the board of directors and can be viewed on the website prior to registration. All the amounts indicated below exclude VAT as the Association is exempt from VAT.

1 exercice	1050 Euros
2 exercices	1650 Euros
3 exercices	2100 Euros
4 exercices	2450 Euros
5 exercices	2750 Euros
6 exercices	2950 Euros
7 exercices	3100 Euros
8 exercices	3250 Euros
9 exercices	3400 Euros
10 exercices	3500 Euros
11 exercices	3600 Euros
12/13 exercices	3700 Euros

The registration fees represent a lump-sum contribution to the organization costs of interlaboratory comparisons and the results meeting during which the Association's General Meeting is held. The fees include the cost of one or two representatives named on the registration form participating in the June meeting.

They do not include the cost of:

- transport to the meeting location
- hotel accommodation
- lunch on the first day of the meeting

More than 2 members from a laboratory may participate in the meeting. However, a contribution of 200 euros ex. VAT will be required for each additional person (prior membership is mandatory).

A simultaneous French-English and English-French interpreting service will be provided to members during the meeting and detailed minutes in French and English will be available for download from the website.

Comments:

There will be no reduction in registration fees for anyone who registers for interlaboratory comparisons but does not attend the results meeting.

3.4 Invoicing

The invoices are sent by e-mail around 15 April to the billing address provided at registration if that address is different from that of the laboratory manager. This invoice is an original one.

The special requirements as sending of a paper invoice by post will cost 20 euros for handling fee.

The payment period is 30 days end of month.

In case of non-payment of the invoice before the 31 July of current year, the technical report will not be available and Procorad reserves the right to refuse a registration for the next intercomparaison campaign.

Customs duties, royalties or miscellaneous taxes that may be required for the importation of samples are the responsibility of the consignee according to local regulations. PROCORAD can not be held responsible for the non-fulfilment of these obligations nor the delays, errors or damages related to the supply and transport of the samples.

3.5 Membership criteria

There are no membership criteria for laboratories to participate in intercomparisons except the one exposed in section 3.4.

There is, however, a maximum number of participants per interlaboratory comparison.

4. Communication with participants

PROCORAD has a website (www.procorad.org) which details its activity, ISO 9001 certification, operating rules, fees, the various programmes and the names and e-mail addresses of its committee members.

Other methods of communication are the annual meeting and the Ordinary General Meeting, the PROCORAD brochure, the contact section on the website, Cofrac's listing of PROCORAD as an external quality assessment body, the satisfaction survey, claims management system and any other communications (e-mail, mail, telephone calls, etc.).

All communication documents are in French and English whether on the website or in e-mail announcements.

5. Confidentiality-Protection of personal data

5.1 Confidentiality

A password, which is assigned after joining the association, is required to access the PROCORAD website. An anonymous unique number is assigned to each participating laboratory registering for interlaboratory comparisons.

The PROCORAD association does not define any restrictive conditions for disseminating final reports by the participating laboratory as the anonymity of the laboratories is ensured by the anonymous number.

The final reports will only be accessible to interlaboratory comparison participants. They do not include the list of members.

Furthermore, anyone involved in running PROCORAD:

- is prohibited from disseminating or communicating any confidential information in any form (written, spoken, electronic, etc.) that they have access to within the scope of PROCORAD's activities;
- agrees to maintain their integrity and professional objectivity when carrying out their work;
- must inform the president of any attempts to pressurize or exert commercial, financial or any other influence on them, internally or externally, that may affect the quality of their work.

The experts of the different interlaboratory comparisons may only access the identity of participants within the context of ongoing training or to provide advice at the participant's request.

- commits to carry out its activity impartially



Memorandum (only for french medical laboratories): PROCORAD may send to the General Manager of the Regional Health Agency a state of participation and results of the External Quality assessments. Following the Health Public Code and other regulatory obligations, PROCORAD may notify to the Regional Health Agency the discrepancies in the interlaboratory comparison results that may lead to a major risk to patient health.

5.2 Protection of personal data.

The General Data Protection Regulation (EU) 2016/679 ("GDPR") became enforceable beginning 25 May 2018. PROCORAD changed his privacy policy to reflect this.

6. Statistical exploitation of results

The analysis of results and performance evaluations are carried out in accordance with ISO 13528 "Statistical methods used in proficiency testing by interlaboratory comparisons".
A statistical plan will be available at the beginning of 2026 and will be presented in a separate