

Biospecimen Proficiency Testing: Instructions for the use of the participation label

All participants may use the provided label on printed or digital media to showcase their participation in IBBL's Biospecimen Proficiency Testing (PT) programme in compliance with the following rule:

- 1) The label may be used exclusively by organisations and organisational units that have participated in IBBL's PT programme, where participation is defined as the registration and submission of results.
- 2) If an organisational unit (laboratory, research unit, department etc.), rather than a whole organisation, participated in the PT programme, the label must only be used on documents related to that unit.
- 3) The participating organisation or organisational unit must only use the logo corresponding to the year(s) of its participation in the PT programme.
- 4) The label may appear on informational, commercial or advertising documents that at least partially relate to the methods that were assessed by the organisation's or organisational unit's participation in IBBL's PT programme. Methods that were assessed in the PT programme must be clearly identified.
Example You have participated in the DNA Extraction from Whole Blood scheme and wish to put the PT participation label on a printed brochure that promotes your nucleic acid extraction services: you are free to use the logo, but must indicate that only DNA extraction from whole blood was assessed within the PT programme, either by directly writing it on the brochure or by providing a link on the brochure to a page that indicates the scope of your participation in the PT programme.
- 5) The label shall not appear on the following:
 - General documents with the letterhead of the organisation that the participating organisational unit belongs to;
 - Documents that are not related to the methods that were assessed within IBBL's PT programme;
 - Business cards of staff members of accredited entities ;
 - Products, instruments or other objects.

If you have any doubts about the use of the PT participation label, please contact IBBL's communication department (bioservices@ibbl.lu).

Failure to observe these rules may result in disqualification from future participation in IBBL's PT programme.