[1]MT (no.) Title of the method

SCOPE

Short description of the purpose of the method. Concentrations for which the test can be applied. Please avoid notes.

Example: This method is intended for measuring/determining …

REASONS FOR THE REVISION (only if appropriate)

Harmonization of sample preparation, revision of the test concentrations, …

Where same conditions are used, results obtained with MT XX.1 are equivalent to those obtained with MT XX. MT XX.1 supersedes MT XX.

OUTLINE OF METHOD

Short description of the method.

REAGENTS

Definition of the reagents which need to be used in alphabetical order, e.g.

CIPAC Standard Water D, MT 18.1.4, unless otherwise specified (other CIPAC Standard Water should not be used in new methods)

Water, deionised

APPARATUS

Definition of the apparatus which need to be used grouped according to type and then in alphabetical order, e.g.

Analytical balance, with an accuracy of at least ± 0.1 mg

Topload balance, with a capacity of at least 2 kg and an accuracy of at least ± 0.1 g

Precision balance, with an accuracy of at least ± 0.01 g

Beaker, (with volume and dimensions if required, e. g. 2000 ml with a diameter of 130 ± 2 mm (short))

Measuring cylinder (with material, volume and dimensions, e.g. glass,100 ml with stopper. The distance between the 100 ml graduation mark and the bottom of the stopper should be not more than 7 cm and not less than 3 cm)

Oven or dryer, with temperature control

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[1] CIPAC method 20XX. (if appropriate: replaces MT XX, CIPAC Handbook X, p. XXX.)

Sieve, (with diameter and mesh size, e. g. 200 mm diameter, 2000 µm, ISO 565 or comparable (10 mesh according to ASTM E 11-61)

Stainless steel stirrer, (with description of type and dimensions, e. g. propeller type with four fixed stirrer blades set at an angle of 45°, shaft length: 350 mm, propeller diameter: 5 mm, blade width: 10 mm (see Fig.))

Stirrer motor, with speed control, e.g. 1000 rpm

Water bath, capable of maintaining a specified temperature

PROCEDURE

Detailed description of the method.

If sub-chapter are necessary use (a), (b), (c) … For further sub-chapters use (a1) and (a1.1). If a method is subdivided into two different methods, the numbering should be done with a) and b) and not with 1) and 2) to avoid confusion with method numbering such as MT 171.1.

Temperature: All operations are performed at 25 ± 5 °C. In case a specific temperature is required it should be stated with a range e.g. for viscosity.

If figures of equipment are needed, they should be given in each method and not only a link to another method. Each method should be a "stand-alone-document".

Use the following terms:

Standard Water

Units for time: s, min, h

test sample (not product, test item, plant protection product, formulation)

use rate (not application rate)

at the lowest and highest recommended use rates

CALCULATION

The equations for calculations should be given with explanation. Use "×" and not "*" for multiplication.

Equation: Embedded with the formula editor (word) in the document. Alternatively, as an embedded picture e.g., jpg file).

REPORTING

Report the "property" to the nearest …

State the unit of the property.

Use ISO standards for naming of properties/quantities, e.g. *m* for mass and not *w* for weight.

Measurement uncertainty should be given if applicable. The condition how the measurement uncertainty was determined should be described in detail.

If an abbreviation, e.g., for an organisation, is used, write it once in the whole in parentheses, when used for the first time.

Use as few notes as possible. Phrases for Standard Notes:

For drying a test sample in the oven:

Note A temperature of 60 – 70 °C is recommended. If necessary, the temperature must be adapted to avoid decomposition or volatilisation of test sample components at drying temperature.

For the standard inversion procedure:

Note The expression 'invert the cylinder', as used above, implies that the stoppered cylinder is turned by hand through 180 °and is brought back to its original position, the whole operation being completed in approximately 2 s.

If required deviations of the apparatus are possible but should be avoided, e.g.:

Note Minor deviations of the apparatus with no significant effects on the result are acceptable. For the report a short description of the impact of the deviation has to be given.

Figures

Caption of figures below the figure, e.g.:

Fig. XXX Measuring cylinder (BS EN ISO 4788:2005)

Graphs and line drawings in adequate resolution in black and white.