Instruction on Results Submission (EUPT-SRM12)

The structure of the results submission pages has changed compared to the EUPT-SRM11, with some columns having beein shiftet from Sub-Page 2 to Sub-Page 3. A short guide to fill-in is given below.

Please note:

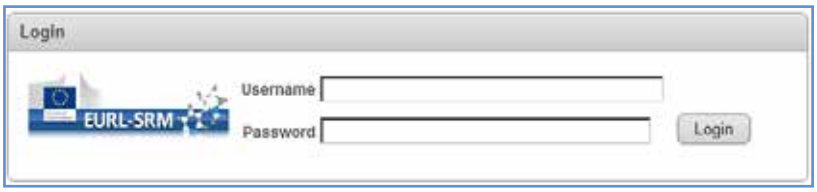
Some fields are absolutely necessary for the evaluation. Therefore, please fill-in the methodology information as accurately and comprehensively as possible. In the following you can see which columns are considered MANDATORY to be filled.

Mandatory fields should never be left empty, i.e., please choose "none", "no" or "-" to fill a field that is not applicable.

http://pesticides.food.dtu.dk/srm

Get access to the Sub-Pages

Using your Login Credentials to access http://pesticides.food.dtu.dk/srm:



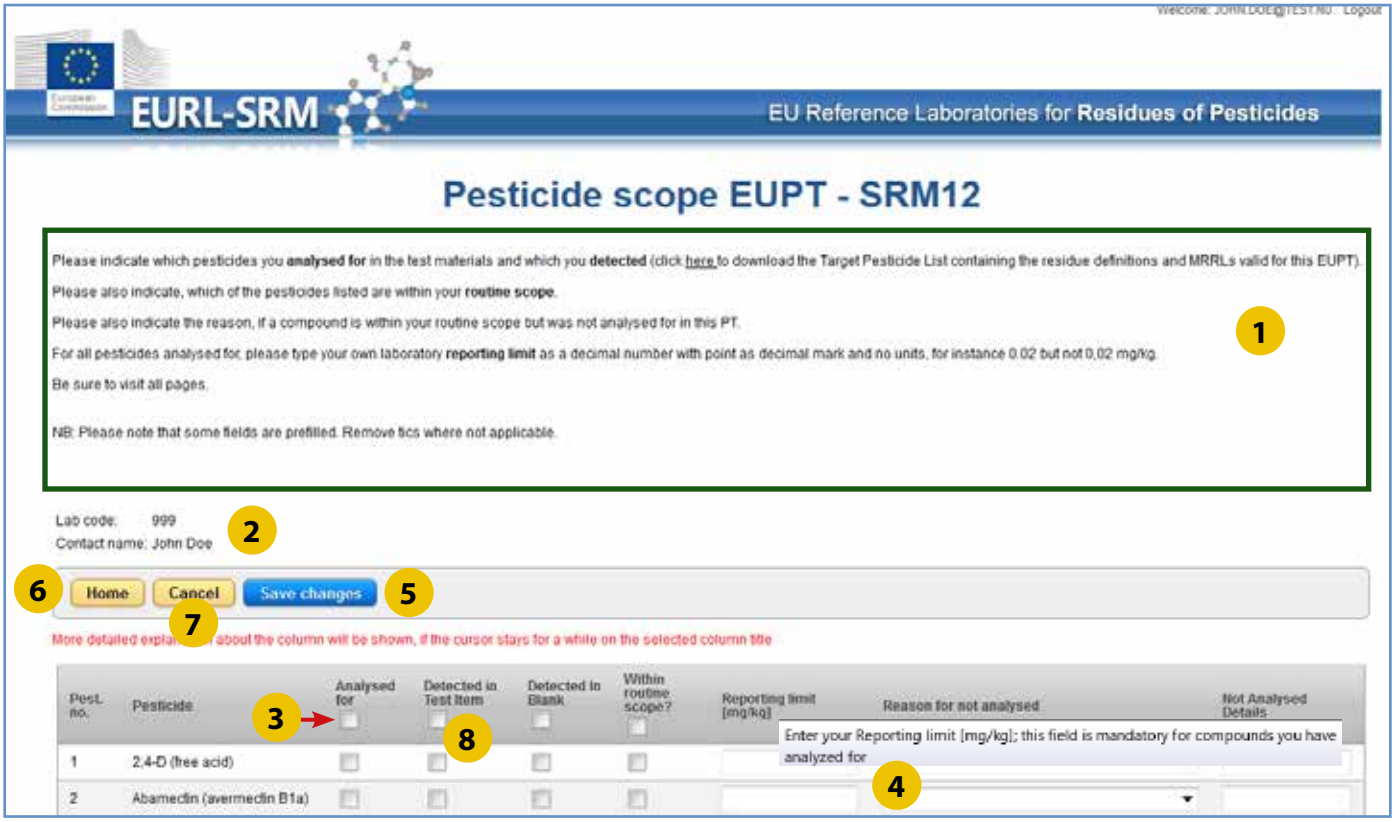
Main page EUPT-SRM12

1. short descriptions of the content and function on Sub-Page 0 – 3
2. link to this instruction
3. access to Sub-Page 0: sample receipt, acceptance
4. access to Sub-Page 1: analytical scope in this EUPT
5. access to Sub-Page 2: results of pesticides (detected in Sample or Blank)
6. access to Sub-Page 3: methods of pesticides indicated "analysed for" on Sub-Page 1
7. **Export your inputs in a csv-file**
8. contact to the EURL-SRM
9. Logout (on each Sub-Page)

Please enter the sub-pages in the order 1-2-3, The data saved on Sub-Page 1 will be used in Sub-Page 2 and 3.

Please save each Sub-Page separately before you leave each Sub-Pages.

Sub-Page 1: Scope



1. short descriptions of the content and function on Sub-Page 1

2. your Lab-Code (=test number) for the EUPT-SRM12 and main contact person

3. "Mark all boxes / Clear all boxes" function for the selected column
   using this function you can "mark all" or "clear all" check-boxes in the selected column

4. more detailed explanation for the column
   It will be shown, if the cursor stays for a while on the selected column title.
   This function works for all columns on all Sub-Pages.

5. "Save Change": save your data

6. "Home": back to home and you will be asked if your data have been saved!

7. "Cancel": direct back to home, **all data having not been saved will get lost!**
   (Use this function, only if you are sure that all data or changes have been saved or if you are not going to save all your entries in the current session.)

8. "Detected in Test Item": Mark if you have detected this compound in the Test Item.
   Keep in mind that reporting "detected" without reporting any numerical value (under Conc. in Test Item on Sub-Page-2) may be judged as a "False Negative" result if the compound is present in the Test Item!

Sub-Page 1: Scope

Columns on Sub-Page 1

Column	Explanation	Format	Mandatory?
Pest. no.		—	
Pesticide	as defined in the Target Pesticides List	—	
Analysed for	Mark if you have analysed for this compound.	☑/(empty)‡	yes
Detected in Test Item	Mark if you have detected this compound in the Test Item. Keep in mind that reporting "detected" without reporting any numerical value (under Conc. In Test Item in Sub-Page-2) may be judged as a "False Negative" result if the compound is present in the Test Item.	☑/(empty)‡	yes
Detected in Blank	Mark if you have detected this compound in the Blank Material.	☑/(empty)‡	yes
Within routine scope?	Mark if this compound is part of your routine scope.	☑/(empty)‡	yes
Accredited	Indicate via dropdown, if or how your method is accredited.	dropdown	yes
Reporting Limit [mg/kg]	Enter your Reporting limit [mg/kg]. This field is mandatory for compounds you have analyzed for.	figure*	yes, if "Analysed for" = yes
Reason for not analysed	Choose the reason for not analysed. This field is mandatory for compounds you have NOT analyzed for.	dropdown	yes, if "within routine scope" = yes and "Analysed for" = no
Not analysed details	Enter here any further explanation regarding the reasons you have skipped analysis	text	yes, if "Reason for not analysed" = "other"

*: Point as decimal separator, e.g. 0.123 (NOT 0,123)

‡: ☑ = "yes"; empty = "no"

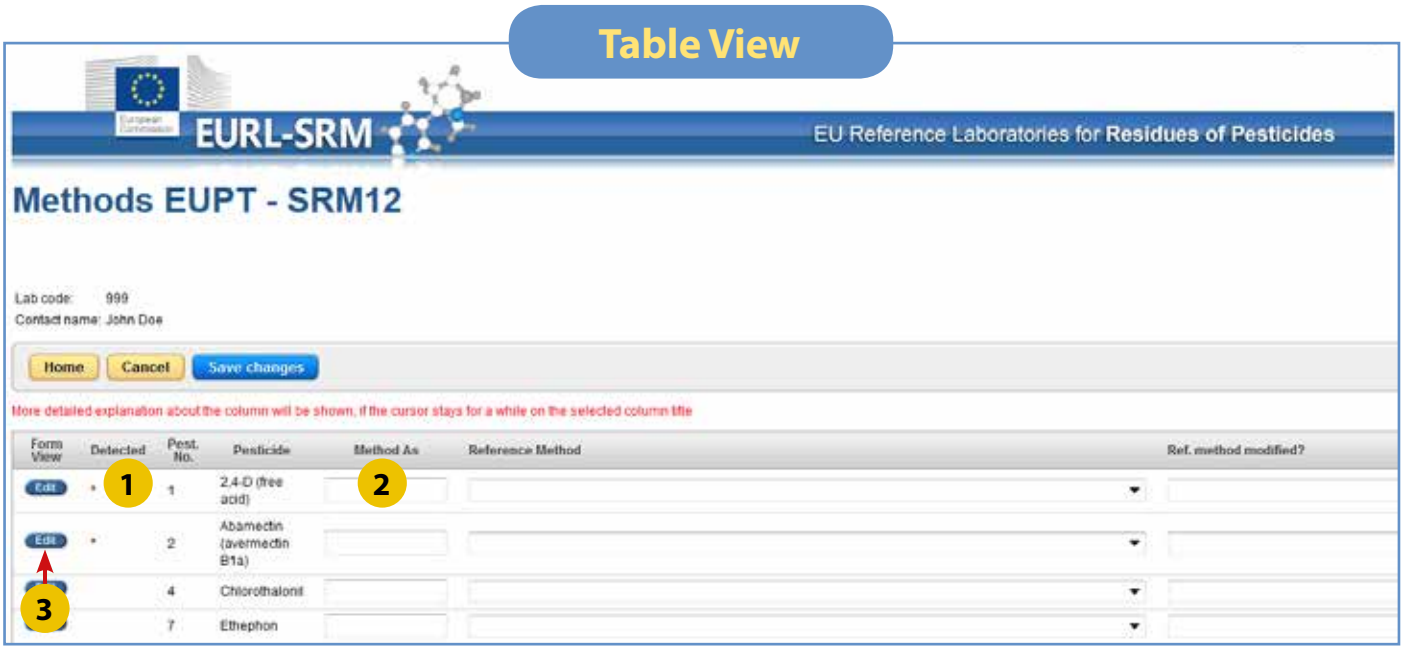
Sub-Page 2: Results

Columns on Sub-Page 2

Column	Explanation	Format	Mandatory?
Pest. No.		—	
Pesticide	as it appears in the Target Pesticides List, only pesticides detected either in the test item or blank material	—	
Conc. in Test Item [mg/kg]	Concentration in Test Item [mg/kg]; use points for decimal separation. Please keep in mind that a numerical value needs to be reported here. An entry such as "<RL" may be judged as a "False Negative" result if the compound is present in the Test Item.	figure*	yes
Conc. in Blank [mg/kg]	Concentration in Blank Material [mg/kg]; use points for decimal separation	figure*	
Experience	Experience of your lab with the analysis of this pesticide (with any type of commodity)	dropdown	yes
Was this result produced in your lab?	Please indicate if the analysis of this compound was conducted in your lab or if it was subcontracted to another lab	dropdown	yes
Explanations if result was produced elsewhere	Please name subcontracted lab and give any other details	text	
General Comments on Analysis	Please enter here any general comments concerning the analysis of this compound	text	

*: Point as decimal separator, e.g. 0.123 (NOT 0,123)

Sub-Page 3: Methods



On Sub-Page 3 "Method", **all pesticides indicated as "analysed for" on Sub-Page 1 are shown, regardless if they are detected in the Test Item or not.**

Method information is expected to be submitted for ALL pesticides analysed.
There will be no additional period to collect the method information for False Negative or False Positive results.

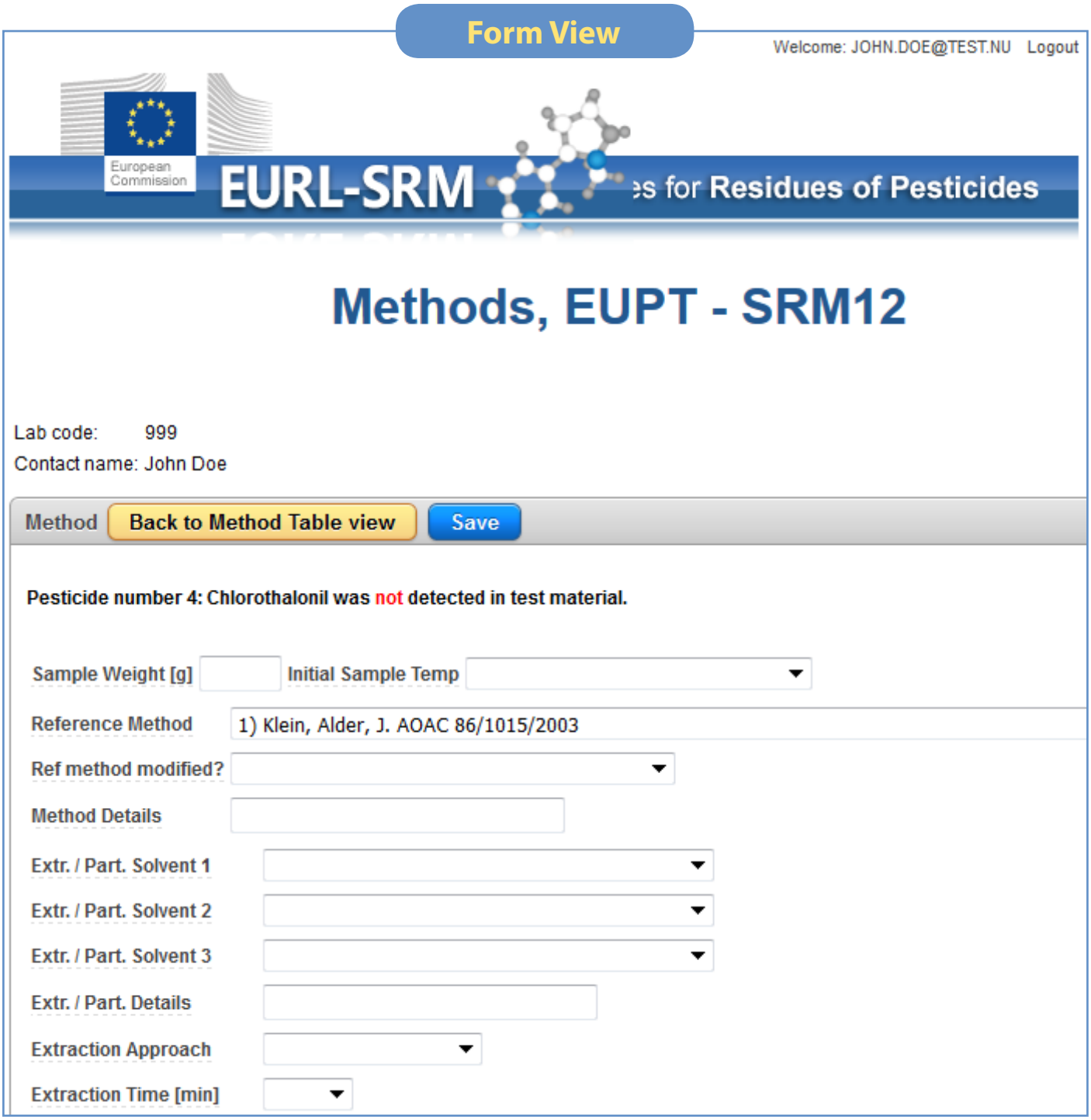
1 "Detected" : * = "analysed for" and "detected in the Test Item",
empty = "analysed for" but "NOT detected in the Test Item"

2 "Method as" helps you fill in the table, if several pesticides were analysed using the same method with no or minor modifications. It works in the same old way as in EUPT 6-11.

Example:
The same method was applied for 2,4-D and fluazifop.
- Fill in all the cells in the raw for one representative pesticide, e.g. 2,4-D (Pest. No. = 1), and save.
- For fluazifop fill "1" (=Pest. No. of 2,4-D) in "Method as".
Upon saving, all entries for 2,4-D are copied to and shown in the raws for fluazifop.
You can then modify any input on fluazifop and save again.

3 Edit : Via this button you can reach a "form view" of all fields to be filled in for the chosen analyte (please see next page).
The "form view" enable you to keep the overview of all fields for the chosen analyte.

Sub-Page 3: Methods



Sub-Page 3: Methods

Columns on Sub-Page 3

Column	Explanation	Format	Mandatory?
Detected	* = analysed and detected in Test Item empty = analysed but not detected in Test Item	—	
Pest. No.		—	
Pesticide	as it appears in the Target Pesticides List. All Pesticides you have analyzed are listed, including those analysed but not detected in the test item	—	
Mth as No.	please enter here the number of a pesticide that was analyzed with the same method	figure	
Reference Method	Choose from the drop-down list; if you have used a modified form of the mth pls. give details under "Mth Details"	dropdown	yes
Ref. Method modified ?	Specify if you have introduced any noteworthy modification to the selected reference method	dropdown	yes
Mth Details	e.g. reference in short, description / particularities in short	text	yes
Sample weight [g]	Sample weight [g]	text	yes
Initial Sample Temp (°C)	Initial Temperature of Sample for procedure (choose closest value)	dropdown	yes
Did the sample thaw at any step btw arrival and anal.?	Please indicate if and for how long approximately your sample was left in a THAWED state after reception until analysis of the compound	dropdown	yes
Extr. /Part. Solvent 1	Choose solvent(s) used for Extraction or Partitioning step(s)	dropdown	yes
Extr. /Part. Solvent 2	Choose solvent(s) used for Extraction or Partitioning step(s)	dropdown	
Extr. /Part. Solvent 3	Choose solvent(s) used for Extraction or Partitioning step(s)	dropdown	
Extr./Part. solvent details	Details on thes solvents used in Extraction or Partitioning steps	text	
Partitioning salts used	Choose partioning salt used	dropdown	yes
Extr. approach	Choose Extraction approach from drop-down list	dropdown	yes
Extr. time (Reaction Time for DTCs) [min]	Duration of main Extraction step [min] (choose closest value)	dropdown	yes
pH modified?	Indicate if you have modified the pH at any stage of the procedure (e.g. by buffering, acid/base addition)	dropdown	yes
pH modified details	Please give details on pH modification step(s)	text	yes, if "pH modified" = yes
Chemical transformation step 1	Mark if your procedure included a chemical transformation e.g. Hydrolysis, reductive cleavage to CS_2, derivatization	dropdown	yes
Chemical transformation step 2	Mark if your procedure included a chemical transformation e.g. Hydrolysis, reductive cleavage to CS_2, derivatization	dropdown	
Chemical transform. Details	please give details on chemical transformation step(s) conducted	text	
Clean up 1	Choose Cleanup technique(s) employed	dropdown	yes
Clean up 2	Choose Cleanup technique(s) employed	dropdown	
Clean up details	Please give details on cleanup step	text	

Sub-Page 3: Methods

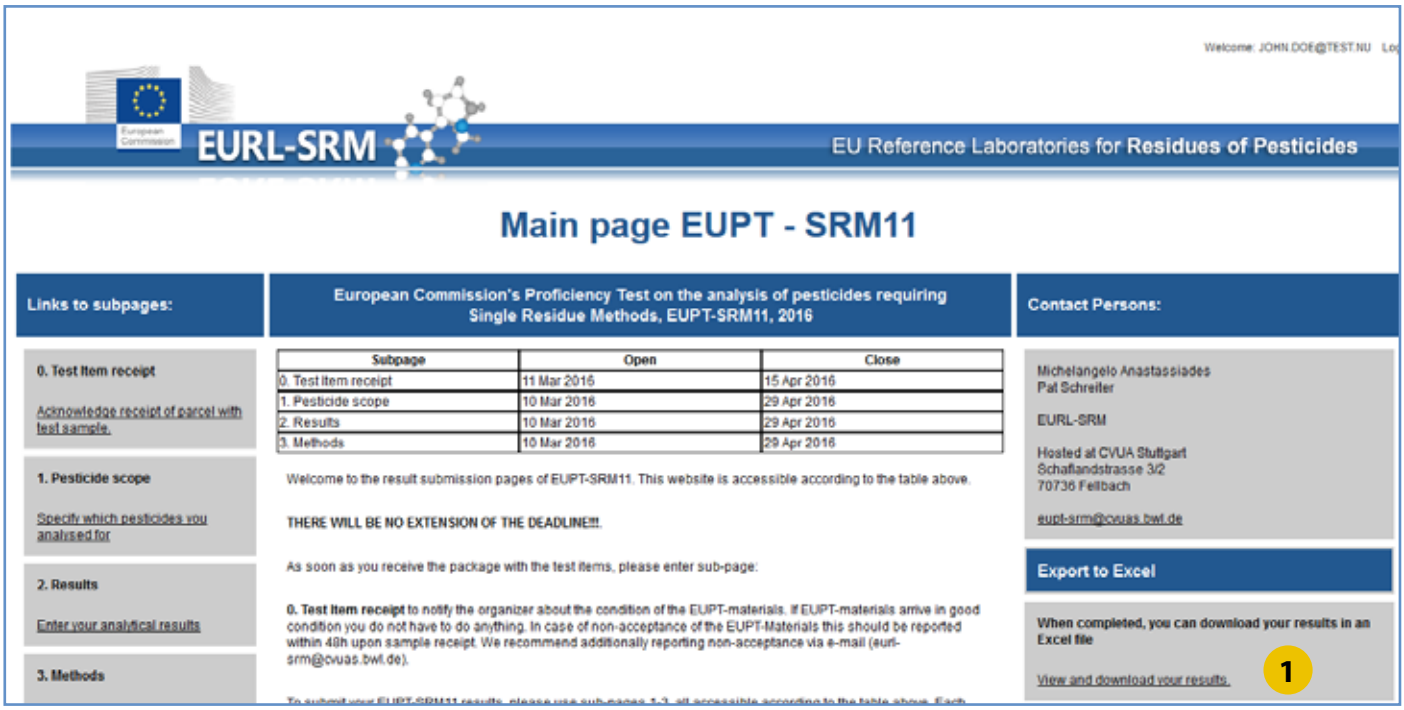
Column	Explanation	Format	Mandatory?
Calibration used to generate PT-result	Choose the calibration approach used. Note: "Procedural calibration" and "Standard additions to sample portions" involve correction for recovery.	dropdown	yes
Additional Approaches for Corr. of PT-Result for Recovery	Choose among the options in the dropdown list, if you have corrected your result for recovery via ILIS or using a recovery factor. "Procedural calibration" and "Standard additions to sample portions" are already listed under calibration.	dropdown	yes
Blank for Calibr.	Blank commodity used for matrix-based, matrix-matched or PROCEDURAL calibration	dropdown	yes, if matrix-based, matrix-matched or procedual calibration applied
Blank for Calibr. - Details	Please name the blank commodity used and any other details of importance such as differences between sample extract and calibration solution (e.g. different cleanup, dilution etc.)	text	yes, if matrix-based, matrix-matched calibration applied
Compound used for Calibration (special cases)	Indicate which compound was used to prepare the calibration standards. Also in the case of procedural calibration	dropdown	yes for the special cases
IS (Internal Standard) used?	Please only choose one of the two "Yes" options if the IS was used for calculation of the result of the target analyte. Please choose "No" if the IS was only used for quality control purposes and not for the calculation of the target analyte result.	dropdown	yes
When was IS added?	Mark at what stage of the procedure the IS was added	dropdown	yes, if "IS (internal standard) used" = Yes
IS name and other details	Please give details on the IS used	text	
Recovery rate [%]	Recovery rate in % (please round to full numbers). If you have corrected your result for recovery using a recovery factor, please enter the recovery rate you have used for correction (in %). If you have corrected for recovery by other approaches you may either leave the field blank or report "100%" (per default) or enter the recovery rate obtained using the recovery correction approach.	figure	yes, if the result is recovery corrected using a recovery rate
Recovery rate obtained from...	Indicate, how the recovery rate was obtained?	dropdown	yes
No. of replicates	No. of replicate experiments conducted to obtain the recovery figure	dropdown	yes, if recovery rate is given and used.
Recovery details	Details concerning your recovery experiment (e.g. spiking level, compound used for spiking)	text	
Determination technique	Choose the technique used to generate your quantitative result	dropdown	yes
Determination details	please give details on Determination technique	text	
LC details	e.g. column type and mobile phase used	text	

Examples for the reporting of the calibration approaches applied

The table below shows various possible approaches of calibration and the matching dropdown options for reporting

Description of Procedure	Choices in Dropdown Menus of the EUPT-SRM12			Correction of Result for . . .	
	Calibration used to generate PT-result	Matrix for Calibr.	Further Appr. to Corr. PT-Result for Recov.	Recov.	Matrix Effects
Solvent-Based Calibration: Calibr. solution(s) prepared in pure solvent.	Standard(s) spiked to Pure SOLVENT	None (pure Water/ Solvent)	None	No	No
Solvent-Based Calibration with ILIS: Calibr. solution(s) prepared in pure solvent. Correction for recov. and Matrix Effects via ILIS spiked at the beginning of the procedure.	Standard(s) spiked to Pure SOLVENT	None (pure Water/ Solvent)	ILIS	Yes	Yes
Matrix-matched (using EUPT-Blank): Calibr. solution(s) prepared using extract of the EUPT-Blank.	Standard(s) spiked to MATRIX Extract (specify matrix under "Matrix for calibr.")	Blank Strawberry (EUPT-Blank provided)	None	No	Yes
Matrix-matched (using EUPT-Blank and ILIS): Calibr. solution(s) prepared using extract of the EUPT-Blank. Correction for recov. via ILIS spiked at the beginning of the procedure.	Standard(s) spiked to MATRIX Extract (specify matrix under "Matrix for calibr.")	Blank Strawberry (EUPT-Blank provided)	ILIS	Yes	Yes
Matrix-matched (using EUPT-Blank and applying recovery factor): Calibr. solution(s) prepared using extract of the EUPT-Blank. The result is corrected for recov. by a factor derived from parallel experiment(s). The recovery rate should be stated.	Standard(s) spiked to MATRIX Extract (specify matrix under "Matrix for calibr.")	Blank Strawberry (EUPT-Blank provided)	Recovery Factor (specify recov. figure under "recovery rate [%]")	Yes	Yes
Matrix-matched (using extract of another blank matrix of the same type): Calibr. solution(s) prepared using extract of another blank matrix of the same type (strawberry in this case) but not the EUPT-Blank.	Standard(s) spiked to MATRIX Extract (specify matrix under "Matrix for calibr.")	Blank Strawberry (Other)	None	No	To a large degree
Matrix-based (using "generic matrix"): Calibr. solution(s) prepared using blank extract of a different commodity type (e.g. a "generic calibration matrix"). The commodity type used should be stated.	Standard(s) spiked to MATRIX Extract (specify matrix under "Matrix for calibr.")	Other Blank Matrix (PIs specify matrix under details)	None	To some degree	GC: to some degree. LC: sometimes (partly) by chance, sometimes deteriorating
Procedural calibration (using solvent/water): Water portions are spiked with increasing amounts of analyte and extracted. The extract is then used for calibration (e.g. often used for dithiocarmabate analysis via SPME).	Procedural calibr. - CORRECTS for Recov. (specify matrix under "Blank for calibr.")	None (pure Water/ Solvent)	None	Partly	No
Procedural calibration (using EUPT-Blank): EUPT blank portions are spiked with increasing amounts of analyte and extracted. The extract are then used for calibration	Procedural calibr. - CORRECTS for Recov. (specify matrix under "Blank for calibr.")	Blank Strawberry (EUPT-Blank provided)	None	Yes	Yes
Procedural calibration (using extract of another blank matrix of the same type): Blank portions of a blank strawberry different than the EUPT-Blank are spiked with increasing amounts of analyte and extracted. The extracts are then used for calibration.	Procedural calibr. - CORRECTS for Recov. (specify matrix under "Blank for calibr.")	Blank Strawberry (Other)	None	To a large degree	To a large degree
Procedural calibration (using "generic matrix"): Portions of a blank matrix (other than strawberry) are spiked with increasing amounts of analyte and extracted. The extracts are used for calibration	Procedural calibr. - CORRECTS for Recov. (specify matrix under "Blank for calibr.")	Other Blank Matrix (PIs specify matrix under details)	None	To some degree	GC: to some degree. LC: sometimes (partly) by chance, sometimes deteriorating
Standard addition(s) to extract aliquot(s): Test Item portions are extracted. Aliquots of the final extract are spiked with increasing amounts of analyte and used for calibration with the result being derived via extrapolation or using the rule of three.	Standard addition(s) to extract ALIQUOTS	Test Item (standard addition appr. used)	None	No	Yes
Standard addition(s) to sample portion(s): Test Item portions are spiked with increasing amounts of the target analyte and extracted. The extracts are used for calibration with the result being derived via extrapolation or using the rule of three.	Standard addition(s) to sample PORTIONS - CORRECTS for Recov.	Test Item (std. add. appr. used)	None	Yes	Yes

Export your Data

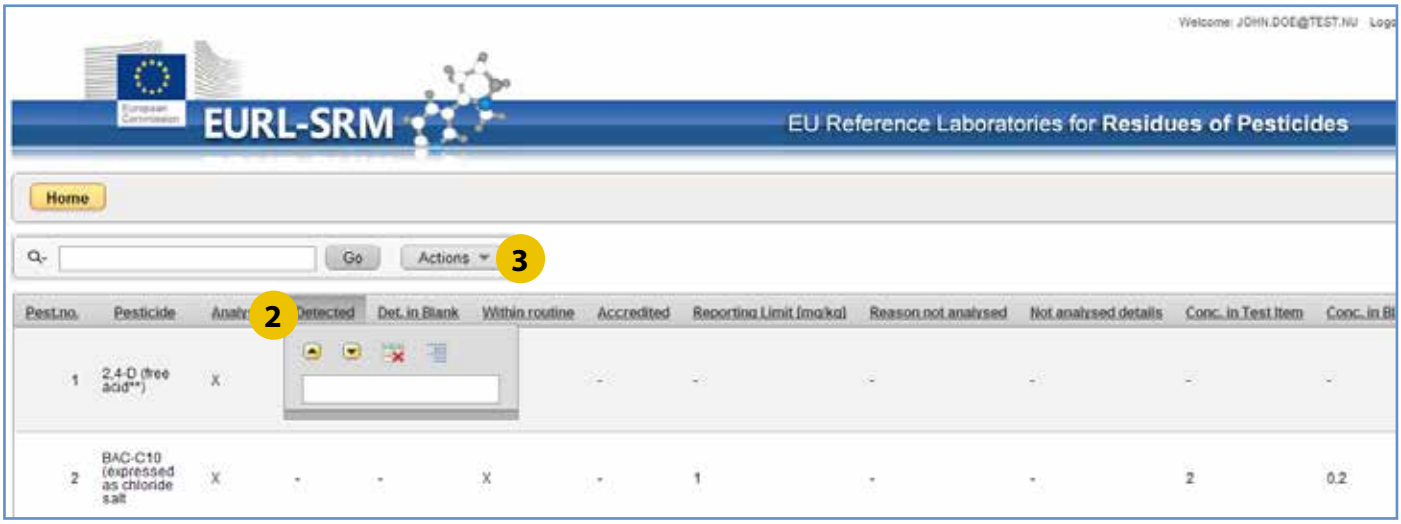


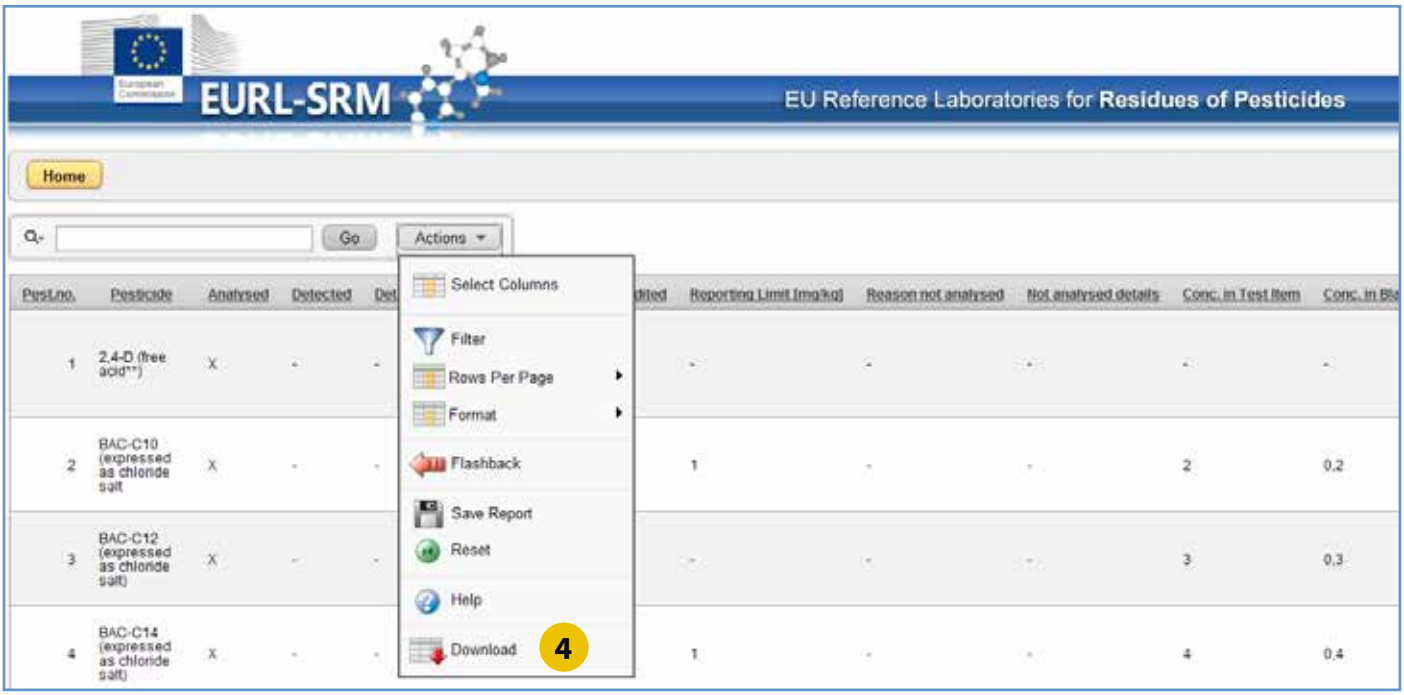
After completing the Sub-Pages, you can check your data via a csv file.

To do this, please export your data via clicking **1** on the Main page:

All your data for all pesticides will be shown as in the picture below. Click the header (**2**), you can sort the raws according to different criteria (in the picture the raws were sorted according to "detected").

Under "Actions" (**3**), there are a few options, including "download" (**4**, please next page), here you can export your data in a csv file and view them via Excel.

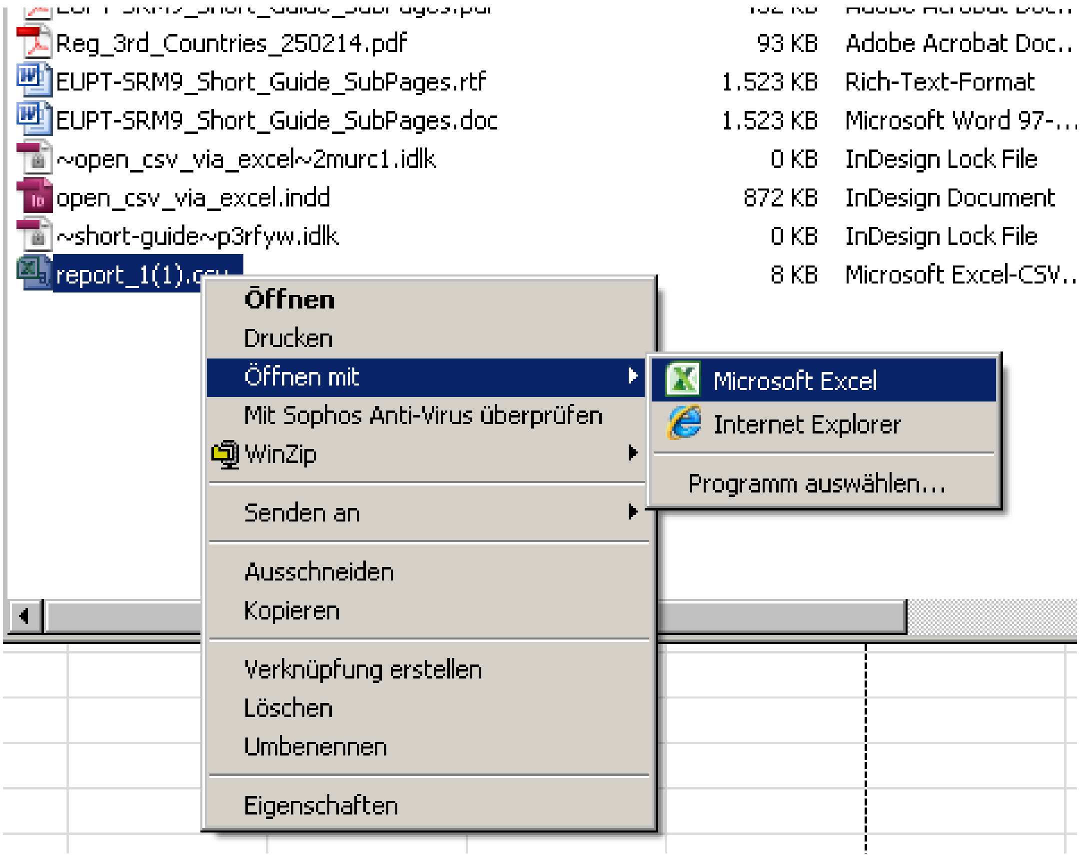




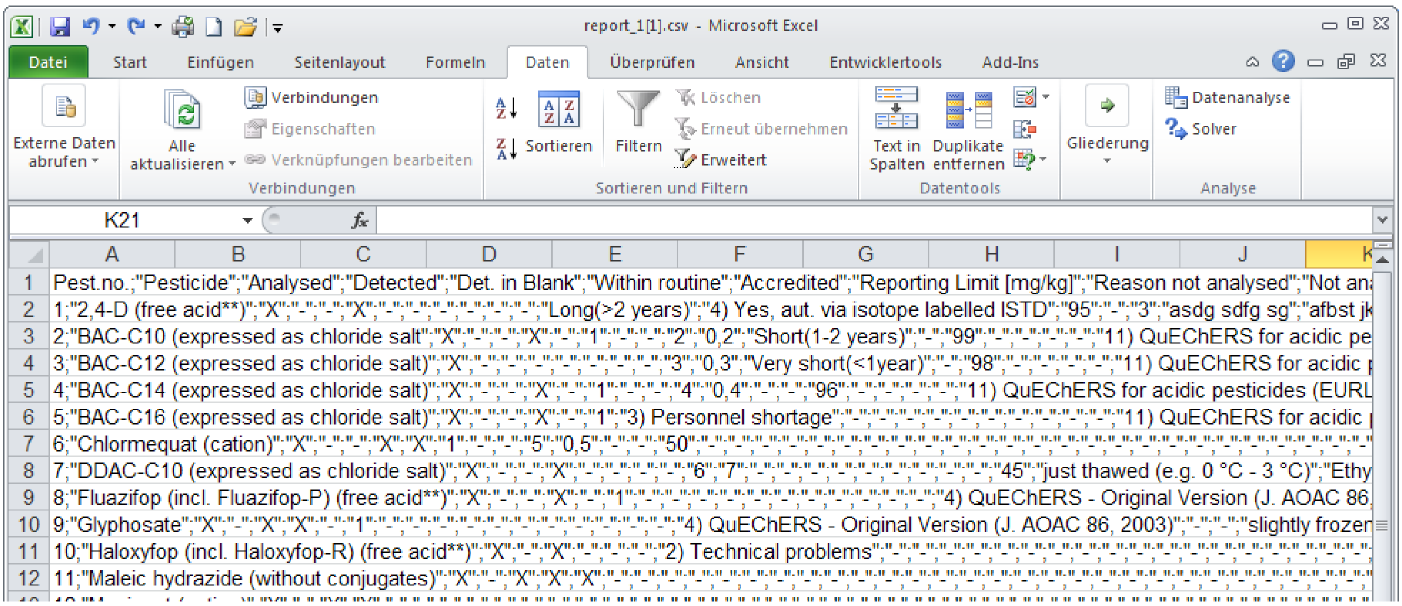
Upon clicking **4**, the following picture is shown, and click **5** you can save your data in a csv-file or open it via Excel (The columns are separated by semicolon (;) and the text by single quotation mark (").).

Read csv-File via Excel

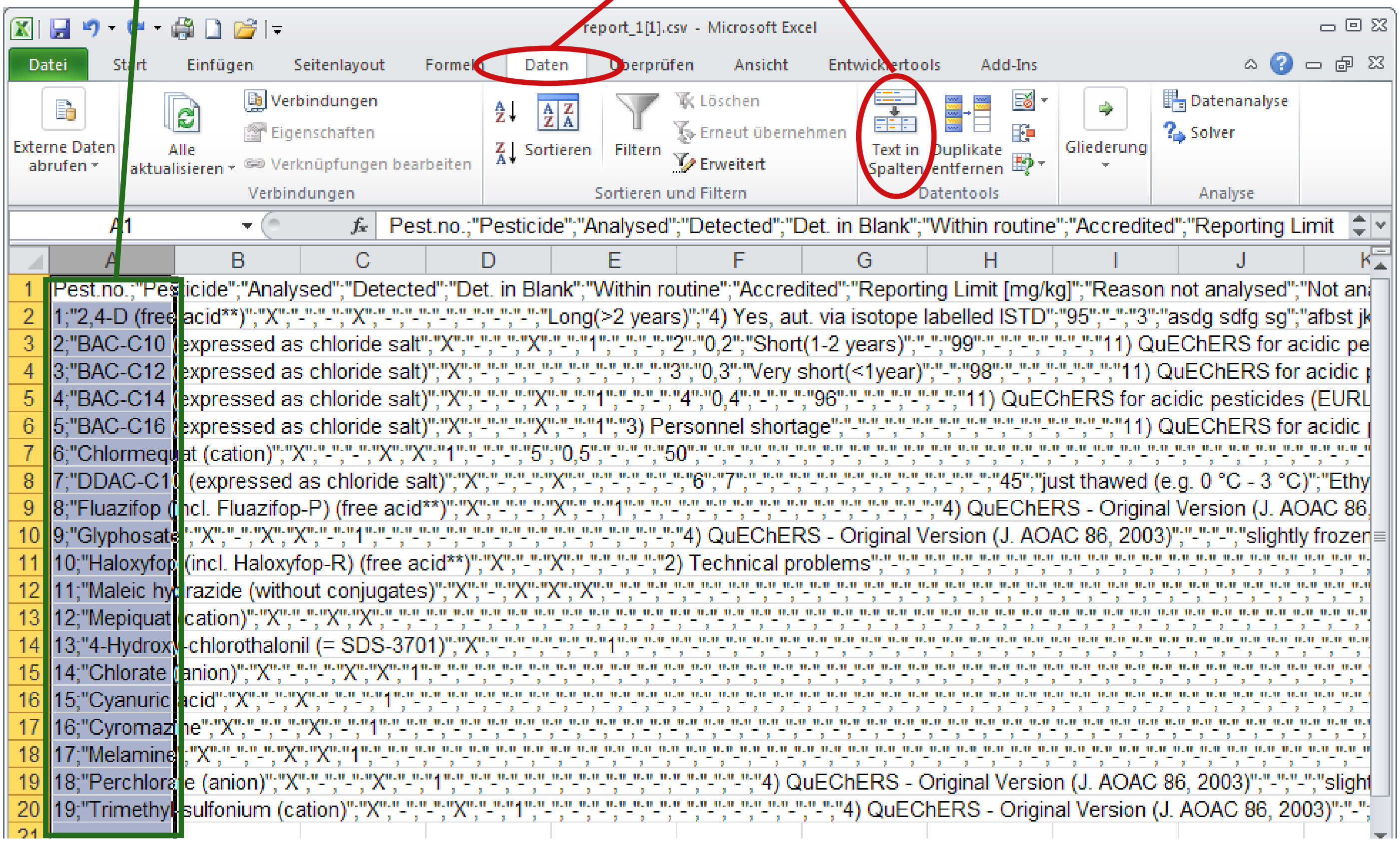
1) Open your csv file via excel by doppel-click or right mouse-click “open with” (in picture: Öffnen mit)



You may get the data shown in excel like in the following picture:

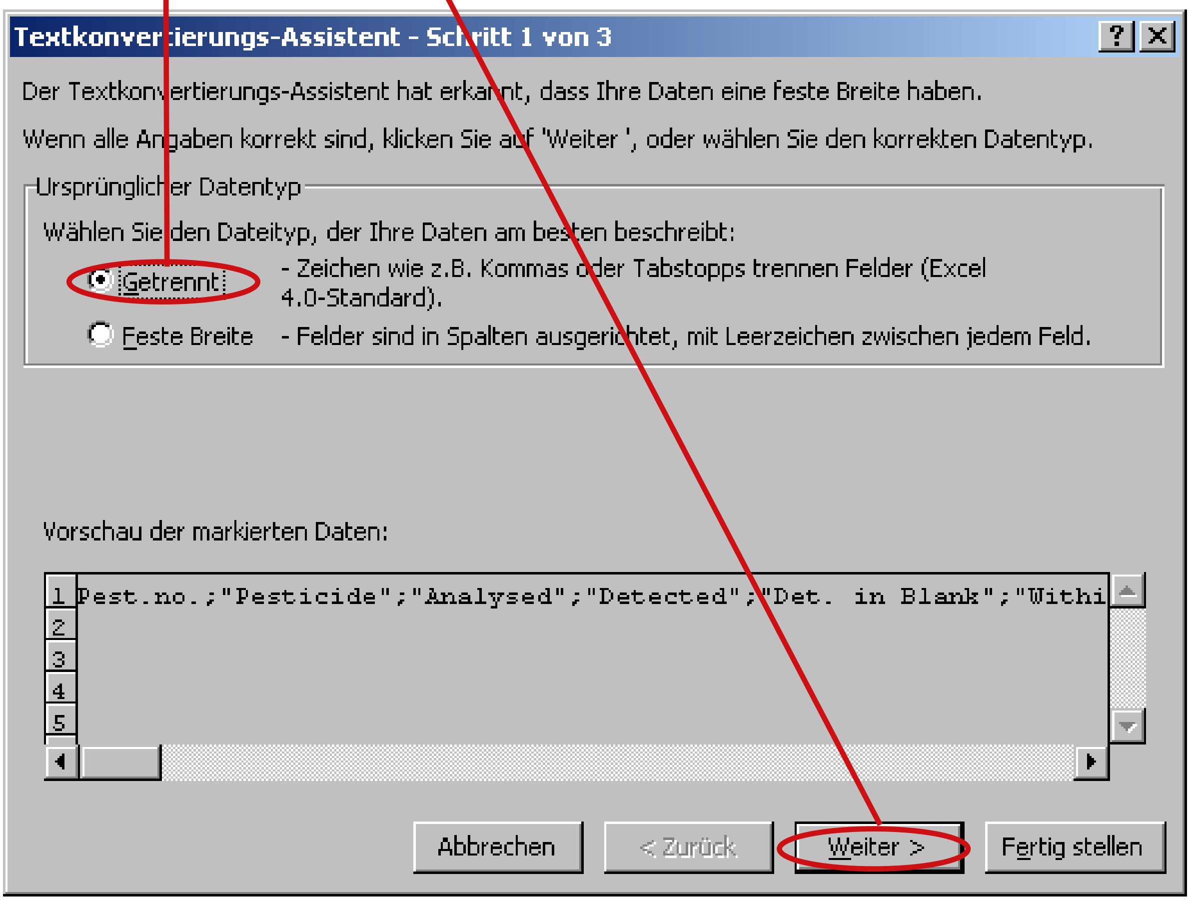


2) Mark **column A** and choose in the register "**data**", then "**text in column**"



3) Upon clicking "text in column", the following page is shown:

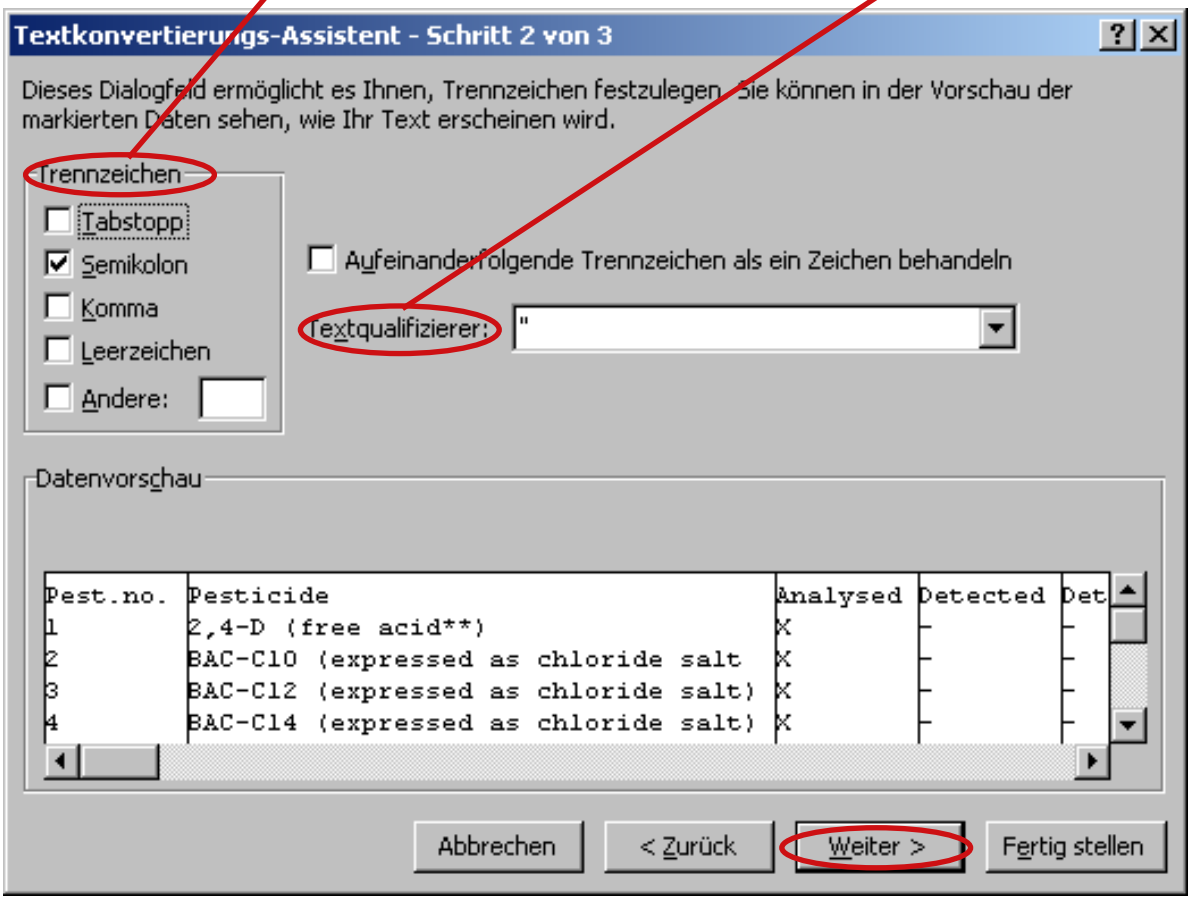
choose "seperate" and **continue**



4) Depending upon the formate in your data, you have to set the **seperator for the column** and the **sign for text-identifier**:

in our data (s. page 1) the **seperator for the column** is semicolon (;) and the **sign for text-identifier** is quotation mark (")

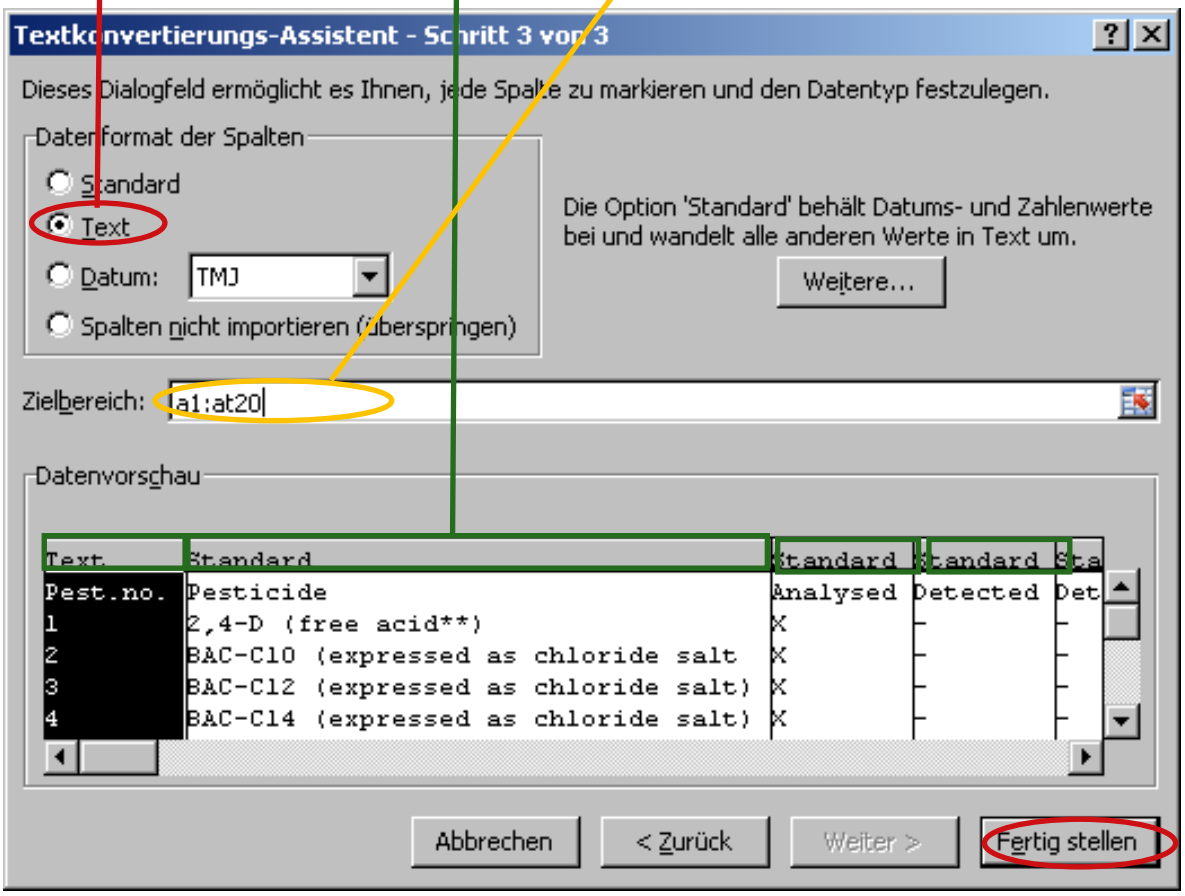
and then **continue**

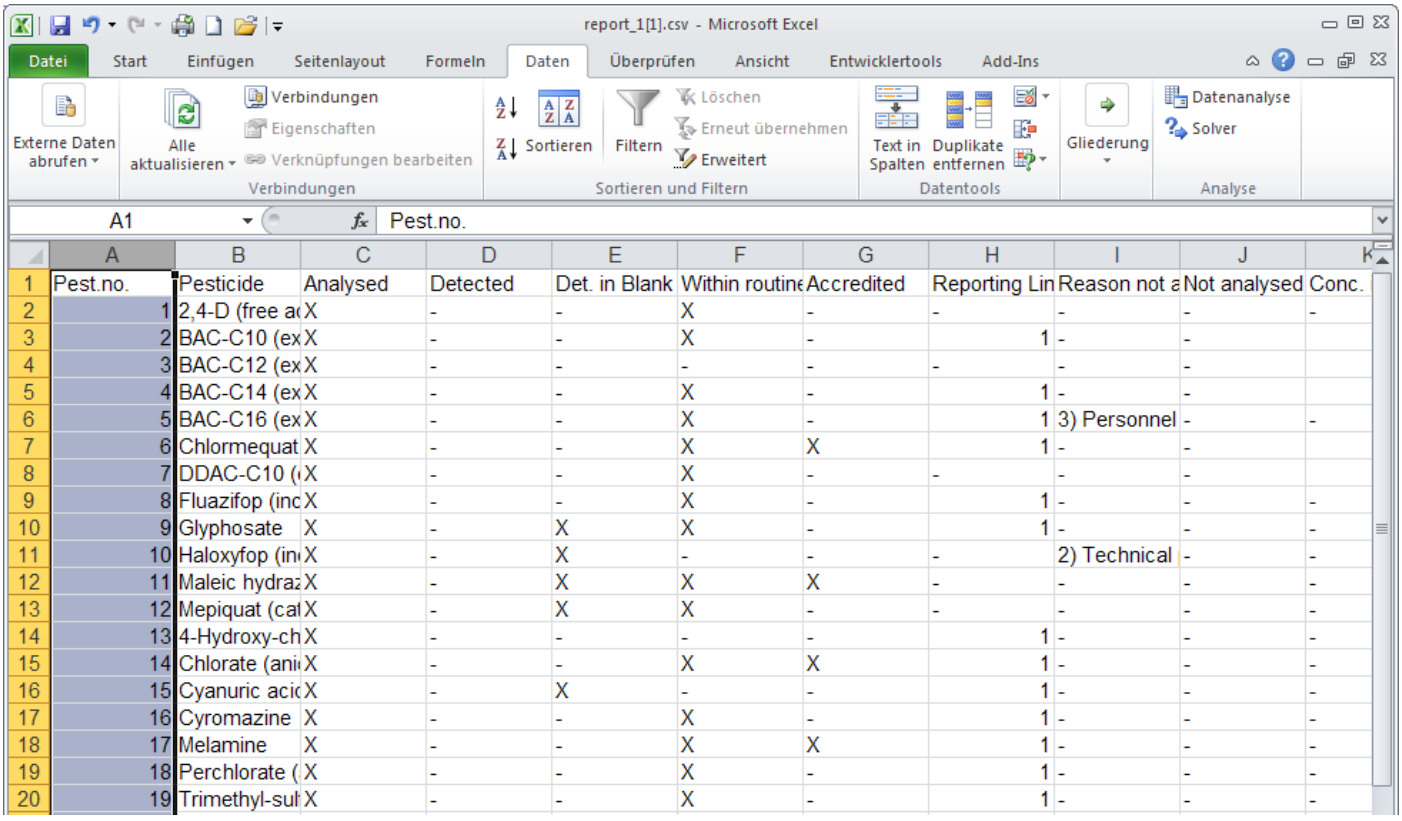


5) Change **dataformate in Text** in ALL columns

you can go through **column by column** or **define the range**

then **finish**!





For your convinience, you can save this data in excel-format.