SPECIFIC PROTOCOL

for the 20th EU Proficiency Test
on Pesticides requiring Single Residue Methods
EUPT – SRM20 (2025)

(update on 26 February 2025 with corrected submission deadline)

Introduction

This protocol is complementary to the valid version of the **"General Protocol for EU Proficiency Testings for Pesticide Residues in Food and Feed, 12th Ed."** for all EUPTs in 2025.
The EUPT-SRM20 is organized by the EU Reference Laboratory for pesticides requiring Single Residue Methods (EURL-SRM), named "**organisers**" in the following. The EURL-SRM is an accredited provider of proficiency testings according to ISO 17043 (see **EURL-SRM accreditation**).

The EUPT-SRM20 deals with the analysis of SRM-pesticides in milled dried beans. Participation is obligatory for all National Reference Laboratories for Single Residue Methods (NRL-SRMs), as well as for all official EU laboratories (OfLs) involved in the official control of pesticide residues in food or feed of plant origin. The tentative classification of labs as "obliged" and "not obliged" to participate in this PT was based on information on the scope of commodities covered by each laboratory, as stated within the EURL-DataPool. Prior to the classification, the laboratories were asked to update this information within the DataPool, and the responsible NRLs were asked to verify.

The registration of the labs to the PT took place within the DataPool website. Laboratories classified as obliged were notified that they should enter the online registration platform, irrespective of whether they intended to participate or not. In the latter case, the labs had to state their reasons for non-participation. The reasons for non-participation received from obliged laboratories during registration, especially details considering the scope, will be considered in the final list of obliged laboratories.

Communication

On matters concerning the EUPT-SRM20, the organisers will communicate with the participating laboratories via emails to the respective "Main Contact Persons" and "Alternative Contact Person(s)" stated in the EUPT-SRM20 registration form. Additional emails will be automatically issued by the Webtool.

The most important documents related to this PT are available on the **EUPT-SRM20-Website**.

PT Item

The PT Item of this EUPT is "**dried broad beans (*Vicia faba*), without pod, partially shelled and finely milled**".
Commercially available flour of partly peeled broad beans from German production were spiked with selected compounds from the **Target Pesticides List,** homogenized thoroughly at ambient temperature and filled into bottles. Unless double amount of material was ordered, each participating laboratory will receive one bottle of PT Item containing **approximately 300 g milled dried beans with incurred and spiked analytes**. NO Blank material will be sent to the participants of this PT.

Using randomly chosen bottles, the Organisers will check the PT Item to assess whether the analytes meet the criteria for homogeneity and stability over the period of the exercise. Should any issues this regarding come up, the participants will be informed in due time.

Target Analytes and MRRLs

The PT Item will contain several analytes from the **EUPT-SRM20 Target Pesticides List** (TPL), which were subdivided into mandatory, optional and extra. Laboratories should read the TPL carefully as it shows how the residues should be reported as well as the **Minimum Required Reporting Levels (MRRLs)**. The MRRL values will be used to help identify false positive and false negative results.

Make sure to download and carefully study the latest version of the EUPT-SRM20 Target Pesticides List before starting the analysis and reporting of results.

Shipment of PT Item

Dispatch of the PT Item is planned on 10 March 2025.
PT Item will be packed into insulated styrofoam boxes together with cool pads and will be shipped from Germany via DHL Express to the participants. Prior to shipment, a reminder will be sent to the participating laboratories by e-mail.
The participating laboratories must take their own initiative to facilitate the receipt of the package. They should inform the Organisers of any public holidays in their country/city during the week of the shipment, and must make the necessary arrangements to receive the shipment, even if the laboratory is closed.

IMPORTANT:
The PT participants are responsible for facilitating quick customs clearance.
In case of delays at the customs or any other unusual delays in the recipient's country, the participants will be notified by the DHL and are strongly encouraged to contact the local DHL Express office and/or customs to accelerate the clearance and delivery process and/or to ensure that the package is stored in a freezer during the delay.

If complications with customs clearance or shipping are expected, participants should provide the organisers in advance (by 1 March) with **all necessary documents to be glued/attached to the package or uploaded to ensure a smooth customs procedure**. Such documents may include a **permission** for importing organic material for scientific purposes (analysis) or an **instruction in local language** indicating the need to keep the package in a freezer in case of delay during shipment or custom's clearance. The participants should also inform the organizers **in advance** if a **phytosanitary certificate** of the PT-material is required by their countries. If the organizers are not able to obtain the required phytosanitary certificate, the shipment and the PT-participation may be cancelled.

Once the waybill has been printed out or the parcel has been picked up and tracked in the DHL System, the main contact person for the PT will be informed by DHL on the tracking number of his package. Participants can track their own packages online and must make all necessary arrangements to receive the package upon delivery.

Instructions on Handling the PT Item

Once arrived, **the PT Item should be kept deeply frozen (at -18°C or lower) until analysis** in order to avoid any possible deterioration/spoilage of the sample material and to minimize analyte losses.

Participating laboratories are recommended using their routine standard operating procedures for extraction, clean-up and analytical measurement as well as their own reference standards for identification and quantification purposes. Laboratories may also employ methods not yet implemented routinely, for example, if they are in the test-phase of implementing them. In this case, the limited experience and the non-inclusion of the analytes in the routine scope should be indicated in the **EUPT-SRM20 result submission Webtool**.

The homogeneity tests will be conducted using 2 g or 5 g portions, depending on the analyte. As sub-sampling variability increases with decreasing analytical portion size, sufficient homogeneity can be guaranteed only for sample portions roughly equal to or bigger than the portion size used in the homogeneity test.

Results Submission Webtool

Sample receipt acknowledgement, analytical results and method information are to be submitted via the **EUPT-SRM20 Result Submission Webtool:**

- **Sample receipt acknowledgement: From 11 March till 17 March, 2025.**
- **Reporting of analytical results and method information: 25 March – 15 April 11:00 pm (23 h) CEST.**
- **Deadline for result submission is 15 April, 11 pm (23 h) (CEST), 2025.**
- **Reporting of additional information on methods especially for tentatively false negative results: 16 – 24 April, 2025.**

Deadline corrected:

Submission Deadline: 15 April 2025

Period for additional information: 16 – 24 April, 2025

A guideline for the new **EUPT-SRM20 result submission Webtool** will be provided to the participants in due time and linked in the info-box on the Webtool. The **participants are urged to read it carefully before submitting their results**.

– Login Credentials and Lab code

To access the EUPT-SRM20 Result Submission Webtool, participants must use their PERSONAL LOGIN CREDENTIALS (username and password).
Only persons listed as Main or Alternative Contact Persons for the EUPT-SRM20 will have access to the EUPT-SRM20 section within the Webtool. Prior to opening the EUPT-SRM20 section within the Webtool around the shipping date, the DTU will send a personalized username to each participant via email.
Using the link: https://guest.dtu.dk/Sites/GuestLogin/RetrievePassword.aspx participants can obtain/retrieve their personalized passwords via the following link using either their received usenames or the email address stated during registration.
PT participants can reset their password using the following link: **https://guest.dtu.dk/Sites/GuestLogin/Default.aspx**
For security reasons, we recommend you updating your password once a year.

The lab's unique lab code for the EUPT-SRM20 will be provided to the participants within the Webtool.

– Acknowledgement of Package Receipt and Acceptance of PT Item

Once the laboratory has received the package with the PT Item, it must report to the organiser via the **EUPT-SRM20 Result Submission Webtool** the date of receipt, the condition of the package, the condition of the PT Item at arrival and any other comments concerning the test material. **In case of problems with the sample receipt, sample condition or complaints, the sample receipt form should be completed as soon as possible and not later than 14 March 11:00 am CET** to ensure that corrective actions can be taken as early as possible. If a laboratory does not respond by this deadline, the Organisers will assume that the PT Item has been received and accepted.

If participants notice any delays, they should follow the whereabouts of their parcels using the tracking number of the shipping company, which they will receive via e-mail, and to intervene at the shipping company, the customs or the organisers. **Any participants not having received the PT Item by the afternoon of Thu. 13 March must inform the Organiser via e-mail (EURL-SRM@cvuas.bwl.de) as soon as possible and not later than 14 March 11:00 am CET. The Organiser will consult the shipping company to localize the package and decide on further actions, e.g. arrange a new shipment if necessary.**

Please note that **acceptance of the PT sample is a pre-requisite for results submission areas**. The information entered here can be revised until the submission of the results which ends on **15 April, 11:00 pm (CEST), 2025**.

Deadline corrected:

Submission Deadline: 15 April 2025

– Reporting of Results

To report their results, participants must access the **EUPT-SRM20 Result Submission Webtool**. For details please refer to the guideline for the **EUPT-SRM20 Result Submission Webtool** that will be provided to the participants in due time and linked in the info-box on the Webtool.

All results must be reported on this website by 15 April, 11:00 pm (CEST), 2025. The pages for the "scope, detected and results" will not be accessible after this deadline, and any results submitted afterwards cannot be accepted.

Deadline corrected:

Submission Deadline: 15 April 2025

Before entering your results, please study the **EUPT-SRM20 Target Pesticides List** carefully and to see the actual residue definitions applying to the present PT. Please note that the compound names within the Webtool may appear in a shorter form thus slightly differing from those in the TPL.

IMPORTANT NOTE CONCERNING OUTSOURCING OF ANALYSES

If routine procedures foresee the analysis of certain compounds (e.g. **copper**) by another laboratory*, this practice should be made transparent to the organizers. **Participants are obliged to inform the organisers of any outsourced analyses and to provide the details of the laboratories having conducted these analyses.**

The above information serves the transparency and to identify cases where there are multiple results from a single source, which needs to be taken into account when establishing the assigned value.

Please note, that the information concerning the outsourcing of analyses may be highlighted in the PT-certificates.

* This also applies to cases where the analysing laboratory belongs to the same institution/company but runs a separate quality control system.

– Reporting of Information on the Analytical Methodologies Applied

Under "**Edit methods"** within the **EUPT-SRM20 Result Submission Webtool** the participating laboratories have to provide information on the method used to analyse the analytes detected in the PT Item. This information is useful when it comes

to localising method-related bias. Details on how to fill-in the columns can be found within the Guideline for Results Submission that will be distributed to all participants in due time. A link to this guideline can also be found in the info-box on the Webtool.

For quick information please read the **mouse-over messages** popping-up when your mouse cursor meets a field name in the table header for a few seconds.

Note: If entries in required fields within the Result Submission Webtool are missing, you will not be able to proceed with the final submission. Therefore, please fill-in your method information in due time to be on the safe side.

– Submission of Results

Once you have entered all your results and checked their correctness, you have to submit them by clicking "Final Submission" button before the submission deadline. The "Final submission" button can be found at the bottom of each page. To avoid accidents, a confirmation is requested after clicking the "Final Submission" button.

IMPORTANT:
Without "Final Submission" your results and method information will not be included in the evaluation!
Following "Final Submission", you will NOT be able to change your data anymore.

– Additional Information

After the results submission deadline, **if a laboratory has obtained a tentatively false negative result**, it will be asked to enter the method information for this analyte within 7 working days.

Establishment of Assigned Values

In addition to OfLs from EU Member States or EFTA countries, a limited number of laboratories from EU candidate countries and third countries are allowed to take part in this exercise. For the establishment of the assigned values, typically only results submitted by OfLs from EU and EFTA countries are taken into account.

Subcontracting/External Services

The following tasks are conducted by the EURL-CF, Lyngby, Denmark:

a) Generation of login credentials
b) Generation of Lab Codes in the present PT
c) Programming and administration of EUPT-SRM20 result submission website

Follow-up Actions

Following the distribution of the Preliminary Report on EUPT-SRM20, laboratories that have submitted poor results (absolute z scores > 2, false negatives or false positives) will be asked to investigate the reason for the poor performance and report their findings and possible corrective actions to the organiser. This information will be forwarded to the corresponding NRL-SRMs upon request. All EUPT-SRM20 participants are welcome to ask the EURL-SRM for technical assistance.

In the course of results evaluation, the organiser may ask laboratories to provide additional methodology information relevant to the evaluation and interpretation of the PT results.
NRLs should take into account the "**Protocol for management of underperformance in comparative testing and/or lack of collaboration of NRLs"** by DG-SANTE.

Documents

All documents related to the EUPT–SRM20 can be downloaded from the **EUPT-SRM20 Website** or the **EURL-Document Repository (CIRCA-BC)**.
For any questions, please contact the organisers **EURL-SRM@cvuas.bwl.de**

IMPORTANT:
Please check the **EUPT-SRM20 Website** before starting with the analysis in order to **ensure that you have the latest version of all documents available**. In case of major changes, the participants will be informed via e-mail.

Participation Fees and Payment Details

To cover the costs of production, handling and shipment of the PT-materials the following fees will be charged for one unit of the PT Item to the participating laboratories:

- OfLs (including NRLs) from EU countries, EU-candidate countries and EFTA countries: 249 €
- Labs based in third countries: 399 €

After the shipment, the EURL-SRM will issue an invoice in pdf format directed to the "invoice address" stated in the registration form. The invoice will be sent to the invoice contact person as well as to the PT-contact persons stated in the registration form. Should the payment being taken care of by another department/institution, the recipient of the invoice is requested to timely forward the invoice accordingly. **Details on payment are given in the invoices**. The participants should get informed about the requirements of their payment system and are responsible for the correctness of the invoice data stated during registration.

As stated in the **General EUPT Protocol**:

1) Every lab that has registered for participation in the EUPT-SRM20 and received the test material in good condition has to pay the total fee, irrespective of whether results are submitted or not. This also includes cases where a lab realizes that none of the compounds it has targeted within the course of the PT is present at a quantifiable level in the PT-material, or if it realizes that, for whatever reasons, it cannot perform any analyses or submit any results.
2) The EURLs will issue digital invoices in PDF format only and without any electronic signature. If, due to local legal requirements, a participating laboratory requires an electronic invoice, e.g. a certified or signed XML e-invoice or the use of a specific billing platform to generate and submit an e-invoice, it must provide the PT organisers with a suitable and free tool to generate the required e-invoice and provide full support if this tool requires the use of a language other than English. Otherwise, the PT-Organiser will not issue an e-invoice. Depending on the incurring extra workload, the participating laboratory may be charged for this extra service.
3) Additional cost may occur if extra services are requested in relation to the payment, such as the completion of additional paperwork and the generation of a new modified invoice in order to include information that was missing or incorrectly provided during registration.

4) The EURLs will not complete any special forms required by the participating laboratories for their financial department or payment office. If completion of such forms is prerequisite for payment in the institution of the participating laboratory, this laboratory or its payment office is requested to fill-in the forms based on the data in the **financial identification note** (**https://www.eurl-pesticides.eu/library/docs/srm/SRM-Bank_m_Financial_Identification.pdf**) and to send the pre-filled form to the EUPT Organisers. The EURLs are willing to provide any information required in the form as long as it is readily available, but they do not agree to provide any personalized (private) data for this purpose. After verification, and if necessary correction, of the information, the EUPT Organisers will return the form with signature and stamp.

Payment is expected to be made within 30 days upon the invoice issue date, unless special information was provided by the participant during registration and/or otherwise agreed between the participant and the Organisers.
If, for any reason, payment cannot be carried out before this date, please contact the Organisers to give explanations.
If no payment or no proof of payment is received and no explanation is given to the Organisers, the Organisers reserve the right not to issue the participation certificate for the concerned laboratory, to exclude its results and its name from the Final EUPT-Report, and to refuse its participation in future EUPT-SRMs.

Bank Details:

Bank account holder:	**Landesoberkasse Baden Wuerttemberg**
Bank Name :	**Baden Wuerttembergische Bank**
IBAN:	**DE 02 6005 0101 7495 5301 02**
BIC/SWIFT:	**SOLADESTXXX**
Payee identification text:	***See invoice (This number MUST be indicated in the payment!)***
VAT of CVUA Stuttgart	**DE 811 600 510**

Please note:

- **Do not make any remittance before you receive the invoice with the Payee Identification Text.**
- **EURL-AO (@ CVUA Freiburg) and EURL-SRM (@ CVUA Stuttgart) belong to the same Ministry and have thus the same bank account.**
  If your laboratory is participating in both PTs (EUPT-SRM20 and EUPT-AO20), please ask your financial department to transfer the fee for each of the PTs separately using the respective payee identification text (= invoice number) given in each invoice. Without this text, your payment will not be able to reach the correct EURL.

Calendar of EUPT-SRM20

(please see https://www.eurl-pesticides.eu/userfiles/file/EurlSRM/EUPT-SRM20_Calendar.pdf)

Target Pesticides List of EUPT-SRM20

(please see https://www.eurl-pesticides.eu/userfiles/file/EurlSRM/EUPT-SRM20_TargetPesticideList.xlsx)

Contact Information

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