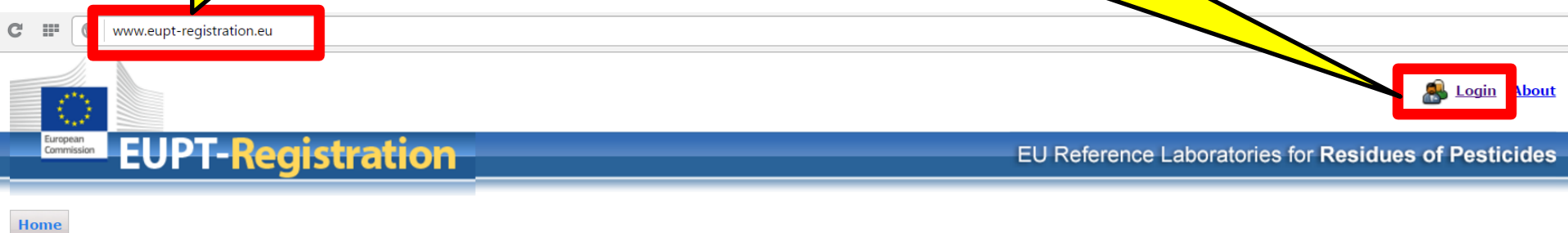


**Instructions on how to fill the registration-form
for official EU pesticide-labs that are considered as
obliged to participate in this EUPT.**

1. Go to „www.eupt-registration.eu“

2. Click on „Login“



Welcome to the EUPT-Registration website.

EUPTs for Pesticide Residues

According to legislation 396/2005/EC, all laboratories in the framework of official controls on pesticide residues shall participate in European Union Proficiency Tests (EUPTs) for pesticide residues. The EUPTs are organized on behalf of the European Commission for pesticide residues in food and feed.

Please use one of the following browsers

- **Google Chrome**
- **Mozilla FireFox**
- **Opera Browser**

when using our website.

For technical reasons, the EUPT-registration-form **does NOT work** with the browser „Internet Explorer“!

Please Use Your Login Credentials from EURL DataPool to login to the EUTP-Registration-website.

If you don't know your password anymore, click on „Forgot Password?“. The link will lead you to the Password-Recovery-website of EURL DataPool. Follow the instructions there to recover your password.

In case you are **not yet registered** in EURL DataPool, click on “Create Account”.

Home

Log In

Please Use Your Login Credentials from EURL DataPool

Username (or Email Address)

Password

[Forgot Password?](#)

Log In

In case you are not yet registered in EURL DataPool, click on the following link: [Create an Account](#)

Home Reference Labs Tutorials

Forgot Password?

If you forgot your password, just give us the username or email address that you used when you established an account here at EURL DataPool. We will send you an email with a new password. After receiving the email, please login to EURL DataPool by using this new password and change it in the "Profile" area.

Username or Email Address: [Reset Password](#)

3. After logging in, click on „Registration“

European Commission

EUPT-Registration

EU Reference Laboratories for Residues of Pesticides

Home EUPT Registration

How to Register Registration

Logout About

How to Register for a Proficiency Test

You're logged in with user ID: **JohnDoe**

While being logged-in to the EUPT-Registration website, the system knows to which pesticide lab you are assigned to. This information is drawn from the official EURL Lab Network-database (hosted at EURL DataPool). If available, additional information (e.g. lab contact data; PT sample delivery address and PT invoice address; lab employees which are registered in EURL Lab Network-database) is used in order to facilitate the registration procedure for you.

Follow the next steps to fill the registration form for a specific proficiency test:

1. Click on the "Registration"-button. Here you find a list of proficiency tests that are currently offered by the EURLs.
2. Select a proficiency test by clicking on the appropriate "Register"-button. If a proficiency test - in which you would like to participate - is **NOT** listed, please contact the administrators: [Email to administrator](#).
3. Carefully check and update the requested data. Please consider: DG-SANTE expects from all obliged labs that do not intend to participate in a proficiency test to give an explanation. In this case, enter your explanation into the field "Explanation (if no participation intended)".
4. Submit the registration form for the selected proficiency test by clicking on the "Submit"-button at the bottom of the form. The system will send you a confirmation email for your registration.

What happens after submission of the registration form?

After the registration deadline, the organiser carefully checks your registration data and sends you a final confirmation email for participation.

4. Click on the button „**Register**“ to open the registration-form for EUPT XY xy (e.g. in this case EUPT-CF12).

Home EUPT Registration

How to Register Registration

PT Registration Forms

PT Organizer	PT Name	Registration Deadline	Remark	Participatio...	Lab Decision on EUP...
EURL-CF	CF12	12/01/2018	Hay flour	On Voluntary Basis	Registration form not yet filled.
EURL-FV	FV20	05/02/2018	Green Beans with Pods (homogenate)	OBLIGED (via Scope)	YES

The legal obligation to participate in the different EUPTs arises from:

- Art. 38 of Reg. (EC) 2017/625 (for all OfLs analyzing for pesticide residues within the framework of official controls of food or feed)
- Art. 101 (1) (a) of Reg. (EC) 2017/625 (for all NRLs)

According to the information in our official Lab-Network-database (hosted in EURL DataPool), your laboratory is considered as obliged to participate in an EUPT. In the column “Participation of your Lab” you can find out in which EUPTs your lab is obliged to participate. If you consider this classification not correct, please contact your NRL and put eurl-srm@cvas.bwl.de on the cc list.

DG-SANTE expects from labs not intending to participate in a certain EUPT in which they are obliged to participate, to provide explanations. Details on how to provide this explanation are given in the next slides.

5. Fill the registration-form for EUPT-XY xy.

Choose the main (1.) and alternative contact person (2.) for the EUPT-XY xy

The screenshot shows a web form titled "Registration Form for CF13". The form is divided into several sections:

- EUPT Contact Persons:** This section contains a dropdown menu labeled "Select Main Contact Person..." (callout 1), followed by input fields for Telephone, Fax, and Mobile. Below these are three input fields for "Enter Contact Data of Alternative Contact Person" (First Name, Last Name, Email-Address) (callout 2).
- EUPT Registration:** This section includes a checkbox for "Participation of your Lab" (labeled "OBLIGED (via Scope)"), a text field for "Participation Fee (doubled, if you order double amount of material)" (set to 200.00 €), and a dropdown menu for "I want to REGISTER my Lab for this EUPT CF13 and agree to pay the participation fee." (callout 3).

At the bottom right, there are "Submit" and "Cancel" buttons.

Click on the drop down menu and choose the main contact person.

All members of your laboratory that are registered in EURL DataPool are listed in this drop down menu.

Do not hesitate to contact us (eurl-srm@cvuas.bwl.de), if the person who will be responsible for the EUPT-XY xy, is NOT listed here.

Choose „YES“ or „NO“ (3.):

- Choose „YES“ if you **want to participate** in EUPT-XY xy and go to page 8.
- Choose „NO“ if you **intend NOT to participate** in EUPT-XY xy (although your **lab is obliged**). In this case, DG-SANTE expects you to provide an explanation. Please use the field “Please give an explanation for your non participation.” to enter your explanation -> see next page.

5. Fill the registration-form for EUPT-XY xy

Registration Form for CF13

EUPT Contact Persons

Choose the Main Contact Person for this EUPT

Telephone

Fax

Mobile

Enter Contact Data of Alternative Contact Person

First Name

Last Name

Email-Address

EUPT Registration

Participation of your Lab OBLIGED (via S...)

Participation Fee (doubled, if you order double amount of material) 200.00 €

I want to REGISTER my Lab for this EUPT CF13 and agree to pay the participation fee.

Please give an explanation for your non participation:

If you choose „NO“ (1.), ...

1.

2.

3.

You have to enter an explanation (2.), if you intend not to participate in this EUPT. Then click on the „Submit“-button (3.).

5. Fill the registration-form for EUPT-XY xy

If you choose „Yes“ (1.):

Registration Form for CF12

I want to REGISTER my Lab for this EUPT CF12 and agree to participation fee. **1.** YES

Sample Delivery Address (Please check carefully and update, if necessary)

Laboratory Name (local name in Latin letters preferred)

Street Address

Street Number

City

ZIP

Country

Select Country...

Invoice Address (Please check carefully and update, if necessary)

Laboratory Name

Street Address

Street Number

City

ZIP

Country

Select Country...

VAT

IBAN

Email of Invoice Recipient

Carefully enter and check the **sample delivery address** and **invoice address**.

The addresses will be stored in our database and can be used for the EUPT-XY xy.

The lab name for shipment is **limited to 60 letters**.

It may be written in your local language, **but MUST be written using Latin characters** (please do NOT use Greek or Cyrillic characters and avoid any special, language specific letters that may cause problems when preparing waybills).

(for Example, instead of using “Chemical and Veterinary Investigations Office, Stuttgart (CVUAS), Dept. Residues”, the short acronym “CVUA Stuttgart, Abt. RK” is preferred to be used and is better for delivery.)

5. Fill the registration-form for EUPT-XY xy

Registration Form for CF12

Country

VAT

IBAN

Email of Invoice Recipient

Fill only if specific information is required on your invoice

Purchase Order Number or Invoice Description

Specific Invoice Date 

Remark to Invoice

Additional information to EUPT

Remark to EUPT Organizer

Lab/Institution Name (appears in EUPT Report and on Certificate)

General Information

Is your lab accredited?

If yes, under which accreditation body?

How many pesticides do you have in your scope?

How many of them are accredited under the ISO 17025?

Enter here the name of your laboratory/institution. This name will be appear in the final EUPT-XY xy report.

Finally, click on the button „Submit“.

In case the registration-form DOES NOT CLOSED after clicking on „Submit“, check if all mandatory fields are filled correctly!

The system will send a confirmation email for the registration to the main contact person and alternative contact person.

If you do not receive an email with the subject „EUPT-XY xy Registration ...“, do not hesitate to contact us (eur-srm@cvuas.bwl.de).

Is your lab accredited?

If yes, under which accreditation body?

How many pesticides do you have in your scope?

How many of them are accredited under the ISO 17025?

✓ Submit

⊘ Cancel

**Thank You
for Your Cooperation!**