

**Instructions on how to fill the registration-form  
for pesticide labs that intend to participate in this  
EUPT **on a voluntary basis.****

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 by the European Reference Laboratories 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”.

European Commission EURL DataPool

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](#)

European Commission EURL-DataPool

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

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#### 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.

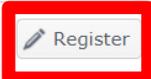
Follow the next steps to fill the registration form for a specific proficiency test:

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 if you want to **participate on voluntary basis** in EUPT-XY xy (e.g. in this case EUPT-CF12).

PT Organizer	PT Name	Registration Deadline	Remark	Participatio...	Lab Decision on EUP...	Registration Form Fi...
EURL-CF	<a href="#">CF12</a>	12/01/2018	Hay flour	On Voluntary Basis		Registration form not yet filled.

In case you do not see any row in this table, do not hesitate to contact us ([eurl-srm@cvuas.bwl.de](mailto:eurl-srm@cvuas.bwl.de)).

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

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

Registration Form for CF13

**EUPT Contact Persons**

Choose the Main Contact Person for this EUPT

1. Select Main Contact Person...

Telephone

Fax

Mobile

Enter Contact Data of Alternative Contact Person

2. First Name

Last Name

Email-Address

**EUPT Registration**

Participation of your Lab OBLIGED (via Scope)

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.

3. Select Value...

Submit Cancel

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@cvas.bwl.de](mailto:eurl-srm@cvas.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 and click on the „Submit“-button.

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.

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 appear in the final EUPT-XY xy report.

### Status of your Lab

Is your lab (a) **a governmental lab** (financed by your government) OR (b) involved in pesticide residue **controls of organic fruit and vegetables** (according to **Reg. 889/2008/EC**)? Please describe here.

Attach an electronic copy of the certificate here

Number of Official Samples Analyzed Last Year

Is your lab involved in officially certified export controls to the EU?

Attach an electronic copy of the certificate here

Number of Export Samples A

Select files...

You can only upload **PDF** files.

Select files...

You can only upload **PDF** files.

**Laboratories outside of the official EU-pesticide lab network have to provide additional information on the status of their lab.**

**Please provide details here and upload certificates (pdf-files) which clearly demonstrate that your lab is**

- a. a governmental lab AND/OR**
- b. involved in pesticide residue controls of organic fruit and vegetables (according to Reg. 889/2008/EC) AND/OR**
- c. involved in officially certified export controls to the EU**



**Thank You  
for Your Cooperation!**