

# EURL proficiency test webtool guideline

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Version: 2020-04-FV

Date: 11-03-2020

## IMPORTANT INFORMATION ABOUT THE WEBTOOL:

- You cannot use Internet explorer. See below the list of browsers you can use.
- You data are automatically saved when you move from one field to the next. Consequently, you will not find a save button on most of the pages.
- You can enter the webtool as many times as you need. However, before deadline you must submit you final results and method information. If not, your result will not be evaluated.
- Open your browser in private or incognito.

Please, read this guideline carefully so you are familiar with the webtool before you start entering your data.

**IMPORTANT:** Browser requirements: The system works with the newest versions of Google Chrome and Firefox. Look in the browser under *Help –About*. Here you can see if newer versions are available.

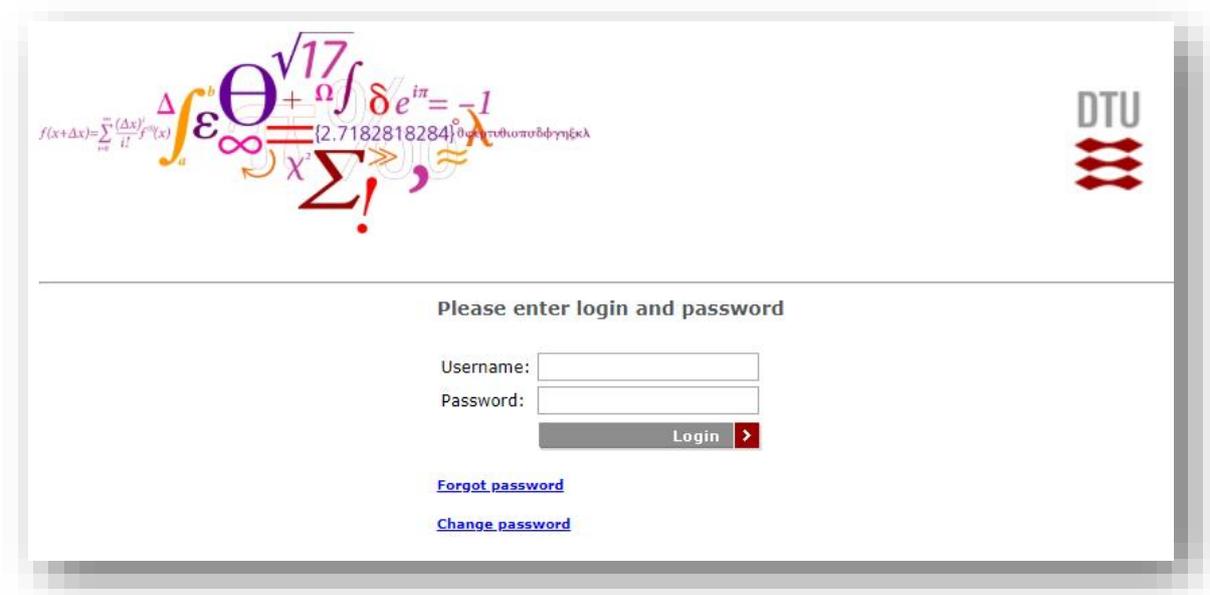
**PLEASE REMEMBER TO OPEN YOUR BROWSER IN PRIVATE OR INCOGNITO.**

Link to website: [www.eurl.dtu.dk](http://www.eurl.dtu.dk)

Choose Guest and others



Login to the system by using the Username and password sent to you by email.



**Please enter login and password**

Username:

Password:

**Login** >

[Forgot password](#)

[Change password](#)

After signing in you will be guided to the *Proficiency Test Overview* page

On the *Proficiency Test Overview* page, on the top you will see the PTs that are available for compound selection (*Available proficiency tests for compound selection*), and below, the PTs you have selected compounds for and, eventually, a list of the PTs you have participated in (*My proficiency tests*).



## Proficiency Test Overview

Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.

### Available proficiency tests for compound selection

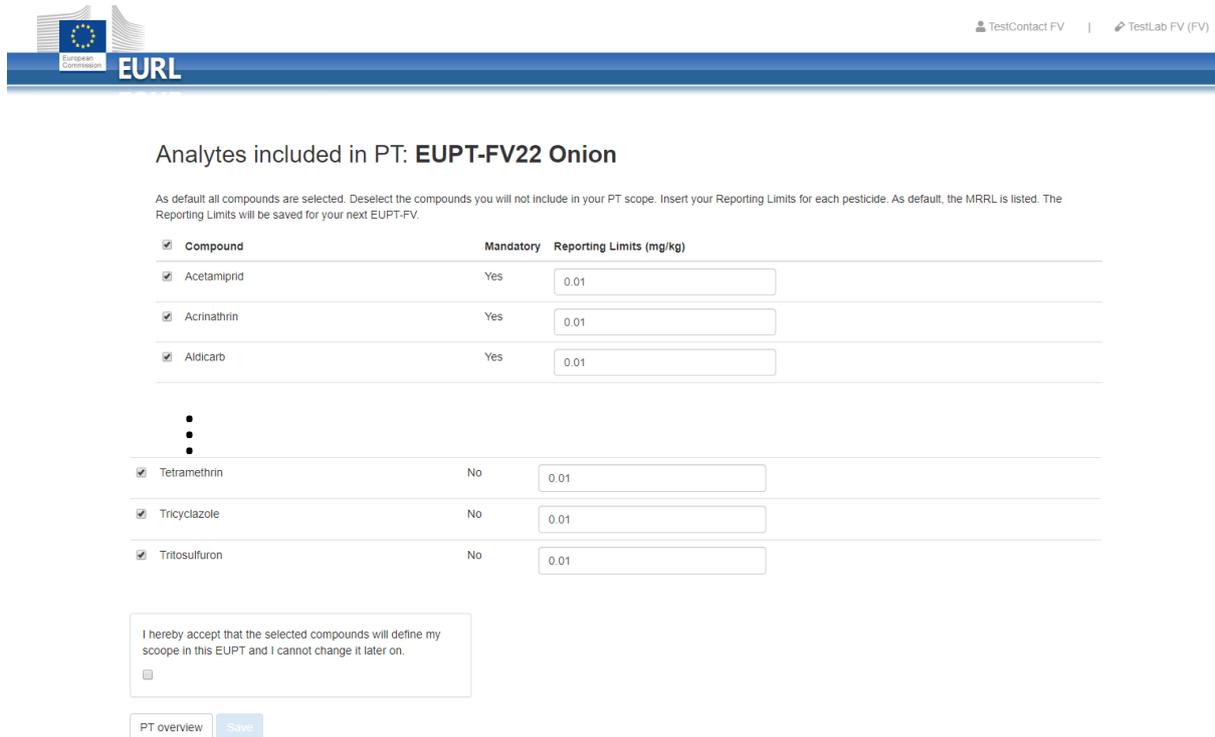
PT ID	Name	Last compound selection	Sample dispatch	Deadline
EUPT-SRM15	 Rice	25 Dec 2019	18 Dec 2019	23 Jan 2020

### My proficiency tests

PT ID	Name	Lab code	Test start	Deadline	Submitted
EUPT-FV22	 Onion	 1	1 Jan 2020	31 Jan 2020	No

Click on the PTs name you would like to select compound for, and you will then see a list of analytes included in the PT target lists.

The mandatory compounds are listed first, in alphabetic order. After that, the voluntary compounds are listed, also in alphabetic order.



Analyses included in PT: **EUPT-FV22 Onion**

As default all compounds are selected. Deselect the compounds you will not include in your PT scope. Insert your Reporting Limits for each pesticide. As default, the MRRL is listed. The Reporting Limits will be saved for your next EUPT-FV.

<input checked="" type="checkbox"/> Compound	Mandatory	Reporting Limits (mg/kg)
<input checked="" type="checkbox"/> Acetamiprid	Yes	0.01
<input checked="" type="checkbox"/> Acrinathrin	Yes	0.01
<input checked="" type="checkbox"/> Aldicarb	Yes	0.01
⋮		
<input checked="" type="checkbox"/> Tetramethrin	No	0.01
<input checked="" type="checkbox"/> Tricyclazole	No	0.01
<input checked="" type="checkbox"/> Tritosulfuron	No	0.01

I hereby accept that the selected compounds will define my scope in this EUPT and I cannot change it later on.

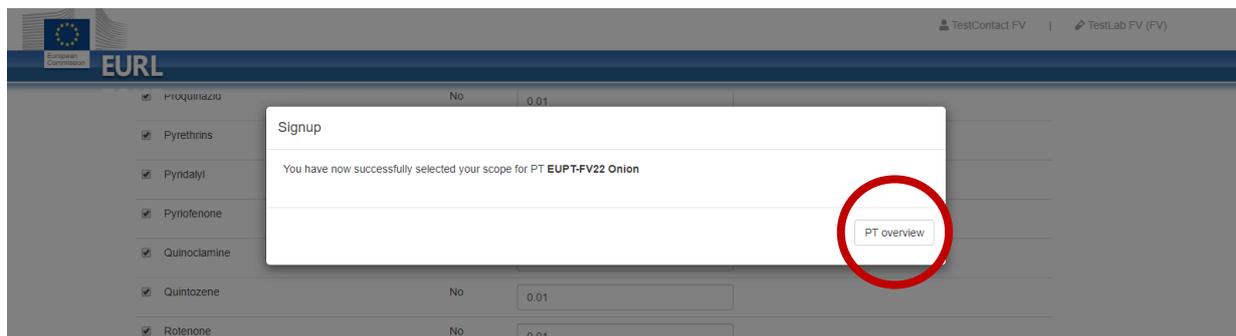
[PT overview](#) [Save](#)

**As default, all compounds are selected.** Deselect the compounds you will not include in your PT scope. Insert your Reporting Limits for each pesticide (in mg/kg). **As default, the MRRL is listed.** The Reporting Limit will be saved for the next EUPT-FV.

Please be aware that the system doesn't save automatically your inputs at this stage.

Once the scope selection is completed, mark that you accept that the selected compounds will be included in this EUPT and click on *Save*. **Be aware that you can only do this once.**

On the screen you will get a confirmation that the selection of scope was successful.



Signup

You have now successfully selected your scope for PT EUPT-FV22 Onion

[PT overview](#)

Click on *PT overview* and you will be guided to the *Proficiency Test Overview* page. The PT you selected compound for, will now appear under *My proficiency tests* with the Lab code that will be assigned for you.



## Proficiency Test Overview

Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.

Available proficiency tests for compound selection

PT ID	Name	Last compound selection	Sample dispatch	Deadline
EUPT-SRM15	Rice	25 Dec 2019	18 Dec 2019	23 Jan 2020

My proficiency tests

PT ID	Name	Lab code	Test start	Deadline	Submitted
EUPT-FV22	Onion	1	1 Jan 2020	31 Jan 2020	No

When the webtool is open for result submission, click on the name of the PT.

When you receive the sample, click in *Sample Information* in order to enter the following information in the dialog box:

- Sample Number (number of the unit of the sample you received)
- Material Accepted (enter yes or no)
- Sample received (enter the date of receipt of the sample)
- Enter comments if necessary

The screenshot shows the 'EUPT-FV22: Onion' page. At the top, there is a navigation bar with the EURL logo and links for 'TestContact FV' and 'TestLab FV (FV)'. Below the navigation bar, the page title is 'EUPT-FV22: Onion'. There are two main sections: 'Your lab-code: 1' and 'Important dates'. The 'Your lab-code: 1' section includes a 'Download report' button and a 'Sample information' link, which is circled in red. Below this is a 'General comments' text area. The 'Important dates' section lists several dates and their corresponding actions: 'Wed, 1 Jan 2020' (PT sample dispatch), 'Fri, 10 Jan 2020' (Last day for sample rejection), 'Fri, 31 Jan 2020' (Last day for PT submission), and 'Tue, 11 Feb 2020' (Last day for false negatives). To the right of these dates is a 'Support' section with contact information for Carmen Ferrer Amate and links to various guides and forms. Below these sections is a yellow banner that reads 'Webtool not open for result submission'. At the bottom, there is a 'Scope' section with tabs for 'Detected', 'Edit results', 'Edit methods', and 'Additional info'. The 'Detected' tab is active, showing a table with columns for 'Compound', 'Mandatory', 'Reporting limit', and 'Selected'. The table contains one row for 'Acetamiprid' with 'Yes' for Mandatory, '0.01' for Reporting limit, and a checked box for Selected. At the bottom of the page, there is a modal dialog box titled 'Edit sample receipt' with fields for 'Sample Number', 'Material Accepted' (a dropdown menu set to 'Yes'), 'Sample received' (a date picker set to 'dd-mm-åååå'), and 'Sample Comment'. There are 'PT overview' and 'Save and close' buttons at the bottom of the dialog.

Click *Save and close*.

You will now be guided to the results and method information submission page.

At the top of the page you will find your Lab code, the link to download your results and a text field where you can enter any comments you would like to communicate to the organizers in relation to your result.

To the right you find important dates and support.

EUPT-FV22: Onion

Your lab-code: 1

[Download report](#)

Sample information

General comments

Important dates

Wed, 1 Jan 2020	PT sample dispatch
Fri, 10 Jan 2020	Last day for sample rejection
Fri, 31 Jan 2020	Last day for PT submission
Tue, 11 Feb 2020	Last day for false negatives

Support

PT responsible: **Carmen Ferrer Amate**

EURL contact: [cferren@ual.es](mailto:cferren@ual.es)

[Link to webtool user guide](#)

[Link to General Protocol](#)

[Link to Specific Protocol](#)

[Contact and complaint form](#)

At the bottom of the page, you will find different tabs for Scope, Detected, Edit result, Edit method and Addition info.

*Scope*: cannot be edited at this stage. It is only displayed for informative purposes.

Scope Detected Edit results Edit methods Additional info

Current scope for this PT

Please select the compounds to be analysed for in the PT. Warning: if you deselect a compound, all data recorded for that compound will be deleted.

Compound	Reporting limit	Selected
3-Hydroxycarbofuran	0.01	<input checked="" type="checkbox"/>
Acephate	0.01	<input checked="" type="checkbox"/>
Acetamiprid		<input type="checkbox"/>
Acinathrin	0.01	<input checked="" type="checkbox"/>
Aldrin	0.01	<input checked="" type="checkbox"/>
Ametoctradin	0.01	<input checked="" type="checkbox"/>

Click on the *Detected* tab and choose the pesticides that you detected in the Test Item.

Scope Detected Edit results Edit methods Additional info

Choose the detected compounds

Name	Detected
3-Hydroxycarbofuran	<input type="checkbox"/>
Acephate	<input checked="" type="checkbox"/>
Acinathrin	<input checked="" type="checkbox"/>
Aldrin	<input type="checkbox"/>
Ametoctradin	<input type="checkbox"/>
Azinphos Methyl	<input type="checkbox"/>
Azoxystrobin	<input type="checkbox"/>
Bifenthrin	<input checked="" type="checkbox"/>

Click on the *Edit result* tab and enter the results for the pesticides you have detected. You will only see the pesticides that are marked as detected on the *Detected* page.

Scope Detected **Edit results** Edit methods Additional info

Enter test results

Please enter your results as you would routinely report them (i.e. report the recovery-corrected result, if this reflects your normal procedure). Please enter only numbers with decimal points as decimal mark and no units, for instance 0.251 but not 0.251 mg/kg.

The entered data for each compound is saved automatically when you move to the next row. However, your results and method information will **NOT** be evaluated until you submit your data. To submit the complete PT, accept the check box below and click the button *Final submission* before the deadline.

Fields marked with asterisk (\*) are mandatory.

Name	Concentration (mg/kg)	Concentration blank (mg/kg)	Expanded measurement uncertainty (%)	Recovery corrected *	Recovery (%) *	Recovery Obtained *	Recovery details
Acetamidiprid				Select ▼		Select ▼	//
Aldicarb				Select ▼		Select ▼	//
Aldrin				Select ▼		Select ▼	//
Ametoctradin				Select ▼		Select ▼	//
Azinphos-methyl				Select ▼		Select ▼	//

**NOTE:** the system will automatically save your input when moving from one field to another.

### **IMPORTANT:**

Please find further information about the results submission in the table below.

#### **Edit results fields:**

Field(s)	Unit	Explanation
<b>Concentration mg/kg</b>	mg/kg	Enter the results. Syntax "12.345" (mandatory if marked as detected) Remember to write point instead comma to separate decimal numbers.
<b>Expanded measurement uncertainty</b>	%	Enter the expanded measurement uncertainty. Syntax "123" without decimal numbers
<b>Recovery corrected?</b>		Choose how you correct for recovery the result in your method. Drop down menu
<b>Recovery %</b>	%	Enter your recovery value. Syntax "123" without decimal numbers
<b>Recovery Obtained</b>		Choose how you performed your recovery experiment. Drop down menu
<b>Recovery details</b>		Enter the details for your recovery experiment. Text.
<b>Recovery individuals</b>		Choose how many individual results your recovery figure is based on. Drop down menu
<b>Experience With This Compound</b>		Choose the experience you have analysing this compound. Drop down menu.
<b>Comments</b>		Enter any comment you think is necessary for the organiser to know about this specific result.

**IMPORTANT** Fill in all required fields (marked with \*), otherwise the system will not save your data. Check carefully that no *red rings* are found indicating missing entries and fill in the missing information – see example in the next page.

General comments

Link to Specific Protocol  
Contact and complaint form

**Webtool not open for result submission**

Scope Detected **Edit results** Edit methods Additional info

Enter test results

Please enter your results as you would routinely report them (i.e. report the recovery-corrected result, if this reflects your normal procedure). Please enter only numbers with decimal points as decimal mark and no units, for instance 0.251 but not 0.251 mg/kg.  
The entered data for each compound is saved automatically when you move to the next row. However, your results and method information will **NOT** be evaluated until you submit your data. To submit the complete PT, accept the check box below and click the button *Final submission* before the deadline.  
Fields marked with astrisk (\*) are mandatory.

Name	Concentration (mg/kg)	Concentration blank (mg/kg)	Expanded measurement uncertainty (%)	Recovery corrected *	Recovery (%)*	Recovery Obtained *	Recovery details
Acetamidrid	3			Select		Select	

The Recovery (%) field is required.

Click on the *Edit methods* tab to start the method information submission.

Please find further information about the method details submission in the table below.

**NOTE:** the system will automatically save your input when moving from one field to another.

Scope Detected Edit results **Edit methods** Additional info

Enter test methods

Please enter method information for the analytes. It is possible to copy the already entered information from one analyte to another by using the icon in the 'Name' column. You are still able to edit the copied information afterwards.  
The entered data for each compound is saved automatically when you move to the next row. However, your results and method information will **NOT** be evaluated until you submit your data. To submit the complete PT, accept the check box below and click the button *Final submission* before the deadline.  
Fields marked with astrisk (\*) are mandatory.

Name	Ref. method *	Details	Sample weight (g)*	Extraction/partitioning solvent 1 *	Extraction/partitioning solv. 2	Extraction/partitioning solv. 3	Ext. solv. details
Acetamidrid	Select			Select	Select	Select	
Aldicarb	Select			Select	Select	Select	

Use the rule function to scroll to the other part of the page. Or use the edit function to view all method fields for one pesticide at the screen

Edit Compound: Aldicarb

Ref. method \*  
Select

Extraction/partitioning solvent 1 \*  
Select

Soaking time \*  
Select

Water addition \*  
Select

Clean up 1 \*  
Select

Calibration \*  
Select

Details

Extraction/partitioning solv. 2  
Select

Extraction time \*  
Select

Water addition details

Clean up 2  
Select

Clean up 3  
Select

Ext. solv. details

Sample weight (g) \*

Extraction/partitioning solv. 3  
Select

Comments

Save compound Close Cancel

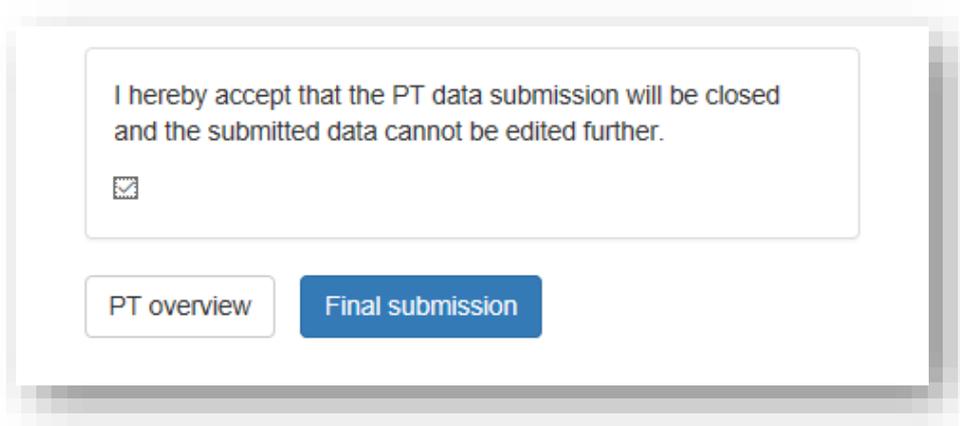
Use copy function  to copy the information from one pesticide to another.

### Edit method fields:

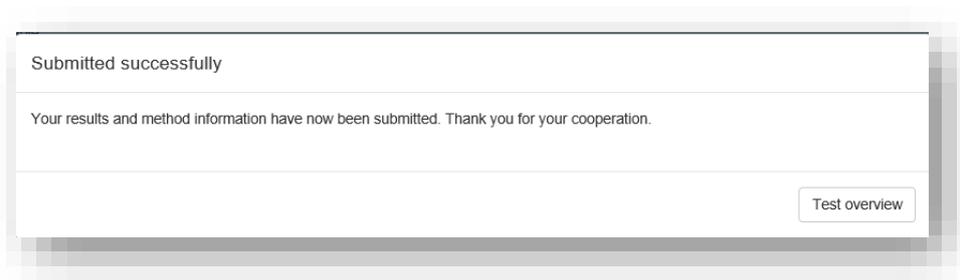
Field(s)	Unit	Explanation
Reference method		Choose your method from the drop down menu
Method details		Describe you method if it is not on the drop down menu
Sample Weight (g)	g	Enter the sample weight used. Syntax "3". Mandatory
Extraction/partitioning solvent 1		Choose the solvent from the drop down menu
Extraction/partitioning solvent 2		Choose the solvent from the drop down menu - if you use more than one solvent
Extraction/partitioning solvent 3		Choose the solvent from the drop down menu - if you use more than two solvents
Extraction solvent details		Enter details if the solvent is not in the drop down menu
Soaking time	minutes	Choose the soaking time from the drop down list
Extraction Time	minutes	Choose the extraction time from the drop down list
Water Addition		Mark if you add water to the samples before you proceed with adding solvent
Water Addition details		Describe the way you add water if necessary
Clean up 1		Choose the clean-up approach from the drop down menu
Clean up 2		Choose the clean-up approach from the drop-down menu - if you use more than one clean up step
Clean up 3		Choose the clean-up approach from the drop-down menu - if you use more than two clean up steps
Clean up details		Describe the way you clean up if it is not listed in the drop down menu
Calibration		Choose the way you calibrate your instrument from the drop down menu
Determination technique		Choose the instrument you have used for the detection from the drop down menu
Additional comments to results and method information		Add any detail about the analysis of the compound

When all fields are filled out you are ready to submit your results. Accept and submit you final results by clicking the check box and then click on *Final submission*.

**IMPORTANT:** You will NOT be able to edit your data after the final submission!



On the screen you will get a confirmation of the submission



You will furthermore receive an email confirming the submission and with an attached excel file with your submitted data.

By clicking on the *Test overview* button you will return to the *Proficiency test overview* page. The status of the PT will now be *Submitted: yes*

European Commission **EURL** TestContact FV | TestLab FV (FV)

### Proficiency Test Overview

Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.

Available proficiency tests for compound selection

PT ID	Name	Last compound selection	Sample dispatch	Deadline
EUPT-SRM15	Rice	25 Dec 2019	18 Dec 2019	23 Jan 2020

My proficiency tests

PT ID	Name	Lab code	Test start	Deadline	Submitted
EUPT-FV22	Onion	1	11 Dec 2019	31 Jan 2020	Yes

If you have submitted false(s) negative results, your PT on the PT overview page will be marked yellow.



## Proficiency Test Overview

Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.

Available proficiency tests for compound selection

PT ID	Name	Sample dispatch	Reporting deadline
No matching records found			

My proficiency tests

PT ID	Name	Lab code	Test start	Deadline	Submitted
EUPF-FV22	Onion	1	11 Dec 2019	Today	No

Click on the PT and submit the method information for your false negative result(s). Pesticides without method information is entered are false negative results. Pesticides marked with red colour could be false positive results. However, the final conclusion cannot be drawn before all results are evaluated.