

EURL proficiency test webtool guideline

Version: 2019-02
Date: 06-02-2019
Init: MPOU/CF

MAJOR CHANGES COMPARED TO THE FORMER WEBTOOL:

- You cannot use Internet explorer. The webtool is only validated for Chrome and Firefox browsers.
- Your data are automatically saved when you move from one row to the next. Consequently, you will not find a save button on most of the pages.
- You can still enter the webtool as many times as you need. However, before deadline you **must submit** your final results and method information. If not, your result will not be evaluated.

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 following browsers

Browser	Oldest supported version*
Google Chrome	44.0
Firefox	39.0

* latest version is recommended

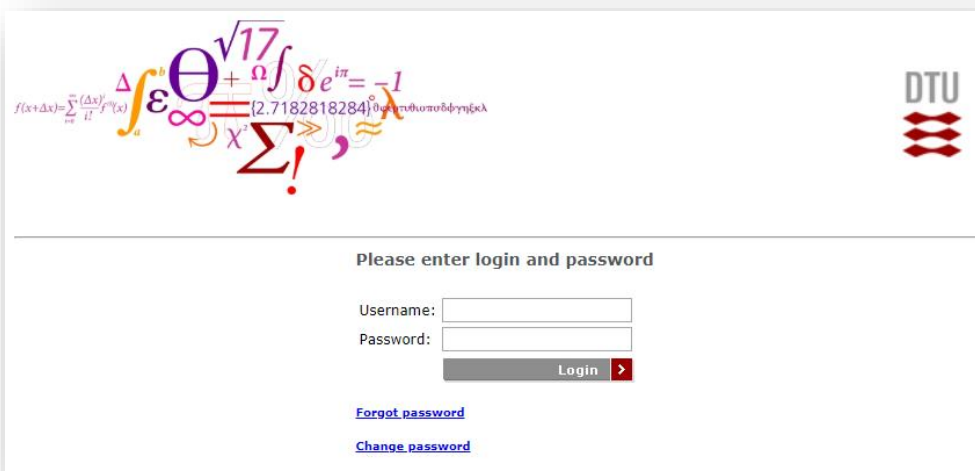
Don't use Internet Explorer.

Link to website: www.eurl.dtu.dk

Choose Guest and others

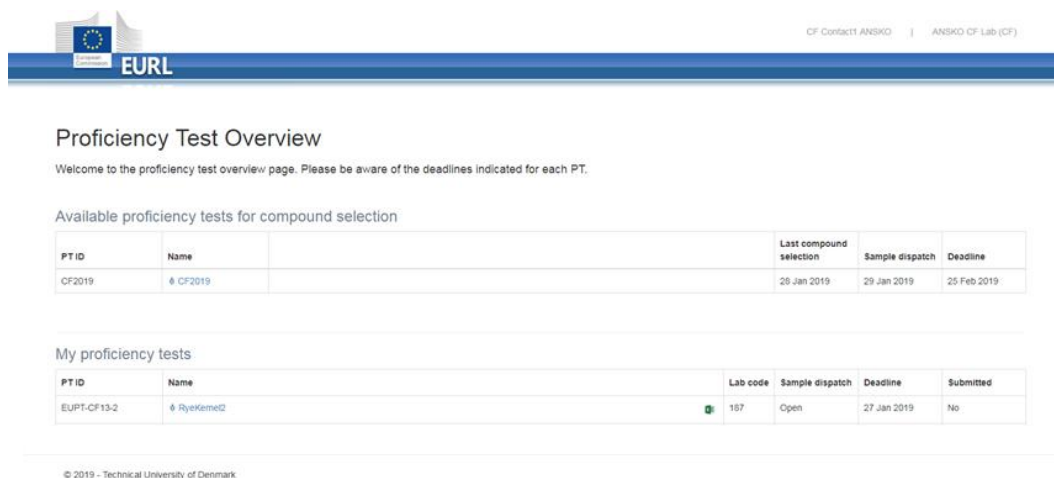


Login to the system by using the Username and password sent to you by email. Don't change your password or request for a new one before we have given a notice on this.



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

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



© 2019 - Technical University of Denmark

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

Analytes included in PT: CF2019

<input checked="" type="checkbox"/> Compound	Mandatory	Reporting Limits (mg/kg)
<input checked="" type="checkbox"/> Orthophenylphenol	Yes	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Acephate	Yes	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Acetamiprid	Yes	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Acrinathrin	Yes	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Aldrin	Yes	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Ametoctradin	Yes	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Azinphos-Methyl	Yes	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Azoxystrobin	Yes	<input type="text" value="0.01"/>
• • • •		
<input checked="" type="checkbox"/> Pentachloroaniline	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Permethrin	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Proquinazid	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Pyrethrin (sum)	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Pyridalyl	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Pyriofenone	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Quintozene	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Spinetoram	No	<input type="text" value="0.01"/>
<input checked="" type="checkbox"/> Sulfoxaflor	No	<input type="text" value="0.01"/>

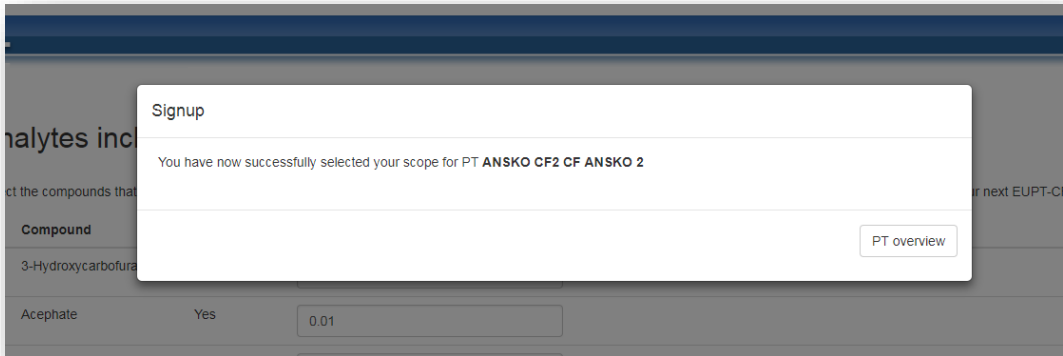
I hereby accept that the selected compounds will be included in the EUPT.

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

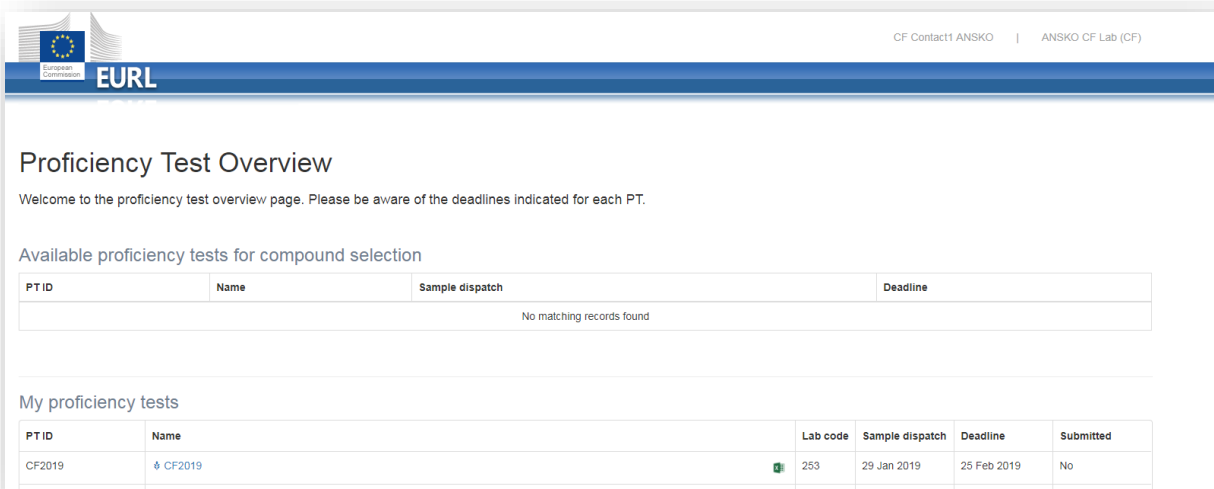
As default all compounds are selected. Deselect the compounds you will not include in your PT scope. Insert your Reporting Limits for each pesticide. As default, the MRRL is listed. The Reporting Limit will be saved for the next EUPT-FV.

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.



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* and a Lab code has been assigned.



When the webtool is open for result submission, click on the name of the PT and enter the following information in the dialog box:

- Sample Number (number of the unit of the sample you received)
- Blank Sample Number
- Material Accepted (enter yes)
- Sample received (enter the date of receipt of the sample)
- Enter comments if necessary

Click *Save and close*

The screenshot shows a web browser window with a dialog box titled "Edit sample receipt". The dialog box has the following fields and controls:

- Sample Number:
- Sample Blank number:
- Material Accepted:
- Sample received:
- Sample Comment:
- Buttons: "PT overview" and "Save and close"

The background shows a blurred view of the webtool interface with a "Support" section containing contact information for Mette Erecius Poulsen and links to user guides and protocols.

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

At the top of the page to the let you find your Lab code, report download and a text field where you can enter any comments you want to pass to the organizer in relation to your result.

To the right you find important dates and support.

The screenshot shows the main results page of the EURL webtool. The page layout includes:

- Header: EURL logo and navigation links.
- Section: "CF2019: CF2019"
- Text: "Your lab-code: 253"
- Button: "Download report"
- Section: "Sample information" with a "LabTest comment" text area.
- Section: "Important dates" with a table of key dates:

Date	Event
Tue, 15 Jan 2019	PT sample dispatch
Thu, 24 Jan 2019	Last day for sample rejection
Mon, 25 Feb 2019	Last day for PT submission
Wed, 6 Mar 2019	Last day for false negatives
- Section: "Support" with contact information for Mette Erecius Poulsen and links to user guides and protocols.
- Footer: "HINT: Use <shift> + arrows to navigate inside data table" and navigation tabs: "Scope", "Detected", "Edit results", "Edit methods", "Additional info".

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

Scope: cannot be edited. It is only displayed for informative purposes.

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 detect in the Test Items

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

Name	Concentration (mg/kg) *	Concentration blank (mg/kg)	Expanded measurement uncertainty (%)	Recovery corrected *	Recovery (%) *	Recovery Obtained *	Recovery details	
3-Hydroxycarbofuran				Select	*	Select	*	✓
Acephate				Select	*	Select	*	✓
Acinathrin				Select	*	Select	*	✓
Benflazox (sum)				Select	*	Select	*	✓

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

IMPORTANT:

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

Edit results fields:

Field(s)	Unit	Explanation
Concentration mg/kg	mg/kg	Enter the results. Syntax "12.345" (mandatory if marked as detected)
Concentration blank (mg/kg)	mg/kg	Enter the results. Syntax "12.345" (mandatory if marked as detected)
Expanded measurement uncertainty	%	Enter the expanded measurement. Syntax "123"
Recovery corrected?		Choose how you correct the result in your method for recovery. Drop down menu
Recovery %	%	Enter your recovery. Syntax "123"
Recovery Obtained		Enter the matrix used for your recovery experiment. Drop down menu
Recovery details		Enter the details for your recovery experiment. Text.
Recovery individuals		Enter how many individual results your recovery figure is based on
Comments		Enter any comment you think is necessary for the organiser to know


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 row 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 asterisk are mandatory.

Name	Ref. method *	Details *	Sample weight (g) *	Extraction/partitioning solv. 1 *	Extraction/partitioning solv. 2	Extraction/partitioning solv. 3	Ext. solv. details *	Soaking time *	Ex
3-Hydroxycarbofuran 	Select ▼			Select ▼	Select ▼	Select ▼		Select ▼	
Acephate 	Select ▼			Select ▼	Select ▼	Select ▼		Select ▼	
Acrinathrin 	Select ▼			Select ▼	Select ▼	Select ▼		Select ▼	
Benalaxyl (sum) 	Select ▼			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.

CF Contact1 ANSKO | ANSKO CF Lab (CF)

Edit Compound: 3-Hydroxycarbofuran

Ref. method * Details

Extraction/partitioning solv. 1 * Extraction/partitioning solv. 2 Extraction/partitioning solv. 3 Ext. solv. details


Soaking time * Extraction time *

Water addition * Water addition details

Clean up 1 * Clean up 2 Clean up 3 Clean up details

Calibration * Technique * Milling * Milling details, e.g sieve size

Comments (300)

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 your 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 solvent
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 two clean up step
Clean up 3		Choose the clean-up approach from the drop-down menu - if you use more than one clean up step
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

IMPORTANT Fill in all required fields, 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 below.

Make sure to enter values in all required fields. Validate by ensuring no red rings are found in the table.

EURL

Edit results Edit methods

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 asterisk are mandatory.

Name	Ref. method	Details	Sample weight (g)*	Extraction solvent 1*	Ext. solv. 2	Ext. solv. 3	Ext. solv. details	Clean up 1*	Clean up 2
Acrylamide	Select		3	Water	Select	Select		Select	Select

When all fields are filled out you are ready to submit your results. Accept and submit your 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!

I hereby accept that the PT data submission will be closed and the submitted data cannot be edited further.

PT overview Final submission

On the screen you will get a confirmation of the submission

Submitted successfully

Your results and method information have now been submitted. Thank you for your cooperation.

Test overview

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 return to the *Proficiency test overview* page. The status of the PT will now be *Submitted: yes*

The screenshot shows the EURL Proficiency Test Overview page. The header includes the EURL logo and the text 'TestContact MPC | TestLab8 (Meta)'. The main heading is 'Proficiency Test Overview' with a welcome message: 'Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.'

Under 'Available proficiency tests for signup', there is a table with the following data:

PT ID	Name	Last Sign Up	Sample dispatch	Deadline
EURL-MN PT-2018-01	EURL-MN PT-2018-01 Mixed corn poultry feed	4 Oct 2018	11 Sep 2018	4 Oct 2018

Under 'My proficiency tests', there is a table with the following data:

PT ID	Name	Lab code	Sample dispatch	Deadline	Submitted
EURL-MN PT-2018-02	EURL-MN PT-2018-02 Chilli powder	20	Closed	4 Oct 2018	Yes

© 2018 - Technical University of Denmark

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

The screenshot shows the EURL Proficiency Test Overview page. The header includes the EURL logo and the text 'Gunnar Pritzl | Eurofins (CF)'. The main heading is 'Proficiency Test Overview' with a welcome message: 'Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.'

Under 'Available proficiency tests for signup', there is a table with the following data:

PT ID	Name	Last Sign Up	Sample dispatch	Deadline
No matching records found				

Under 'My proficiency tests', there is a table with the following data:

PT ID	Name	Lab code	Sample dispatch	Deadline	Submitted
EUPT-CF12 2	EUPT in Hay 2	-	Open	22 Nov 2018	No
EUPT-CF12	EUPT in Hay	107	Closed	Today	No

© 2018 - Technical University of Denmark

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.