Short Guide to Results Submission website for EUPT-CF8

Please note:

Some fields are absolutely necessary for the evaluation. However, on the sub-pages there is no control whether such mandatory fields are filled in or not.

Therefore, please refer to the tables in this guide containing columns on each Sub-Pages to see, if or under which condition a column is mandatory and must be filled in.

Mandatory fields should never be left empty, i.e., please choose "none", "no" or "-" to fill a field that is not applicable.

Access

Get access to the Sub-Pages on http://pesticides.food.dtu.dk/cf by using the username and password sent to you in and email on 14 May 2014

Main Page

Welcome: JOHN.DOE@TEST.NU Feedback Logout

EURL-CF — EU Reference Laboratories for **Residues of Pesticides**

Main page EUPT CF-08

European Commission's Proficiency Test on Cereals for Pesticides Residues requiring multiresidue methods (MRMs) - EUPT-CF7

Links to subpages:

0. Test Item receipt

Acknowledge receipt of parcel with test sample.

1. Pesticide scope

Specify which pesticides you analysed for

2. Results

Enter your analytical results

3. Methods

Describe the methods used for detected pesticides.

4. Additional information requested

Describe the methods used for false negatives etc.

Welcome to the result submission pages of EUPT-CF8. This website is accessible from 20 May to 18 June 2014. However, **sub-pages 1-3 will close on 13 June 2014, 13.00 CET**, whereas sub-page 4, concerning additional information, will be accessible from 16 to 18 June 2014.

As soon as you receive the package with the test items, please enter sub-page

0. Test Item receipt to notify the organizer.

To submit your EUPT-CF8 results, please use sub-pages 1-3. Each sub-page contains instructions on how to enter the data, and each sub-page must be saved separately.

Enter the sub-pages in order 1-3

1. Pesticide scope. Here you should indicate which of the 111 pesticides on the list you have analysed for, which you have detected and if they are within your routine scope.

2. Results. Here you can enter the concentrations of the pesticides you have determined in the Test Item and the Blank Item, as well as the recoveries.

3. Methods. Here you can enter information about the methods you have used for each pesticide you have analysed for. Please indicate details about the analytical procedure, e.g. sample weight, extraction solvents, clean-up, calibration, ISTDs, GC- and HPLC-detectors. If no sufficient information on the method used is given, the organizer reserves the right not to accept the analytical results reported.

Finalise with sub-page

4. Additional information requested. The webpage will be open to everybody after the deadline on 16 June. Here you are requested to enter or update information about the methods you have used for all pesticides present in the test item. This includes both detected pesticides and false negatives. If no information on the method used is given, the organizer has the right not to accept the analytical results reported.

Remember to save each sub-page separately before you leave it! You can enter the pages as often as you wish until the website is closed. You can e.g. enter all data for the GC pesticides one day (on sub-page 1 to 3) and the LC results another day. Just remember to enter data in the right order from sub-page 1 to 3, because data on sub-page 1 is used on sub –page 2, etc. All data correction must be done before the deadline.

Click here to view a detailed guide for result submission.

Contact Persons:

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Export to Excel

When completed, you can download your results in an Excel file

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1 Short descriptions of the content and function on Sub-Page 0 – 3

2 Link to this short guide

3 Access to Sub-Page 0: sample receipt, acceptance

4 Access to Sub-Page 1: analytical scope in this EUPT

5 Access to Sub-Page 2: results of pesticides (detected in Sample or Blank)

6 Access to Sub-Page 3: methods of pesticides indicated "analysed for" on Sub-Page 1

7 Access to Sub-Page 4: Method of pesticides not found in the test material (False negatives)

8 Export your inputs in a csv-file

9 Contact to the EURL-CF

0 Logout (on each Sub-Page)

Please enter the sub-pages in the order 1-2-3, The data saved on Sub-Page 1 will be used in Sub-Page 2 and 3.

Please save each Sub-Page separately before you leave each Sub-Pages.

Subpage 1 Scope

1   Short descriptions of the content and function on Sub-Page 1

2   Your Lab-Code (=test number) for the EUPT-CF8 and main contact person

3   Full-fill/delete all function for the selected column

4   "Save Change": save your data

5   "Home": back to home page with the question: Have you saved your data?

6   "Cancel": direct back to home. Use only this if all your data is saved.

The page includes the following columns:

Analysed for: Mark the pesticides you have analysed for. You can use the Full-fill/delete all function

Detected: Mark the pesticides you have detected in the Test Item.

Detected in blank: Mark if you have found residues in the Test Item Blank.

Within Scope: Mark if the pesticides analysed for is within the scope of your laboratory You can use the Full-fill/delete all function

Accredited: Mark if you laboratory is accredited for this pesticides. You can use the Full-fill/delete all function

Reporting Level: Fill in the reporting level you have for the pesticide.

Reason Not Analysed: Use the drop down menu to describe the reason why you haven't analysed a pesticides within your routine scope.

Subpage 2 Results

This page will only show the pesticides you have reported as detected in the Test Item or the Blank Test Item on subpage 1.

The page includes the following columns:

Concentration (mg/kg): Report the concentration found in the test item

Concentration Blank (mg/kg): If you have found residues in the Blank Test Item, you can fill in the concentration here.

Recovery corrected?: Use the drop down menu to report if you result is corrected for recovery

Recovery: Here you can fill out the recovery figures you have obtained, e.g. 93%

Recovery details: Here you can fill details about the recovery experiment (e.g. spiking level, compound used for spiking)

Recovery figure obtained from: Use the drop down menu

Recovery Individuals: Use the drop down menu

Comments: Fill in additional comments if needed.

Experience: Use the drop down menu

Subpage 3 Methods

This page will only show the pesticides if you have reported them detected in the Test Item or the Blank Test Item.

The page includes the following columns:

Method As: This field can be used to copy the method information from one pesticide to another. However, you need to fill out the method for at least one pesticide before it can be used. Fill in the Pest. No for the pesticide you want to copy from. Then save changes and the method is copied to the current pesticide. After the method is copied you will still be able to change e.g. the detector or calibration.

Reference Method: Choose from the drop down menu. But be aware that choosing a reference method will not mean that you can skip filling in all other method information.

Method Details: Fill in information if you have chosen 'Other' under Reference Method.

Sample Weight: Fill in the amout of sample used for the analysis

Ext Solvent1: Chose solvent(s) used for Extraction or Partitioning step(s) from the drop down menu.

Ext Solvent2: Chose solvent(s) used for Extraction or Partitioning step(s) from the drop down menu.

Ext Solvent3: Chose solvent(s) used for Extraction or Partitioning step(s) from the drop down menu.

Ext Solvent Details: Enter details on the solvents used in extraction or partitioning steps, if you have chosen 'Other' under Ext Solvent

Extraction Time (min): Fill in the duration of the main extraction step in min.

Water Addition: Report if you add water to the sample before extraction or if you extract with a mixture of water and solvent, e.g. acetonitrile and water. Use the drop down menu to choose Yes or No.

Water Addition Details: Possibility to fill in additional information

Soaking Time (minutes): Report how many minutes the sample was soaked in water before extraction.

Clean Up: Chose Clean up technique employed from the drop down menu

Clean Up2: Chose Additional Clean up technique employed from the drop down menu

Clean Up Details: Enter details on the Clean Up used, if you have chosen 'Others' under Clean Up

Calibration: Choose calibration approach from the drop down menu

Determination Technique: Choose from the drop down menu which determination technique was used to generate your quantitative result.

Confirmation: Choose from the drop down menu which determination technique was used to confirm your result.

Istd Used: Use the drop down menu to report the type of interna standard, ISTD, used.

Istd Details: Enter details on the ISTD used, if you have chosen 'Other' under Istd Used

Subpage 4 Additional method information

After the deadline, Subpage 4 will be accessible. In case of false negative results or other missing information the affected laboratories will be asked to provide details on the methodology used.