

**Instructions on
how to fill the registration-form
by 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“

This website has been created by the four EU Reference Laboratories (EURLs) responsible for pesticide residues in food and feed and is intended for the registration to EU Proficiency Tests (EUPs).



Please use your login credentials from EURL DataPool to login to the EUPT-Registration-website.

In case **you OR your colleagues** who intend to act as alternative contact persons in the EUPT are **not yet registered in EURL DataPool**, click on “Create Account” and fill the DataPool-registration form. After submission, you will be contacted by the administrator.

Please use your Login credentials from EURL DataPool.

In case you are not yet registered in EURL DataPool, click on the following link

[Create an Account](#)

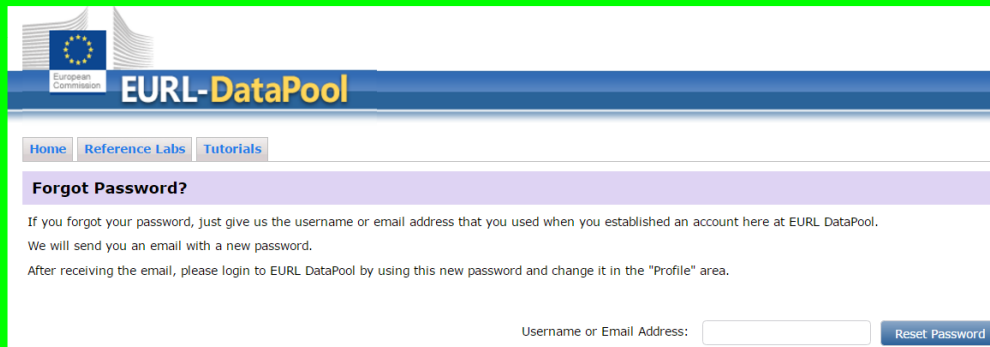
Your Username *

Your Password *

Login

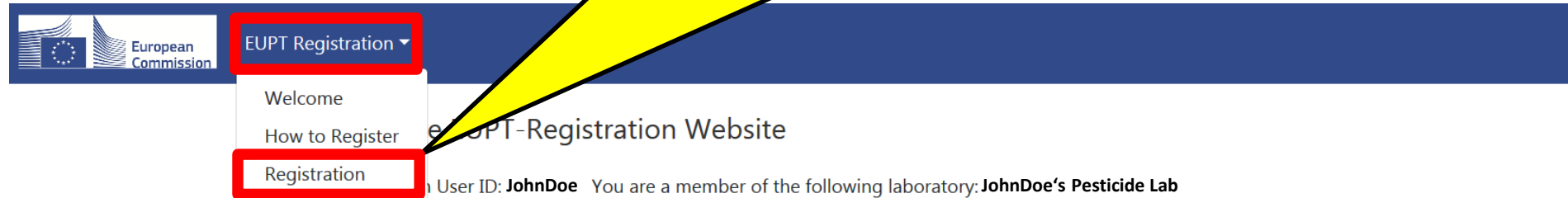
[Forgot Password?](#)

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.



The screenshot shows the EURL-DataPool website with a green border. The header includes the European Commission logo and the text "EURL-DataPool". Below the header are navigation links: "Home", "Reference Labs", and "Tutorials". The main heading is "Forgot Password?". The text below reads: "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." At the bottom, there is a form with the label "Username or Email Address:" and a text input field, followed by a "Reset Password" button.

3. After logging in, choose „EUPT Registration“
and click on „**Registration**“



The EUPTs are directed to all National Reference Laboratories (NRLs) and all Official Laboratories (OfLs) in the EU Member States. NRLs operating in the same area as the organizing EURL, as well as OfLs whose scope overlaps with that of the EUPT, are legally obliged to participate in EUPTs. The legal obligation of NRLs and OfLs to participate in EUPTs arises from:

- Art. 28 of Reg. 396/2005/EC (for all OfLs analysing for pesticide residues within the framework of official controls of food or feed)
- Art. 101 (1)(a) of Reg. (EC) 625/2017 (for all NRLs)

Laboratories outside this EURL/NRL/OfL-Network may be allowed to participate on a case-by-case basis after consultation with DG-SANTE.

To register for an EUPT, select "Registration" from the EUPT Registration menu.

Click the „**Add an EUPT Registration Form**“ button to add a registration form for an EUPT which is currently o...ted in the table. Then select an E...
„PT Name“, click the „Add“ button in column „Actions“ and finally fill-in the registration form.

Add an EUPT Registration Form						
PT Name	PT Organizer	Registration Deadline	Remark	Participation	Actions	Lab Decision on EUPT
SRM15	EURL-SRM	23/12/2019	Rice	OBLIGED (as NRL)	Register	Not registered

4. Click on the button „**Register**“ to open the registration-form for EUPT XY## (e.g. EUPT-SRM15).

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

- Art. 101 (1) (a) of Reg. (EC) 2017/625 (for all NRLs)
- Art. 38 of Reg. (EC) 2017/625 and Art. 28 of Reg. (EC) 396/2005 (for all OfLs analyzing for pesticide residues within the framework of official controls of food or feed)

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” you can find out if your lab is obliged to participate in this specific EUPT. If you consider this classification not correct, please contact your NRL and put eurl-srm@cvuas.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##.

EUPT Contact Persons

Choose the Main Contact Person for this EUPT *

Select item...

Telephone *

Mobile

Alternative Contact Person(s)

Choose **max. 3** Alternative Contact Person(s) for this EUPT *

EUPT Registration

Participation of your Lab

OBLIGED (v

Participation Fee (doubled, if you order double amount of material) 250.00 €

I want to REGISTER my Lab for this EUPT FV23 and agree to pay the participation fee. *

Select item

Please give an explanation for your non participation *

Please ente

Cancel

Save

Please consider:

The registration-form contains several mandatory fields which are marked by a red asterisk (*). As long as these fields are not filled in, the „Save“-button remains inactive and the submission of the registration form is not possible.

Choose the main (1.) and max. 3 alternative contact persons (2.) for the EUPT-XY##

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 (eurlsrm@cvas.bwl.de), if the person who will be responsible for this EUPT, is NOT listed here.

All members of your laboratory that are registered in EURL DataPool are also listed here. This multi-select dropdown allows the **selection of multiple employees** from your lab by clicking into this field and selecting the names successively.

EUPT Contact Persons

Choose the Main Contact Person for this EUPT *

1.

Select item...

Telephone *

Please enter a value

Mobile

Alternative Contact Person(s)

Choose **max. 3** Alternative Contact Person(s) for this EUPT *

2.

EUPT Registration

Participation of your Lab

OBLIGED (via Scope)

Participation Fee (doubled, if you order double amount of material) 250.00 €

I want to REGISTER my Lab for this EUPT FV23 and agree to pay the participation fee. *

Select item...

3.

Please give an explanation for your non participation

Please enter a value

Choose „YES“ or „NO“ (3.):

- Choose „YES“ if you intend to participate in EUPT-XY## and go to page 9.
- Choose „NO“ if you intend NOT to participate in EUPT-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##

Registration Form for FV23

EUPT Contact Persons

Choose the Main Contact Person for this EUPT *

Jane Miller

Telephone *

0809-12345678

Mobile

0160-12345678

Alternative Contact Person(s)

Choose **max. 3** Alternative Contact Person(s) for this EUPT *

Jon Doe x Pete x

Steve McLong

EUPT Registration

Participation of your Lab

Participation Fee (doubled, if you order double amount of material) 250.00 €

I want to REGISTER my Lab for this EUPT FV23 and agree to pay the participation fee. *

NO

1.

Please give an explanation for your non participation *

Enter your explanation for non-participation here!

2.

Save

3.

If you choose „NO“ (1.), ...

You have to enter an explanation (2.), if you intend NOT to participate in this EUPT. Then click on the „Save“-button to submit the registration-form (3.).

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

If you choose „Yes“ (1.):

Registration Form for SRM15

I want to REGISTER my Lab for this EUPT SRM15 and agree to pay the participation fee. *

YES

1.

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

Laboratory Name (only LATIN letters allowed) *

Street Address *

Street Number

City *

ZIP *

Country *

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

Laboratory Name (only LATIN letters allowed) *

Street Address *

Street Number

City *

Cancel

Save

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 next EUPT-XY##.

The lab name for shipment is limited to **e.g. 30 letters (the form will give you a hint if the number of letters in this field is too high:** This field is required (max.30 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##

Registration Form for SRM15

Country *

VAT *

IBAN

Enter Contact Data of Invoice Recipient

First Name *

Last Name *

Email Address (only LATIN letters allowed) *

Fill only if specific information is required on your invoice

Purchase Order Number or Invoice Description

Specific Invoice Date



Remark to Invoice

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

Registration Form for SRM15

Additional information to EUPT

Remark to EUPT Organizer

SampleAmount

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

Is your lab accredited?

☐

If yes, under which accreditation body?

SRM-Pesticides and No. of Samples Analyzed for SRM-Pesticides

How many SRM-Pesticides do you have in your scope?

How many of them are accredited under the ISO 17025?

Number of Samples Analyzed by Single Residue Methods Last Year

Number of Official Samples Analyzed Last Year

Number of EU Multi-Annual Control Samples

Cancel

Save

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

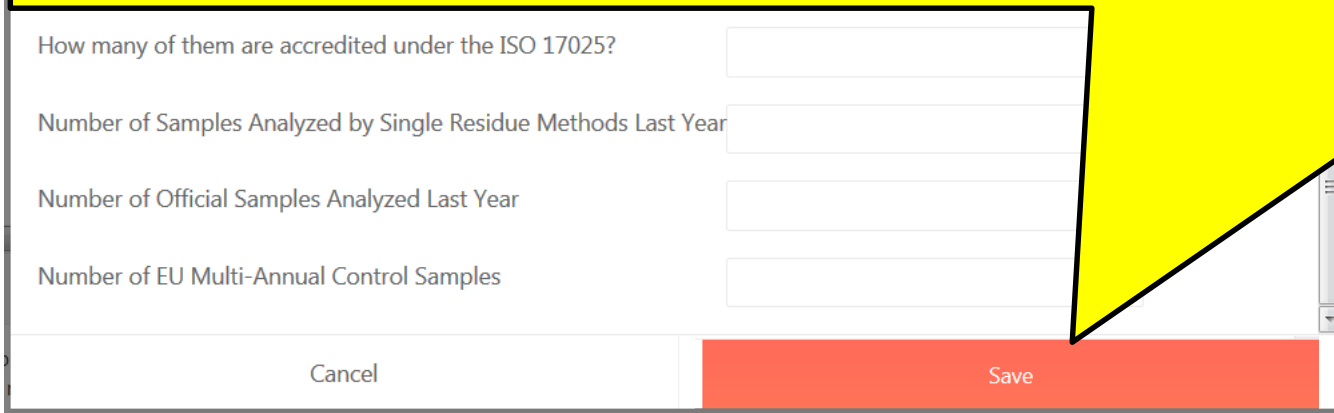
The number of characters is limited to 145.

Finally, click on the button „Save“.

In case the „Save“-button remains inactive, check if all mandatory fields are filled in 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## Registration ...“, do not hesitate to contact us (eurl-srm@cvuas.bwl.de).



The screenshot shows a web form with four input fields and two buttons. A yellow callout box points to the 'Save' button. The form fields are:

- How many of them are accredited under the ISO 17025?
- Number of Samples Analyzed by Single Residue Methods Last Year
- Number of Official Samples Analyzed Last Year
- Number of EU Multi-Annual Control Samples

The buttons are 'Cancel' and 'Save'.

**Thank You
for Your Cooperation!**