

EURL proficiency test webtool guideline

Version: 2022-01 AO

Date: 24-03-2022

Init: KT, Har

Important information about the webtool:

- Browser requirements:
You cannot use Internet explorer. The system works with the newest versions of **Google Chrome and Firefox** in **private or incognito mode**. Look in the browser under *Help–About*. Here you can see if newer versions are available..
- Your data is 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.

1. Login

Link to website: www.eurl.dtu.dk (Open link in **incognito or private window!**)

Choose DTU Employees Students and Guests



Login to the system by using the username and password used for participating in last year EURL PT for pesticides. All laboratories that have registered for PT AO 17 will receive their login credentials via e-mail! Please use this send username and password for login. If you have recently changed your password please use your changed password for login.

If you have problems don't hesitate to contact us: eurl-pesticides@cvuafr.bwl.de



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

2. Proficiency Test Overview

On the *Proficiency Test Overview* page, you will on the top see 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*).

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 compounds (mandatory and voluntary) are listed in alphabetic order.



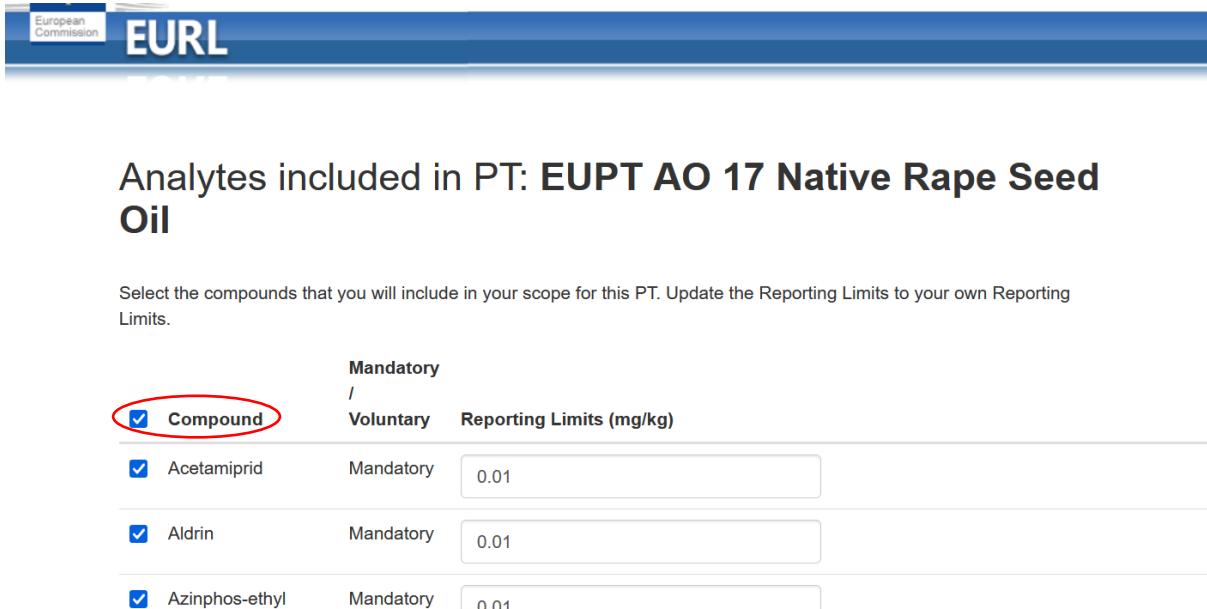
Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.

All the following dates are calculated in GMT+1 CEST

Available proficiency tests for compound selection

| PT ID | Name | | Last compound selection | Sample dispatch | Reporting deadline |
|------------|--|--|-------------------------|-----------------|--------------------|
| EUPT AO 17 |  Native Rape Seed Oil | | 23 Apr 2022 | 25 Apr 2022 | 23 May 2022 |

3. Scope selection



| <input checked="" type="checkbox"/> Compound | Mandatory / Voluntary | Reporting Limits (mg/kg) |
|--|-----------------------|--------------------------|
| <input checked="" type="checkbox"/> Acetamiprid | Mandatory | 0.01 |
| <input checked="" type="checkbox"/> Aldrin | Mandatory | 0.01 |
| <input checked="" type="checkbox"/> Azinphos-ethyl | Mandatory | 0.01 |

As default all mandatory compounds are selected. Deselect/select the compounds you will not include/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-AO.

Alternative:

Clicking the field "Compound" deselects all compounds. Click on the analytes you want to 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-AO.

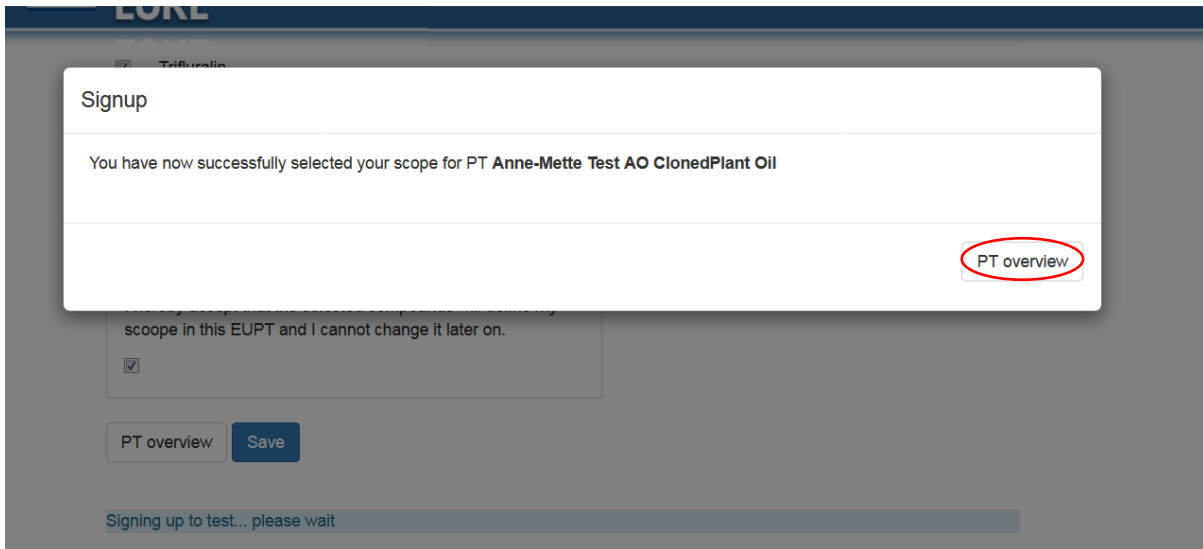
| | | |
|---|-----------|------|
| <input type="checkbox"/> Tetraconazole | Voluntary | 0.01 |
| <input type="checkbox"/> Thiacloprid | Voluntary | 0.01 |
| <input type="checkbox"/> Thiophanate-methyl | Voluntary | 0.01 |
| <input checked="" type="checkbox"/> Triazophos | Mandatory | 0.01 |
| <input checked="" type="checkbox"/> Vinclozolin | Mandatory | 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

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 and your input is not saved until the final save.**

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.

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 | Reporting deadline |
|------------------|------------------------------|-------------------------|-----------------|--------------------|
| RiceKernel ANSKO | RiceKernel 2 | Tomorrow | 2 days left | 29 Apr 2020 |

My proficiency tests

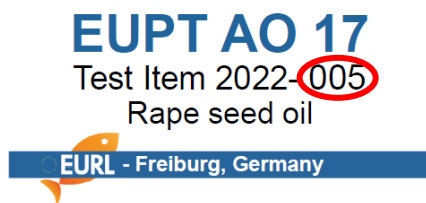
| PT ID | Name | Lab code | Test start | Deadline | Additional deadline | Submitted |
|----------------------|------------------------------------|----------|-------------|-------------|---------------------|-----------|
| EUPT-CF14 | RiceKernels | 2 | 11 Dec 2019 | 29 Apr 2020 | - | No |
| Anne-Mette Test AO | ClonedPlant Oil | 1 | 18 Feb 2020 | 9 Mar 2020 | - | No |
| SRM15_Check_07022019 | Rice_Dry_2_Check_2 | 2 | 6 Jan 2020 | Today | - | No |



4. Sample receipt

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 i.e. 131)



- Material Accepted (enter yes)
- Sample received (enter the date of receipt of the sample)
- Enter comments if necessary

Click *Save and close*

Sample Number

Material Accepted

Sample received

Sample Comment

PT overview Save and close

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

5. Result submission

At the top of the page on the left 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 EURL webtool interface. At the top, there is a header with the European Commission logo and the EURL logo. The user is logged in as 'TestContact CF FV AO SRM' and 'SRM Testlab1 (SRM)'. The main heading is 'Anne-Mette Test AO: ClonedPlant Oil'. Below this, there are three main sections:

- Your lab-code: 1**: Includes a 'Download report' button.
- Important dates**: A table listing key dates for the submission process.
- Support**: Provides contact information for PT responsible (Bjoern Hardebusch) and EURL contact (EURL-pesticides@cvafr.bwl.de), along with links to the webtool user guide, general protocol, and specific protocol.

The 'General comments' field is circled in red, indicating where users should provide feedback or notices.

| Important dates | |
|------------------|-------------------------------|
| Tue, 18 Feb 2020 | PT sample dispatch |
| Thu, 27 Feb 2020 | Last day for sample rejection |
| Mon, 9 Mar 2020 | Last day for PT submission |
| Wed, 18 Mar 2020 | Last day for false negatives |

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

The scope cannot be edited at this stage anymore. The scope can only be edited during the scope-selection period. It is only displayed for informative purposes.

The screenshot shows the 'Scope' tab selected in the navigation menu. Below the menu, the title 'Current scope for this PT' is displayed. A table lists the compounds included in the scope, their mandatory status, reporting limits, and whether they are selected.

| Compound | Mandatory | Reporting limit | Selected |
|-----------------|-----------|-----------------|-------------------------------------|
| Aldrin | Yes | 0.01 | <input checked="" type="checkbox"/> |
| Azinphos-ethyl | Yes | 0.01 | <input checked="" type="checkbox"/> |
| Azinphos-methyl | Yes | 0.01 | <input checked="" type="checkbox"/> |
| Bifenthrin | Yes | 0.01 | <input checked="" type="checkbox"/> |
| Bixafen | Yes | 0.01 | <input checked="" type="checkbox"/> |

Important:

If you have selected compounds by mistake for your scope or if you have not selected a compound in your scope but you have detected the compound/ you want to submit results for that compound, please make a notice in the **“General comments”** field about the issue. It is not possible to consider any scope changes (at this stage) in the result evaluation, but your explanation/ comment will be listed in the PT-report. Thus it helps to explain possible variations.

Click on the *Detected* tab and choose the pesticides that you detect in the test item

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

Choose the detected compounds

| Name | Detected |
|------------------|-------------------------------------|
| Aldrin | <input type="checkbox"/> |
| Azinphos-ethyl | <input type="checkbox"/> |
| Azinphos-methyl | <input type="checkbox"/> |
| Benzovindiflupyr | <input checked="" type="checkbox"/> |
| Bifenthrin | <input type="checkbox"/> |
| Bixafen | <input type="checkbox"/> |

Click on the *Edit results* 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 field. 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 * |
|---------------------|-----------------------|-----------------------------|--------------------------------------|----------------------|----------------|---------------------|
| Benzovindiflupyr | 119.4 | | 1 | Aut. via procedura ▼ | 98 | same batch using ▼ |
| Chlorpyrifos-methyl | 127.8 | | 7 | No ▼ | 105 | same batch using ▼ |

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

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 | leave blank as you don't receive a blank sample this time |
| Expanded measurement uncertainty | % | Enter the expanded measurement. Syntax "123" |
| Recovery corrected? | | Choose how you recovery correct the result in your method. 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 |
|---|--|--|---------------------|--|---|--|
| Benzovindiflupyr  | other, please spec  | QuOII-Method  | 2 | Acetonitrile  | Select  | Select  |
| Chlorpyrifos-methyl  | other, please spec  | EURL-AO method  | 0.5 | Cyclohexane  | Ethyl acetate  | 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.

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/partitioningsolvent 1 | | Choose the solvent from the drop down menu |
| Extraction/partitioningsolvent 2 | | Choose the solvent from the drop down menu - if you use more than one solvent |
| Extraction/partitioningsolvent 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 |
| Milling | | Choose the mill you have used for milling the kernels from the drop down menu |
| Milling details, e.g sieve size | | Enter details about the milling, e.g. the mesh size of the sieve |
| 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*

Proficiency Test Overview

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

Available proficiency tests for signup

| 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 |

My proficiency tests

| 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 |

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If you have submitted false(s) negative results the 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 | Additional deadline | Submitted |
|-----------|---------------------------|----------|-------------|----------|---------------------|-----------|
| EUPTAO 15 | Plant oil | 16 | 11 May 2020 | Exceeded | 22 Jul 2020 | Yes |

Your results and method information has been submitted. Thank you, for your cooperation.

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

Update method info

Below you must update your method information if you have false negative results.

- 1) If the pesticide name is coloured orange, then your laboratory has obtained a false negative result for this compound. Please, fill out the method information for this compound.
- 2) If a pesticide name is coloured red, then your laboratory might have obtained a false positive result. However, the final decision cannot be taken before all the results are evaluated.
- 3) You can update all method information if you find an error in the information that originally was submitted.

After entering the information, please do your final submission

| Name | Ref. method * | Details | Sample weight (g) * | Extraction/partitioning solv. 1 * | Extraction/partitioning solv. 2 | Extraction/partitioning solv. 3 |
|---------------------|--------------------|----------------|---------------------|-----------------------------------|---------------------------------|---------------------------------|
| Benzovindiflupyr | other, please spec | Qu/OI-Method | 2 | Acetonitrile | Select | Select |
| Chlorpyrifos methyl | other, please spec | EURL-AO method | 0.5 | Cyclohexane | Ethyl acetate | Select |

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.**