

EURL proficiency test webtool guideline

Version: 2024-01 AO

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Important information about the webtool:

- 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.
- 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 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.
- The **username** for the webtool, is forwarded to you personally by email. It is linked to your email address and can be used for all EUPT-CF, FV, AO, and SRM. The **password** can be retrieved via this link: <https://guest.dtu.dk/Sites/GuestLogin/RetrievePassword.aspx>
Please update the password once a year.

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 sent to you by email.



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 see the PTs that are available for compound selection (*Available proficiency tests 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 and you will 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

Analytes included in PT: **EUPT AO 17 Native Rape Seed Oil**

Select the compounds that you will include in your scope for this PT. Update the Reporting Limits to your own Reporting Limits.

<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

3. Scope selection

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.

Mark that you accept that the selected compounds will be included in this EUPT and click on **Save**. Please, be aware you can only enter the system once and your input is not saved before the final save.

<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](#) [Save](#)

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 Anne-Mette Test AO ClonedPlant Oil

[PT overview](#)

scoope in this EUPT and I cannot change it later on.

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

Signing up to test... please wait

Click on *PT overview* and you will be guided to the *Proficiency Test Overview* page. The PT you selected 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

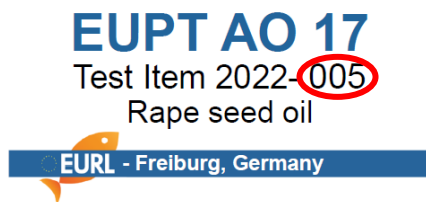
PT ID	Name	Lab code	Test start	Deadline	Additional deadline	Submitted
EUPT-CF14	RiceKernels	2	11 Dec 2019	29 Apr 2020	-	No
Anne-Mette Test AO	ClonedPlant Oil	1	18 Feb 2020	9 Mar 2020	-	No
SRM15_Check_07022019	Rice_Dry_2_Check_2	2	6 Jan 2020	Today	-	No

Soon after you will receive an email with an excel sheet containing the scope attached. However, you can also download the excel sheet you find next to the PT and filter the column "Analysed for" = yes. If you discover an error, please email eurl-pesticides@cvuafr.bwl.de. We can then zero your selection and you can enter the page again and start all over.

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. 005)



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

Click *Save and close*

A screenshot of a web application interface. A white dialog box titled 'Edit sample receipt' is centered on the screen. The dialog box contains four fields: 'Sample Number' with an empty text input; 'Material Accepted' with a dropdown menu showing 'Yes'; 'Sample received' with a date input field containing 'TT . MM . JJJJ'; and 'Sample Comment' with an empty text input. At the bottom right of the dialog box are two buttons: 'PT overview' and 'Save and close'. The background is a blurred view of the webtool interface, showing text like 'e-Mette Te', 'o-code: 1', 'ownload report', 'formation', 'omments', 'Important dates', 'ern Hardebusch', 'L-', 'bwl.de', 'guide', 'ocol', and 'ocol'.

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 organiser in relation to your result.

To the right you find important dates and support.

European Commission
EURL

TestContact CF FV AO SRM | SRM Testlab1 (SRM)

Anne-Mette Test AO: ClonedPlant Oil

Your lab-code: 1

Download report

[Sample information](#)

General comments

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

Support

PT responsible: Bjoern Hardebusch

EURL contact: EURL-pesticides@cvafr.bwl.de

[Link to webtool user guide](#)

[Link to General Protocol](#)

[Link to Specific Protocol](#)

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. However, a new feature gives a possibility to inform the organisers if you did not analyse for a compound for specific reasons. This information as such will not remove any False Negative result.

Scope [Detected](#) [Edit results](#) [Edit methods](#) [Additional info](#)

Current scope for this PT

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"/>

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

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.


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.

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

After copying you can change individual parameters e.g. concentration and recovery

Further information about the result submission can be found 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 by factor?		Please indicate "yes" only if the result reported was corrected using a recovery factor. Other means of recovery-based correction (correction for bias) are covered by other questions.
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.

Further information on the method details submission can be found in the table below.

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


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.

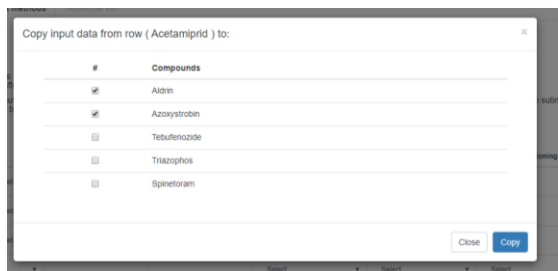
Fields marked with asterisk (*) are mandatory.

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. You can change individual parameters after copying.



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 in 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 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 details 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 astrisk 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 com 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 tentative false negative results in the PT, the PT-row on the overview page will be marked pale yellow. However, this will not be visible before the deadline of result submission. Pesticides present in the Test Item and reported as “analysed”, but not reported as “detected” are regarded as tentative false negatives. For those compounds **method information is required**.

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
EUPT AO 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/OH-Method	2	Acetonitrile	Select	Select
Chlorpyrifos methyl	other, please spec	EURL-AO method	0.5	Cyclohexane	Ethyl acetate	Select