EURL proficiency test webtool guideline

Version: 2024-08-CF
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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, SRM, MN and PC . The password can be retrieved via this link:

https://guest.dtu.dk/Sites/GuestLogin/RetrievePassword.aspx

Please update the password once a year

<mark>IMPORTANT INFORMATION ABOUT THE WEBTOOL:</mark>

IMPORTANT: 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.

- You data are automatically saved when you move from one field 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.
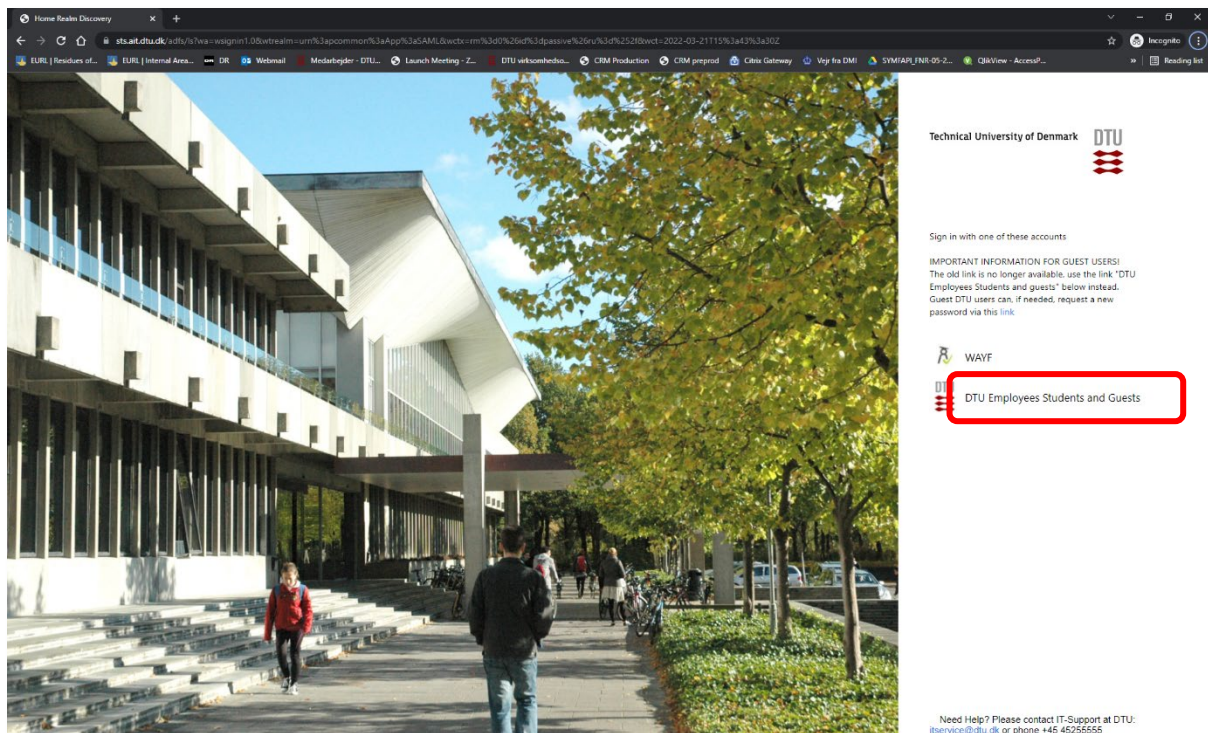
- Open your browser in private or incognito.

Please, read this guideline carefully so you are familiar with the webtool before you start entering your data.
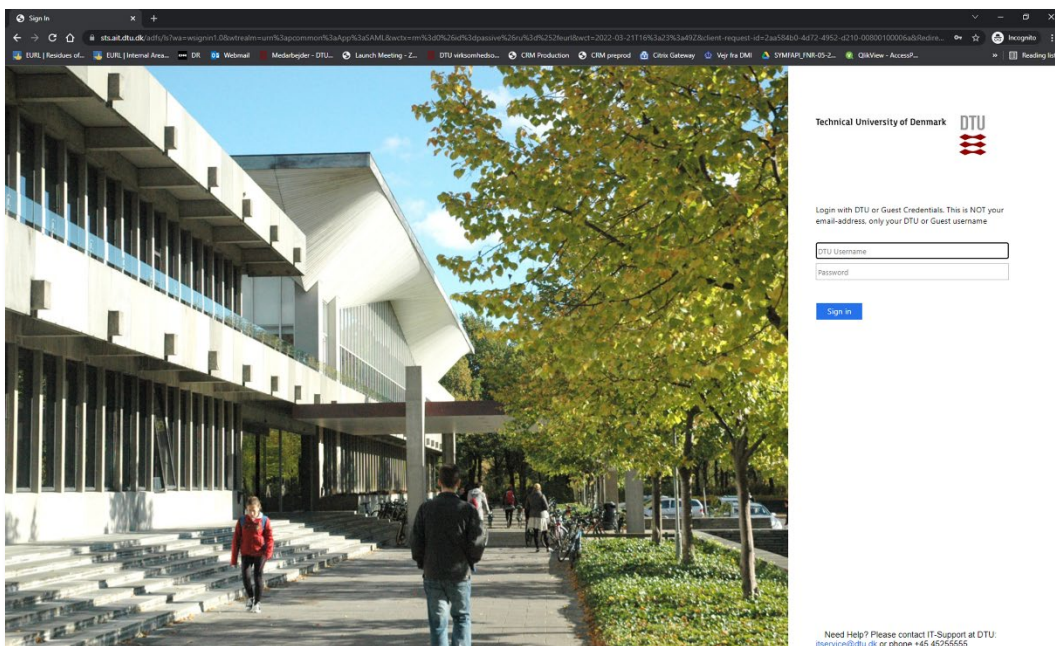
PLEASE REMEMBER TO OPEN YOUR BROWSER IN PRIVATE OR INCOGNITO.

Link to website: www.eurl.dtu.dk
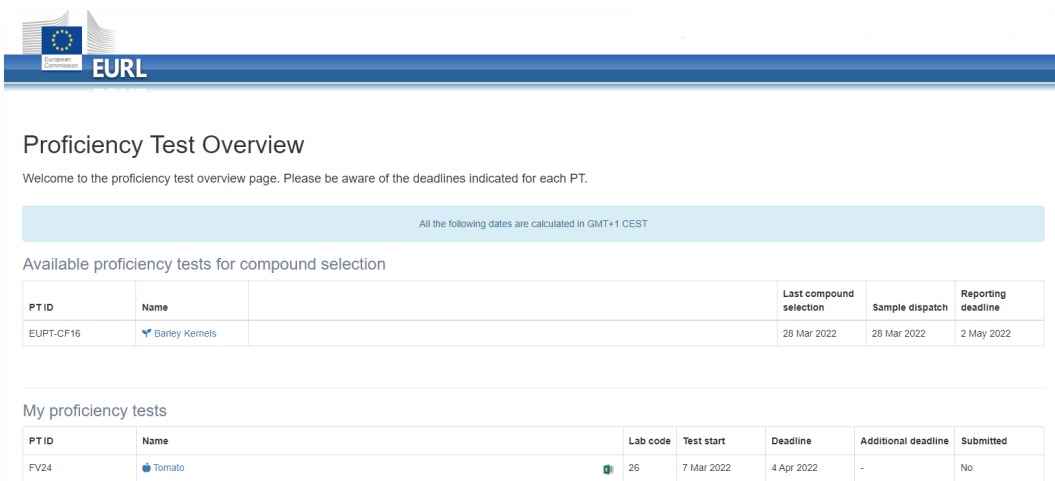
Choose DTU Employess, Students and Guests

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

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 compounds for and you will then see a list of analytes included in the PT. The compounds in alphabetic order, mandatory and voluntary compounds are mixed.

As default, all mandatory compounds are selected. Deselect the compounds you will not include in your PT scope and insert the voluntary compounds. Insert your Reporting Limits for each pesticide. In the top, you can select and deselect all compounds. As default, the MRRLs are listed. The Reporting Limit will be saved for your next EUPT-CF.

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 to the final save.

On the screen, you will get a confirmation that the selection of scope was successful.
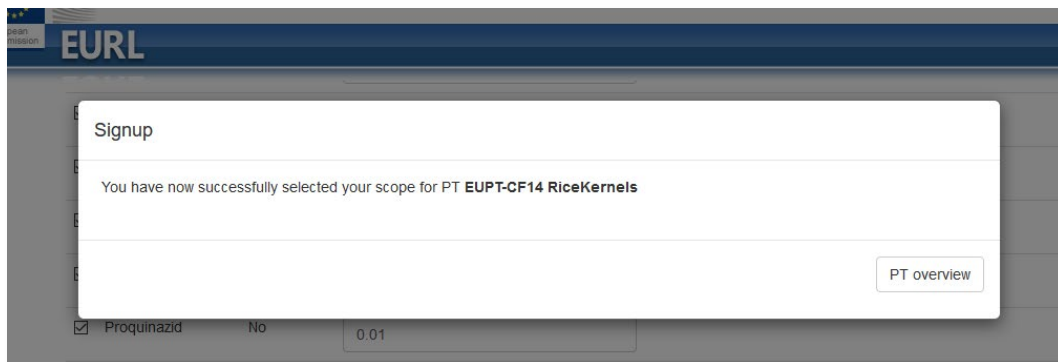
Click on *PT overview* and you will be guided to the *Proficiency Test Overview* page. The PT you selected compound for will now appear under *My proficiency tests* and a **Lab code has been assigned.**

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-cf@food.dtu.dk. We can then zero your selection and you can enter the page again and start all over.

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

Click *Save and close*

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.

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

Scope: The scope cannot be edited. It is only displayed for informative purposes. However, a new feature gives a possibility to inform the organizers if you for specific reasons did not analyse for a compound. This information will not as such remove any False Negative result.

Click on the *Detected* tab and choose the pesticides that you detect in the Test Items

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.

 NOTE: the system will automatically save your input when moving from one field 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.

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)
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 you 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 field to another.

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 the copying.

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/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
Extration 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

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

On the screen you will get a confirmation of the submission

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.*

If you have submitted false(s) negative results the PT on the PT overview page will be marked yellow. However, this will not be visible before after deadline of result submission.

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 conclusion cannot be drawn before all results are evaluated.