

# EURL proficiency test webtool guideline

Version: 2020-02-CF

Date: 27-02-2020

## IMPORTANT INFORMATION ABOUT THE WEBTOOL:

- You cannot use Internet explorer. See below the list of browsers you can use.
- Your 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.

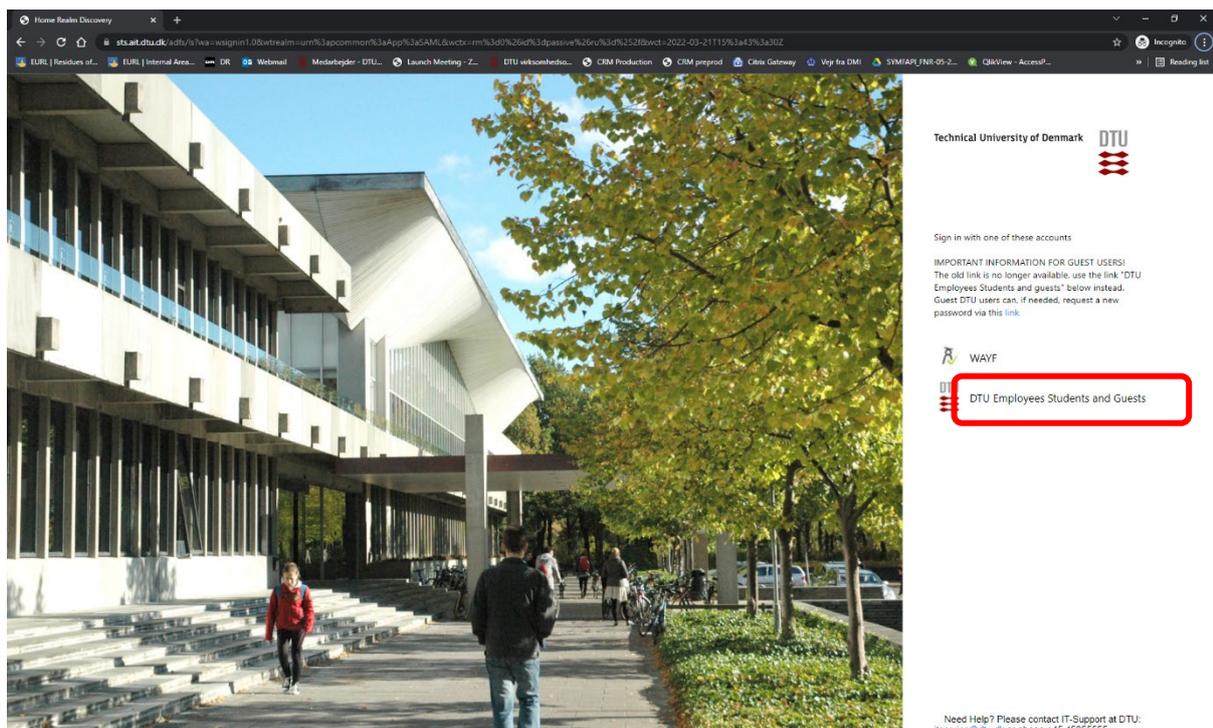
Please, read this guideline carefully so you are familiar with the webtool before you start entering your data.

**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.

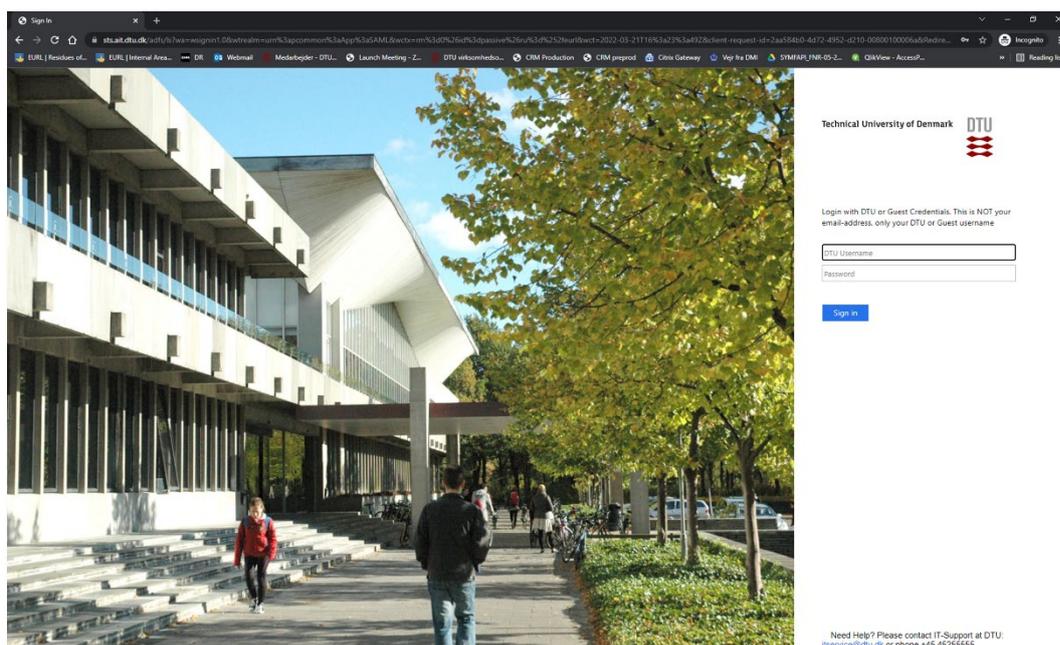
**PLEASE REMEMBER TO OPEN YOUR BROWSER IN PRIVATE OR INCOGNITO.**

Link to website: [www.eurl.dtu.dk](http://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

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-CF16	Barley Kemels	28 Mar 2022	28 Mar 2022	2 May 2022

My proficiency tests

PT ID	Name	Lab code	Test start	Deadline	Additional deadline	Submitted
FV24	Tomato	26	7 Mar 2022	4 Apr 2022	-	No

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.



### Analytes included in PT: EUPT-CF16 Barley Kernels

This is the target list for the current EUPT. The MANDATORY pesticides are listed alphabetically and below them, the VOLUNTARY pesticides are listed. As default all compounds are selected. Deselect the compounds you will not include in your PT scope. Insert your Reporting Limits for each pesticide. As default, the MRRL is listed. The Reporting Limits will be saved for your next EUPT-CF.

<input checked="" type="checkbox"/> Compound	Mandatory / Voluntary	Reporting Limits (mg/kg)
<input checked="" type="checkbox"/> Acephate	Mandatory	0.01
<input checked="" type="checkbox"/> Acetamiprid	Mandatory	0.01
<input checked="" type="checkbox"/> Aclonifen	Mandatory	0.01
<input checked="" type="checkbox"/> Acrinathrin	Mandatory	0.01
<input checked="" type="checkbox"/> Aldrin	Mandatory	0.005
⋮		
<input checked="" type="checkbox"/> Triflumizole, FM-6-1	Mandatory	0.01
<input checked="" type="checkbox"/> Trifluralin	Mandatory	0.01
<input checked="" type="checkbox"/> Triticonazole	Mandatory	0.01
<input type="checkbox"/> Tritosulfuron	Voluntary	0.01
<input checked="" type="checkbox"/> Vinclozolin	Mandatory	0.01
<input checked="" type="checkbox"/> Zoxamide	Mandatory	0.01

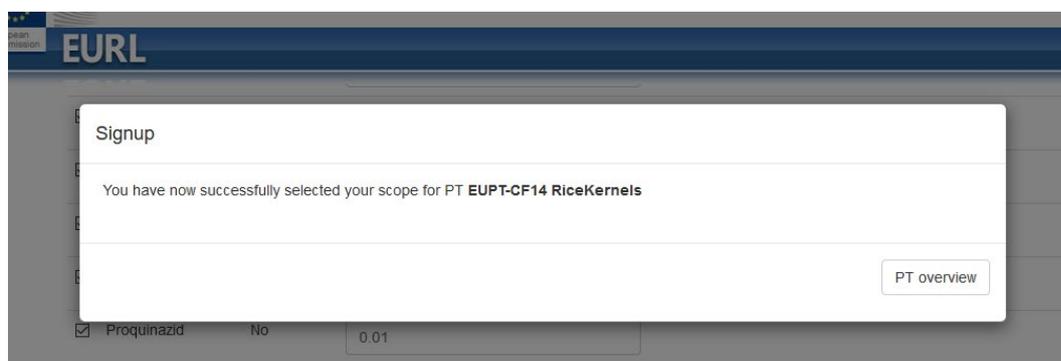
I hereby accept that the selected compounds will define my scope in this EUPT and I cannot change it later on.

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

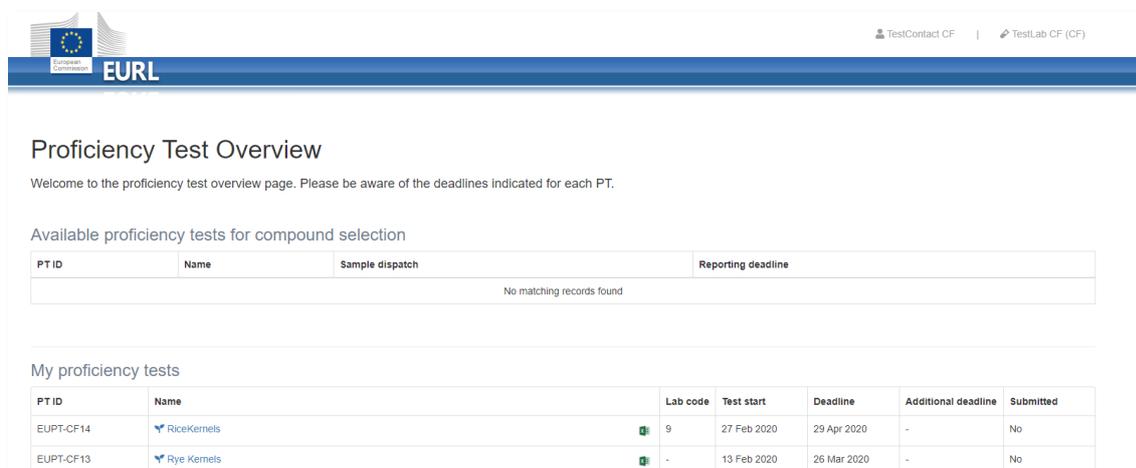
**As default, all mandatory compounds are selected.** Deselect the compounds you will not include in your PT scope and insert the voluntary compounds. Insert your Reporting Limits for each pesticide. In the top, you can select and deselect all compounds. As default, the MRRLs are listed. The Reporting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



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

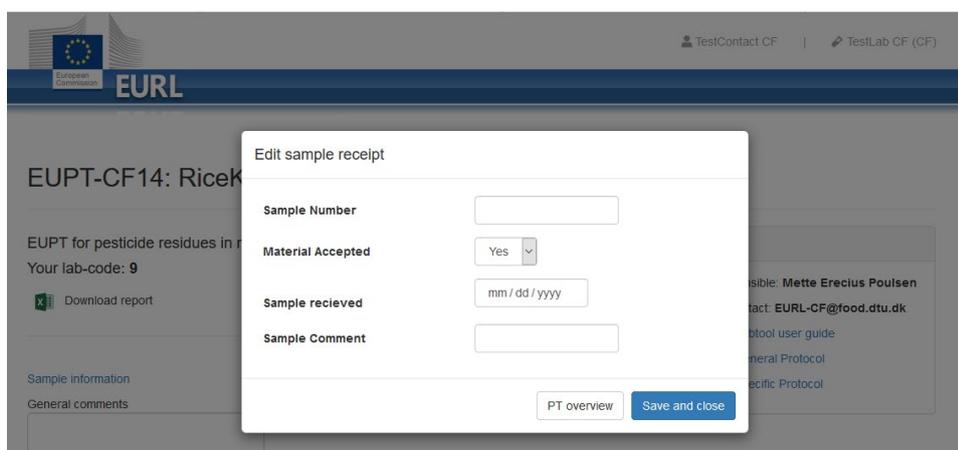
PT ID	Name	Lab code	Test start	Deadline	Additional deadline	Submitted
EUPT-CF14	RiceKernels	9	27 Feb 2020	29 Apr 2020	-	No
EUPT-CF13	Rye Kernels	-	13 Feb 2020	26 Mar 2020	-	No

If you want to check that your scope was correctly selected, you can click on the excel sheet next to the PT and filter the column “Analysed for” = yes. If you discover an error, please email [eurl-cf@food.dtu.dk](mailto: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*



Edit sample receipt

Sample Number

Material Accepted

Sample received

Sample Comment

PT overview

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

Compound	Reporting limit	Selected
3-Hydroxycarboturan	0.01	<input checked="" type="checkbox"/>
Acephate	0.01	<input checked="" type="checkbox"/>
Acetamiprid		<input type="checkbox"/>
Acrinathrin	0.01	<input checked="" type="checkbox"/>
Aldrin	0.01	<input checked="" type="checkbox"/>
Ametoctradin	0.01	<input checked="" type="checkbox"/>

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

Name	Detected
Acetamiprid	<input checked="" type="checkbox"/>
Acrinathrin	<input type="checkbox"/>
Aldrin	<input checked="" type="checkbox"/>
Ametoctradin	<input type="checkbox"/>
Azoxystrobin	<input checked="" type="checkbox"/>
Bifenthrin	<input type="checkbox"/>
Chlorpyrifos	<input type="checkbox"/>

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.

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) *	Expanded measurement uncertainty (%)	Recovery corrected *	Recovery (%) *	Recovery Obtained *
Acetamiprid			Select		Select
Aldrin			Select		Select
Azoxystrobin			Select		Select

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

IMPORTANT:

Please find further information about the results submission in the table below.

**Edit results fields:**

Field(s)	Unit	Explanation
<b>Concentration mg/kg</b>	mg/kg	Enter the results. Syntax "12.345" (mandatory if marked as detected)
<b>Expanded measurement uncertainty</b>	%	Enter the expanded measurement. Syntax "123"
<b>Recovery corrected?</b>		Choose how you recovery correct the result in your method. Drop down menu
<b>Recovery %</b>	%	Enter your recovery. Syntax "123"
<b>Recovery Obtained</b>		Enter the matrix used for your recovery experiment. Drop down menu
<b>Recovery details</b>		Enter the details for your recovery experiment. Text.
<b>Recovery individuals</b>		Enter how many individual results you recovery figure is based on
<b>Comments</b>		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.

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
Acetamidiprid 	Select			Select	Select
Aldrin 	Select			Select	Select
Azoxystrobin 	Select			Select	Select

I hereby accept that the PT data submission will be closed and the submitted data cannot be edited further.

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Edit Compound: 3-Hydroxycarbofuran

Ref. method \*  Details

Extraction/partitioning solv. 1 \*  Extraction/partitioning solv. 2  Extraction/partitioning solv. 3  Ext. solv. details

Soaking time \*  Extraction time \*

Water addition \*  Water addition details

Clean up 1 \*  Clean up 2  Clean up 3  Clean up details

Calibration \*  Technique \*  Milling \*  Milling details, e.g sieve size

Comments (200)

Save compound Next Close Cancel

Copy input data from row ( Acetamidiprid ) to:

#	Compounds
<input checked="" type="checkbox"/>	Aldrin
<input checked="" type="checkbox"/>	Azoxystrobin
<input type="checkbox"/>	Tebuconazole
<input type="checkbox"/>	Triazophos
<input type="checkbox"/>	Spinetoram

Close Copy

## 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
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

European Commission  
**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 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*

The screenshot shows the EURL Proficiency Test Overview page. The header includes the EURL logo and the text 'EURL'. The main heading is 'Proficiency Test Overview' with a welcome message: 'Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.' Below this, there are two sections: 'Available proficiency tests for signup' and 'My proficiency tests'. The 'My proficiency tests' section contains a table with one row highlighted in green, indicating a submitted test.

PT ID	Name	Last Sign Up	Sample dispatch	Deadline
EURL-MN PT-2018-01	<a href="#">EURL-MN PT-2018-01 Mixed corn poultry feed</a>	4 Oct 2018	11 Sep 2018	4 Oct 2018

PT ID	Name	Lab code	Sample dispatch	Deadline	Submitted
EURL-MN PT-2018-02	<a href="#">EURL-MN PT-2018-02 Chili powder</a>	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. However, this will not be visible before after deadline of result submission.

The screenshot shows the EURL Proficiency Test Overview page. The header includes the EURL logo and the text 'EURL'. The main heading is 'Proficiency Test Overview' with a welcome message: 'Welcome to the proficiency test overview page. Please be aware of the deadlines indicated for each PT.' Below this, there are two sections: 'Available proficiency tests for signup' and 'My proficiency tests'. The 'Available proficiency tests for signup' section shows a table with the message 'No matching records found'. The 'My proficiency tests' section contains a table with two rows highlighted in yellow, indicating false negative results.

PT ID	Name	Last Sign Up	Sample dispatch	Deadline
No matching records found				

PT ID	Name	Lab code	Sample dispatch	Deadline	Submitted
EUPPT-CF12.2	<a href="#">EUPPT in Hay 2</a>	-	Open	22 Nov 2018	No
EUPPT-CF12	<a href="#">EUPPT in Hay</a>	107	Closed	Today	No

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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.