

**Instructions on how to fill the registration-form  
for pesticide labs that intend to participate in this  
EUPT **on a voluntary basis.****

1. Go to „[www.eupt-registration.eu](https://www.eupt-registration.eu)“

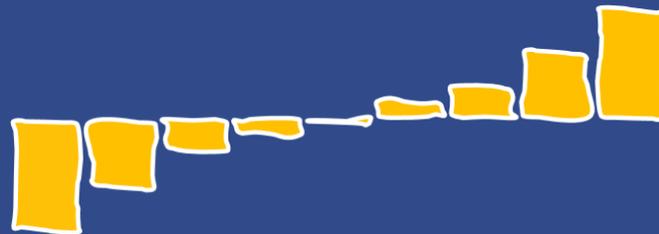
Please consider:

Our website is fully compatible with all browsers with specific limitations for the Microsoft Internet Explorer.

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 are **not yet registered** in EURL DataPool, click on “Create Account”.

...n to EUPT Registrations

**Please use your Login credentials from EURL DataPool.**

Please use your Login credentials from EURL DataPool. If 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.

European Commission **EURL-DataPool**

[Home](#) [Reference Labs](#) [Tutorials](#)

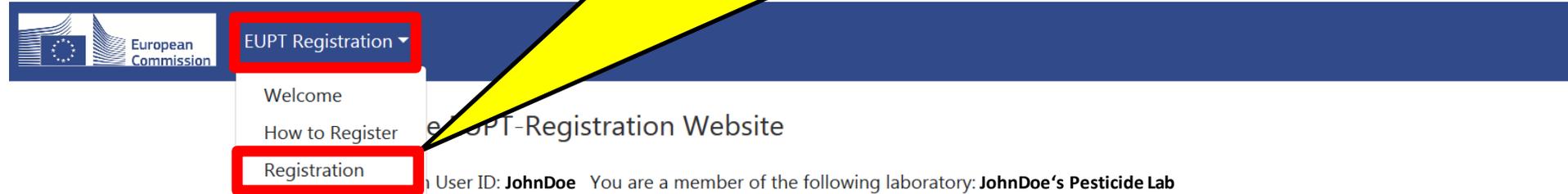
**Forgot Password?**

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.

Username or Email Address:  [Reset Password](#)

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



European Commission

EUPT Registration ▾

- Welcome
- How to Register
- Registration

EUPT-Registration Website

User ID: **JohnDoe** You are a member of the following laboratory: **JohnDoe's Pesticide Lab**

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.**

## 4. Follow these steps if you want to **participate on voluntary basis** in EUPT-XY## (e.g. EUPT-SRM15):



a) Click the „**Add an EUPT Registration Form**“ button to add a registration form for an EUPT which is currently offered by the EURLs, but not yet listed in the table.

PT Name	PT Organizer	Registration Deadline	Remark	Participation	Actions
<b>a)</b> Add an EUPT Registration Form					<b>c)</b> Add Cancel

No records available

b)

Select item. ▼  
Select item...  
SRM15

b) Then select an EUPT in column „PT Name“.

Finally, click the „Add“ button in column „Actions“ and finally open the registration form (see next page).

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

Click the „Register“ button to open the registration form for a specific EUPT.

Click the „Add an EUPT Registration Form“ button to add a registration form for an EUPT which is currently off-line. If the EUPT is not listed in the table. Then select an „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	On Voluntary Basis	<a href="#">Register</a> <a href="#">Remove</a>	Not registered

Pesticide residue laboratories can participate on a voluntary basis in this EUPT as long as sufficient EUPT-material is available. The following criteria are applied when taking the decision if a lab's registration is accepted or not:

- any other OfLs from EU countries that are not covered by the obligations to participate;
- laboratories analysing official organic samples within the frame of Reg. 889/2008/EC;
- NRLs and OfLs from EU-candidate countries and EFTA countries;
- Laboratories from countries outside EU as long as they are involved in controls of products destined for export to the EU.

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

### Registration Form for SRM15

#### EUPT Contact Persons

Choose the Main Contact Person for this EUPT \*

Select item...

Telephone \*

Please enter a value

Mobile

#### Enter Contact Data of Alternative Contact Person

First Name \*

Please enter a value

Last Name \*

Please enter a value

Email Address (only LATIN letters allowed) \*

Please enter a value

#### EUPT Registration

Participation of your Lab

OBLIGED (as NRL)

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

200.00 €

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

Select item...

Please give an explanation for your non participation \*

Please enter a value

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.

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

Choose the main (1.) and alternative contact person (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 ([eur-srm@cvuas.bwl.de](mailto:eur-srm@cvuas.bwl.de)), if the person who will be responsible for the EUPT-XY##, is NOT listed here.

The screenshot shows a web form titled "Registration Form for SRM15". It is divided into several sections:

- EUPT Contact Persons:** This section contains a dropdown menu for "Choose the Main Contact Person for this EUPT \*" (marked with a green box and "1."), followed by input fields for "Telephone \*", "Mobile", "First Name \*", "Last Name \*", and "Email Address (only LATIN letters allowed) \*".
- Enter Contact Data of Alternative Contact Person:** This section contains input fields for "First Name \*", "Last Name \*", and "Email Address (only LATIN letters allowed) \*", each marked with a green box and "2."
- EUPT Registration:** This section contains text and values for "Participation of your Lab" (OBLIGED (as NRL)), "Participation Fee (doubled, if you order double amount of material)" (200.00 €), and a checkbox for "I want to REGISTER my Lab for this EUPT SRM15 and agree to pay the participation fee. \*".
- Non-participation options:** Below the checkbox is a dropdown menu for "Please give an explanation for your non participation \*" with options "YES" and "NO". The "NO" option is marked with a green box and "3."

### Choose „YES“ or „NO“ (3.):

- Choose „YES“ if you want 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 SRM15

Choose the Main Contact Person for this EUPT \*  
Jane Miller

Telephone \*  
0809-569346582

Mobile

**Enter Contact Data of Alternative Contact Person**

First Name \*  
John

Last Name \*  
Doe

Email Address (only LATIN letters allowed) \*  
John.Doe@pesticidelab.eu

**EUPT Registration**

Participation of your Lab

Participation Fee (doubled, if you order double amount of material)  
200.0

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

NO 1.

Enter here your explanation! 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. 50 letters (the form will give you a hint if the number of letters in this field is too high:** This field is required (max. 50 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.

Registration Form for SRM15

### Status of your Lab

Is your lab (a) **a governmental lab** (financed by your government) OR (b) involved in pesticide residue **controls of organic fruit and vegetables** (according to **Reg. 889/2008/EC**)? Please describe here. \*

Please enter a value

Attach an electronic copy of the certificate here

Select files...

Number of Official Samples Analyzed Last Year

Is your lab involved in officially certified export controls to the EU?

Attach an electronic copy of the certificate here

Select files...

Number of Export Samples Analyzed Last Year

Save

**Laboratories outside of the official EU-pesticide lab network have to provide additional information on the status of their lab.**

**Please provide details here and upload certificates (pdf-files) which clearly demonstrate that your lab is**

- a. a governmental lab AND/OR**
- b. involved in pesticide residue controls of organic fruit and vegetables (according to Reg. 889/2008/EC) AND/OR**
- c. involved in officially certified export controls to the EU**

**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](mailto:eur-srm@cvuas.bwl.de)).**

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

**Thank You  
for Your Cooperation!**