

# EURL proficiency test webtool guideline

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Version: 2025-09-EUPT-CF (AO and FV)

Date: 13-01-2025

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, 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.

## Important information about the webtool:

**IMPORTANT:** Browser requirements: The system works with the newest versions of Google Chrome, Firefox, and Edge. Check your browser under Help – About to see if newer versions are available.

- 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 the deadline, you must submit your final results and method information. If not, your results will not be evaluated.
- Open your browser in private or incognito mode.

Please read these guidelines carefully so you are familiar with the webtool before you start entering your data.

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

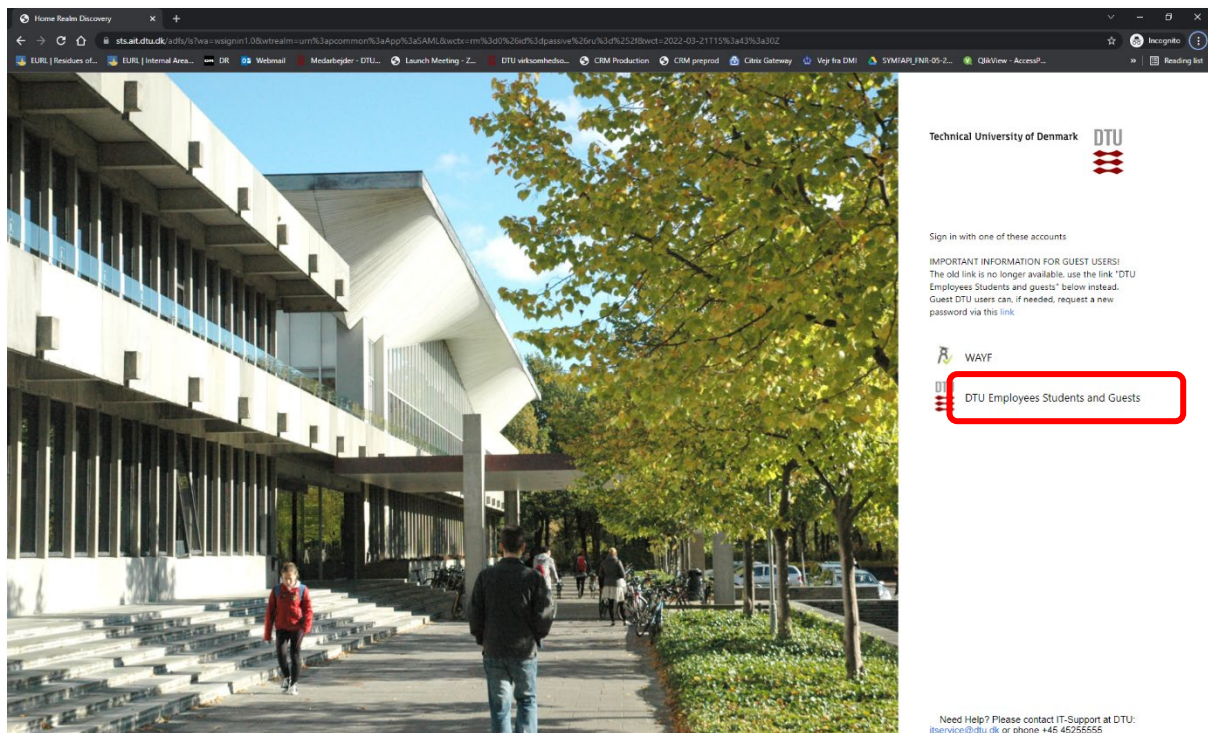
**PLEASE REMEMBER TO OPEN YOUR BROWSER IN PRIVATE OR INCOGNITO.**

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

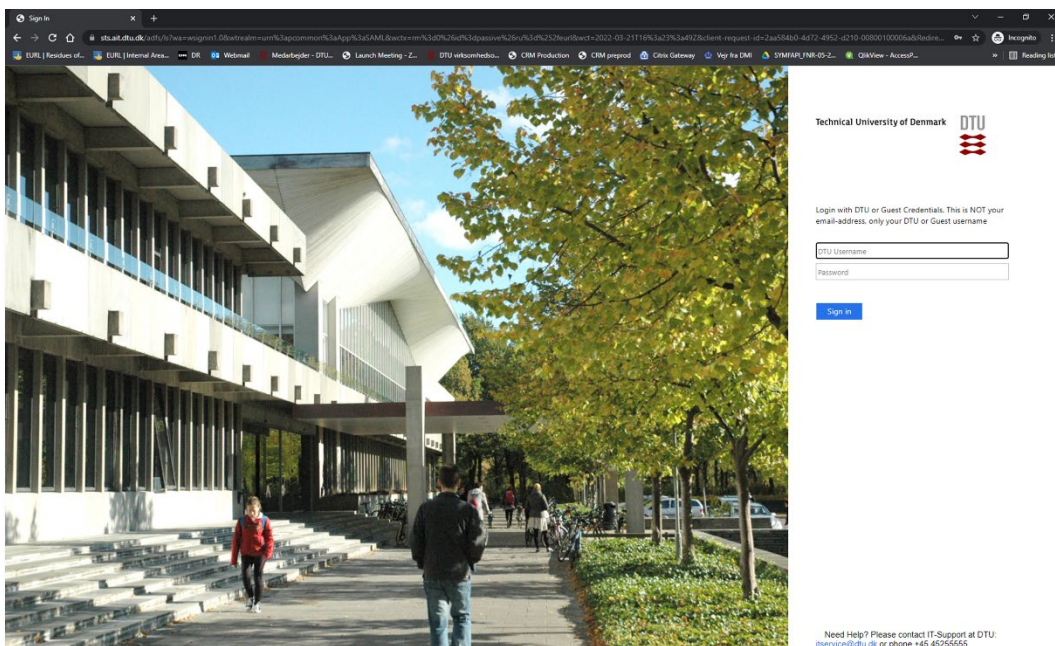
## NEW features for EUPT-CF19:

1. All reporting limits are set to the MRRL, which for most compounds is 0.005 mg/kg. If you have different reporting limits, you must update them compound by compound.
2. It is possible to submit the EUPT without having detected any compounds. In this case, the only data will be the scope selected for the PT. If one of these compounds is present in the Test Item, a false negative result will be evaluated.

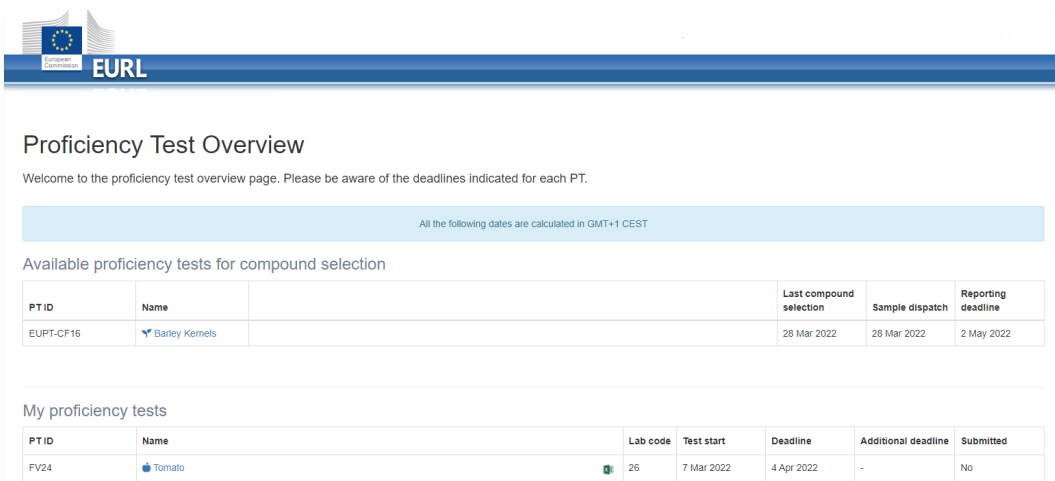
## Choose DTU Employess, Students and Guests



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



**Proficiency Test Overview**

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

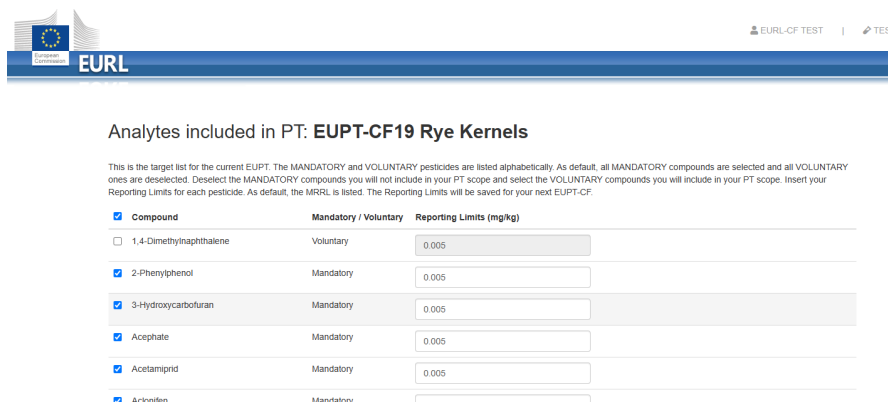
PT ID	Name	Last compound selection	Sample dispatch	Reporting deadline
EUPT-CF16	Barley Kernels	28 Mar 2022	28 Mar 2022	2 May 2022

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-CF19 Rye Kernels**

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

Compound	Mandatory / Voluntary	Reporting Limits (mg/kg)
<input type="checkbox"/> 1,4-Dimethylnaphthalene	Voluntary	0.005
<input checked="" type="checkbox"/> 2-Phenylphenol	Mandatory	0.005
<input checked="" type="checkbox"/> 3-Hydroxycarbofuran	Mandatory	0.005
<input checked="" type="checkbox"/> Acephate	Mandatory	0.005
<input checked="" type="checkbox"/> Acetamiprid	Mandatory	0.005
<input checked="" type="checkbox"/> Arifloxifen	Mandatory	

<input checked="" type="checkbox"/>	Triflumizole, FM-6-1	Mandatory	0.01
<input checked="" type="checkbox"/>	Trifluralin	Mandatory	0.01
<input checked="" type="checkbox"/>	Trilconazole	Mandatory	0.01
<input checked="" type="checkbox"/>	Tritosulfuron	Voluntary	0.01
<input checked="" type="checkbox"/>	Vinclozolin	Mandatory	0.01
<input checked="" type="checkbox"/>	Zoxamide	Mandatory	0.01

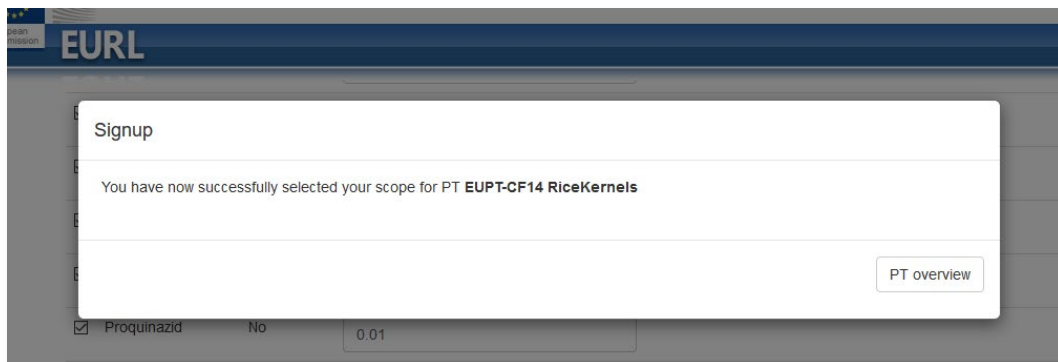
I hereby accept that the selected compounds will define my scope in this EUPT and I cannot change it later on.

[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.

All the following dates are calculated in GMT+1 CEST

Available proficiency tests for compound selection

PTID	Name	Sample dispatch	Reporting deadline
No matching records found			

My proficiency tests

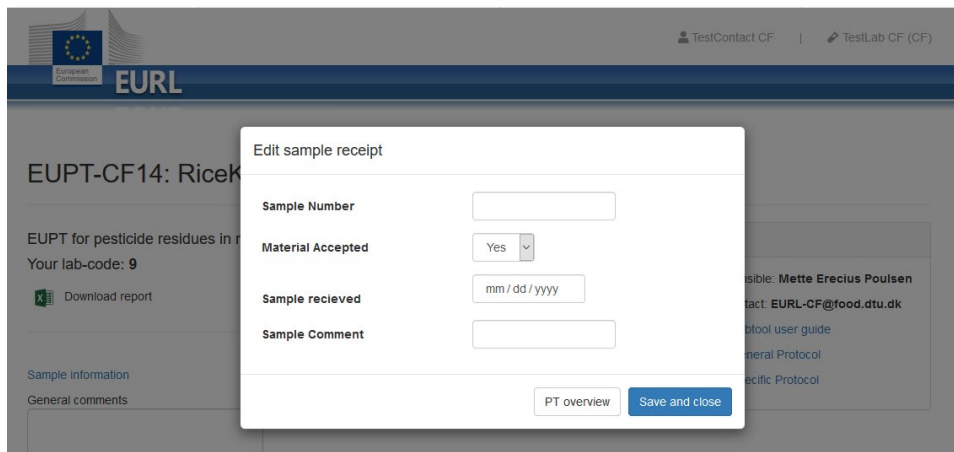
PTID	Name	Lab code	Test start	Deadline	Additional deadline	Submitted
EUPT-CF18	Wheat Straw	35	9 Apr 2024	6 May 2024	-	No

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-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

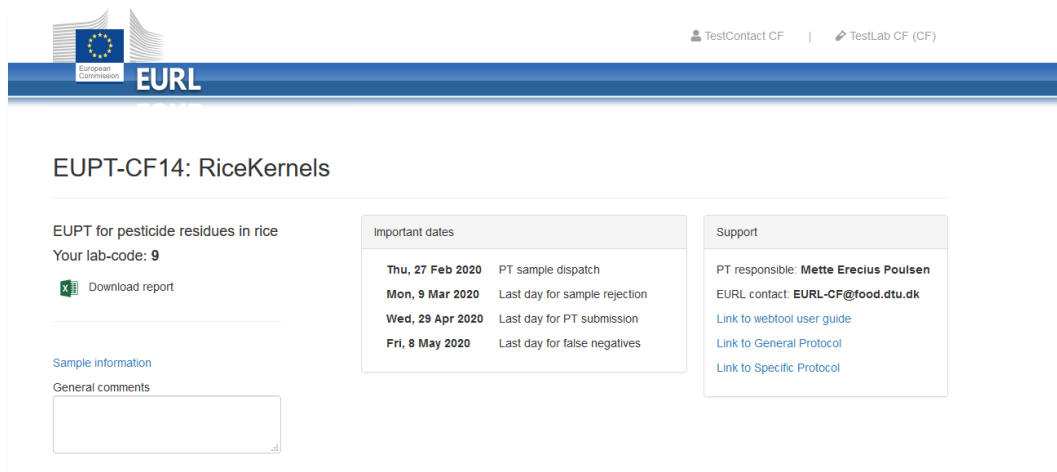
Click *Save and close*



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.

Current scope for this PT

Compound	Mandatory / Voluntary	Reporting limit	Selected	Reason for not analyzing compound	Not analyzed details
1,4-Dimethylnaphthalene	Voluntary	0.01	<input checked="" type="checkbox"/>	Select	
2-Phenylphenol	Mandatory	0.01	<input checked="" type="checkbox"/>	Select	
3-Hydroxycarbofuran	Mandatory	0.01	<input checked="" type="checkbox"/>	Select	
Acephate	Mandatory	0.005	<input checked="" type="checkbox"/>	Select	
Acetamiprid	Mandatory	0.01	<input checked="" type="checkbox"/>	Select	
Acionifen	Mandatory	0.01	<input checked="" type="checkbox"/>	Select	
Acrinathrin	Mandatory	...	<input checked="" type="checkbox"/>	...	...

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

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

Choose the detected compounds

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"/>
...	<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.

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 *	Recovery details	Recovery Individuals *	Comments
Azoxystrobin	0.2356	50	Aut. via standard ε	99	Same batch same		>5	
Bixafen	0.25	50	Aut. via standard ε	98	Same batch same		>5	
Chlorpropham	0.0357	50	Aut. via standard ε	98	Same batch same		>5	
Difenoconazole	0.05	50	Aut. via standard ε	79	Same batch same		>5	
Dimethomorph	0.0051	50	Aut. via standard ε	120	Same batch same	1	1	

Remaining characters: 100

**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
<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
Acetaminiprid 	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.


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

CF Contact ANSKO | ANSKO CF Lab (CF)

Edit Compound: 3-Hydroxycarbofuran

Ref. method *	Select	Details		Sample weight (g)	
Extraction/partitioning solv. 1 *	Select	Extraction/partitioning solv. 2	Select	Extraction/partitioning solv. 3	Select
Soaking time *	Select	Extraction time *	Select	Ext. solv. details	
Water addition *	Select	Water addition details		Clean up 3	Select
Clean up 1 *	Select	Clean up 2	Select	Clean up details	
Calibration *	Select	Technique *	Select	Milling *	Select
Comments (200)					

Save compound Next Close Cancel

Use copy function  to copy the information from one pesticide to another. You can change individual parameters after the copying.

Copy input data from row (Acetaminiprid) to:

#	Compounds
<input 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
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

**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.

If your scope is limited and you haven't found any compounds in the Test Item you want to submit, you can use the "No pesticides detected in Test Item" button. This allows you to submit without entering data in the mandatory fields. Consequently, no results will be evaluated unless the Test Item contains one of the pesticides within your scope. In that case, you will obtain a false negative result and a z-score of -4.

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

[PT overview](#) [Final submission](#)

[No pesticides detected in Test Item](#)

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You will get a warning where you have to choose yes or no

### Submit PT with no detected results

You are about to submit **NO** detected results for the Test Item. Will you continue?  
If you continue and you have to undo, please contact the PT administrator.

[No](#) [Yes](#)

If you use "Yes", then your "no result" data has been submitted.

### Submitted successfully

Your results and method information have now been submitted. Thank you for your cooperation.

[PT Overview](#)

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, one of which is highlighted in yellow, indicating a false negative result.

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.