

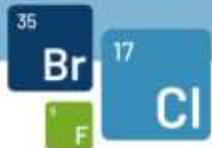


Proficiency Tests and Interlaboratory Studies
organised by the
EU Reference Laboratory for halogenated POPs in Feed
and Food (EURL POPs)

Technical instructions for participants

07 February 2023





Summary

Announcement	On the official website (www.eurl-pops.eu) Additionally via e-mail
Registration	Via EUSurvey Link to survey available in the announcement or directly in website newsfeed ATTENTION: there will be no registration confirmation!
Sample shipment	Via TNT/FedEx or DHL, according to availability
Instructions and Confirmation of sample receipt	Via EUSurvey Personalised invitation link to all registered e-mail addresses
Reporting of results	Via EUSurvey Personalised link to reporting page to all registered e-mail addresses, submitted results can be edited <u>before</u> reporting deadline.
Preliminary report and feedback	Available for download on the official website Via e-mail to all participants Comments or corrections by e-mail to pt@eurl-pops.eu Anonymous feedback survey is available separately
Invoices	Via e-mail
Final report	Available for download on the official website Via e-mail to all participants
Certificates	Via e-mail

1. Announcement

Announcements of proficiency tests and interlaboratory studies will be available on the EURL POPs website (www.eurl-pops.eu) as part of the newsreel and will additionally be sent to NRL contacts and participants of earlier interlaboratory exercises by e-mail. This e-mail can be shared with other interested laboratories and is meant to be distributed among OFLs by their corresponding NRL.

2. Registration

In the announcement document, and directly in the news entry announcing the exercise, you will find a link to the online registration survey. Please click on the link and fill in the necessary information. Please note: depending on the package carrier, telephone number and/or VAT number are essential for us to be able to ship the samples, so make sure to fill in this information!

NEW: OFLs need to be registered by their NRL not only by laboratory name, but also providing name and e-mail address of a direct contact person!

Please make sure to fill in all contact e-mail addresses correctly, as all further contact will be automatically using this information!

You will not receive any confirmation of registration, but will be able to save a pdf copy of your registration form for future reference:



Figure 1. Message after submitting the registration form.

Option “print” will let you directly print your registration form (e.g. as pdf), while “get pdf” will ask for an e-mail address to send the pdf document to you.

Please note also the alphanumeric code shown as Contribution ID: with this identifier, you can always access a pdf version of your submitted survey when going to the start page of EUSurvey and also edit your contribution, should this option be enabled for the specific survey (see section 4).

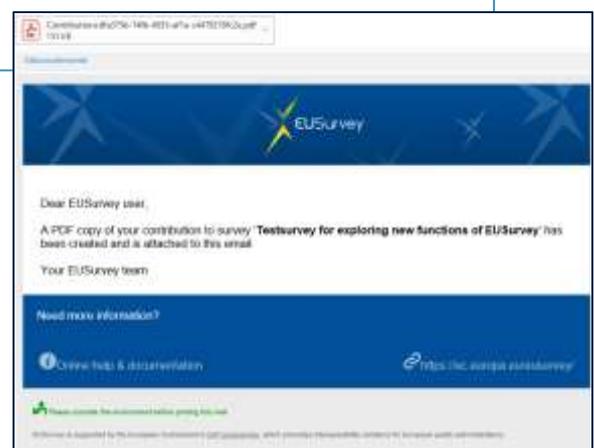


Figure 2. E-Mail with attached pdf registration form.

3. Sample shipment

Test samples will be shipped on the date given in the announcement. Shipping carrier will be either TNT/FedEx or DHL, with the corresponding cooperation partners in your country. You will receive a shipment notification directly from the carrier. Participants from outside the EU are asked to inform us about additional shipping requirements for their country and to provide all necessary documents unprompted one week before shipping at the latest.

4. Instructions and confirmation of sample receipt

On the day of sample shipment, every registered participant will receive an automated, personalised e-mail with a link to download further instructions on this specific proficiency test or interlaboratory study. Under the same link, you are asked to confirm the state of your test sample upon receipt.

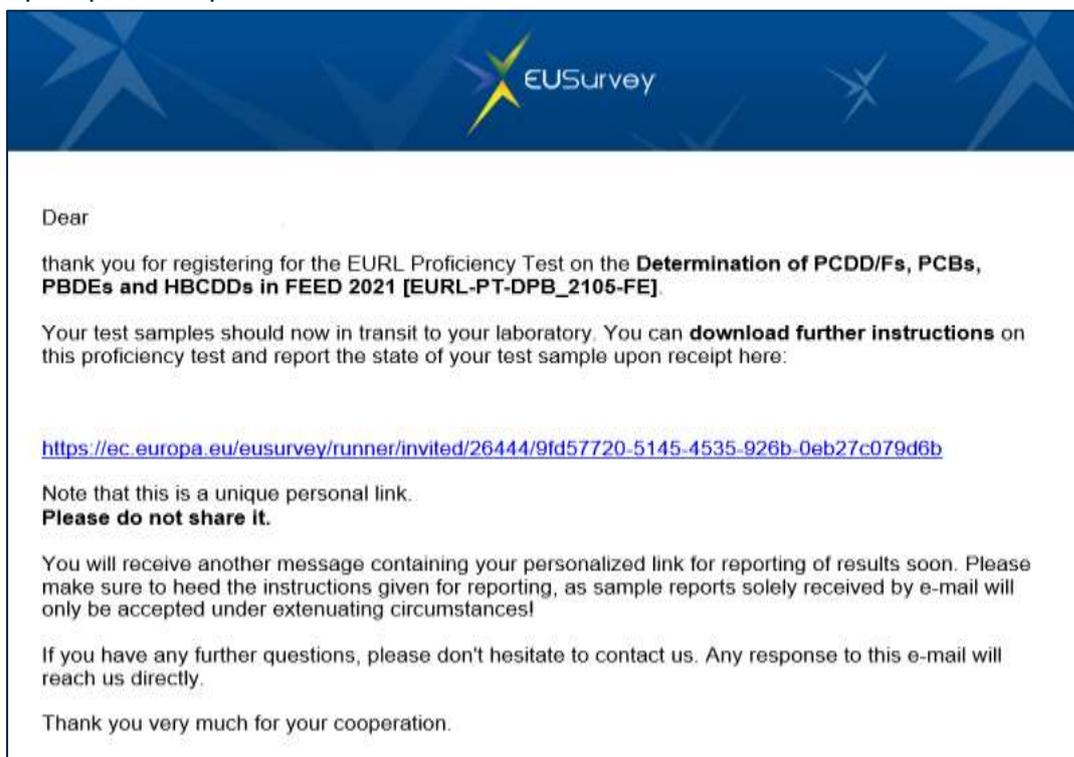
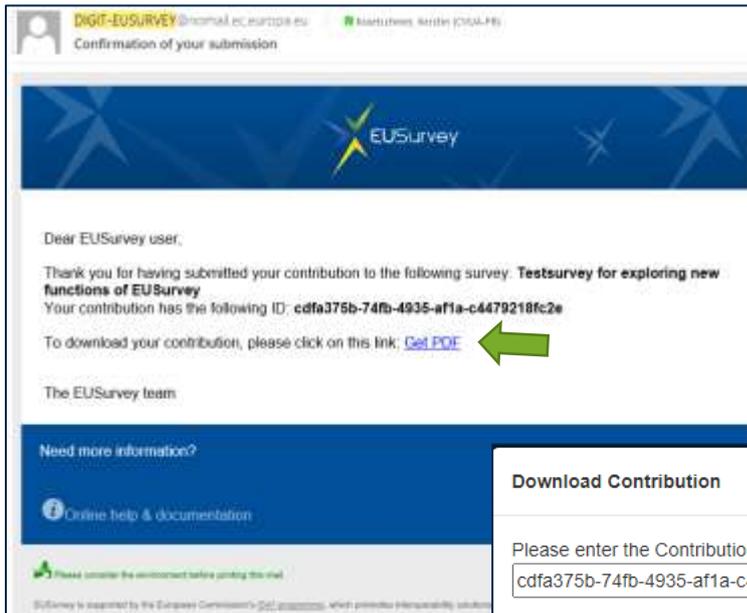


Figure3. Example of an automated e-mail with personalized access link to instructions and the confirmation of sample receipt.

This link should not be shared outside your laboratory. As NRLs have provided us with contact persons for each OFL, they will receive their own personalised links. The link can be accessed several times, so you can download the instructions and return later to fill in the sample receipt. When you submit the form, you will receive an automated acknowledgement of your contribution, but not a pdf copy. The pdf copy can be obtained as follows:



1 Click on „Get PDF“

2 Fill in the captcha in the pop-up window appearing in your internet browser. Your e-mail address and Contribution ID will already be pre-filled.

3 You will receive an e-mail with attached pdf copy like shown in Figure 2.

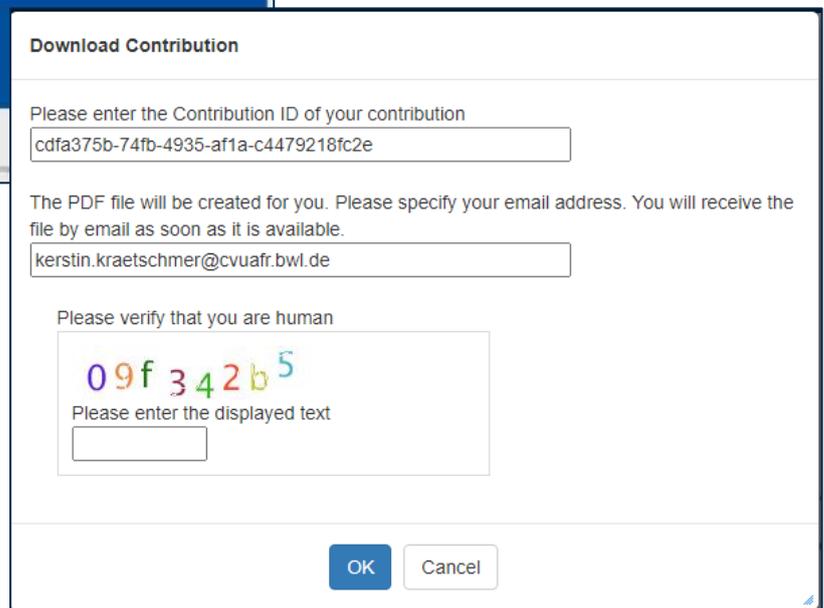
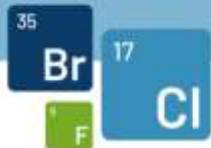


Figure 4. Step-by-step instructions on how to retrieve a pdf copy of your submitted form.

It can sometimes happen that the pop-up window will not appear (e.g. due to a pop-up blocker or other browser preferences). In that case you will see the generic start page of EUSurvey:



Figure 5. Start page of EUSurvey, where all submitted contributions can be downloaded or edited, when the Contribution ID is known.



DO NOT TRY TO LOG IN. Click on “Download contribution” instead, so you will see the pop-up window shown under point 2 again. This function allows you to download the pdf version of any questionnaire you submitted, as long as you have your Contribution ID!

The same page has also the “Edit Contribution” function, where you can use your Contribution ID to re-open submitted questionnaires, as long as they allow for editing of contributions. This will be indicated in the survey itself as well as any of our documents (announcement, instructions).

5. Reporting of results

For the reporting of results, you will receive a separate invitation e-mail with a personalised link shortly after sample shipment. Following this link, you will (depending on the interlaboratory exercise) either find Excel report forms for down- and later upload or will be asked to fill in your results directly in the survey.

Sample reports will be editable until the end of reporting deadline. However, there will only be one contribution in the end that is evaluated and shown on the certificate of participation. Should specific exercises call for submission of several sets of results, e.g. using different instruments or methods, you will be provided with additional reporting links.

To successfully upload the sample report forms use the **select file(s) to upload** button to select your filled out sample report form. After that it is necessary to push the **SUBMIT** button (see figure 6) so that the file can successfully be saved on the EU survey platform. The **SUBMIT** button needs always to be pushed before leaving the website, regardless of whether further sample report form should be uploaded at a different time or not, otherwise your file(s) **won't be saved**. As described above sample reports will be editable until the end of the deadline and samples reports for analytes with different deadlines can be uploaded until each specific deadline.

ATTENTION: Excel sample report forms only sent to us via e-mail will not be evaluated outside of extenuating circumstances! Get in touch if you have trouble submitting your results.

Report form for **PFAS** results:

[ReportForm_EURL-PT-POP_2203-FM_PFAS.xlsx](#)

Please upload your filled-in report form for **PFAS** here. **Deadline for reporting: 04 November 2022**

Important: you can upload more than one file at the same time, but previous uploads will be overwritten!

Select file(s) to upload

Please upload your filled-in report form for **PFAS** here. **Deadline for reporting: 04 November 2022**

Optional upload of a second set of results.

Select file(s) to upload

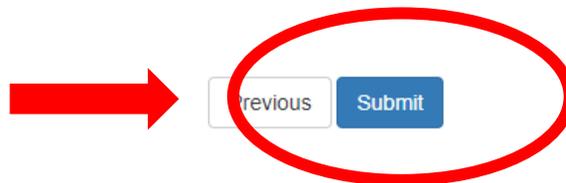


Figure 6: The submit button needs to be pushed after selection of sample report file(s) for uploading to successfully save the results to the platform

After submitting your results, you will receive an automated confirmation of submission (A), including direct links to get a PDF version and to edit your contribution. Alternatively, clicking on your personalised access link again will lead you to a message (B) stating that the access

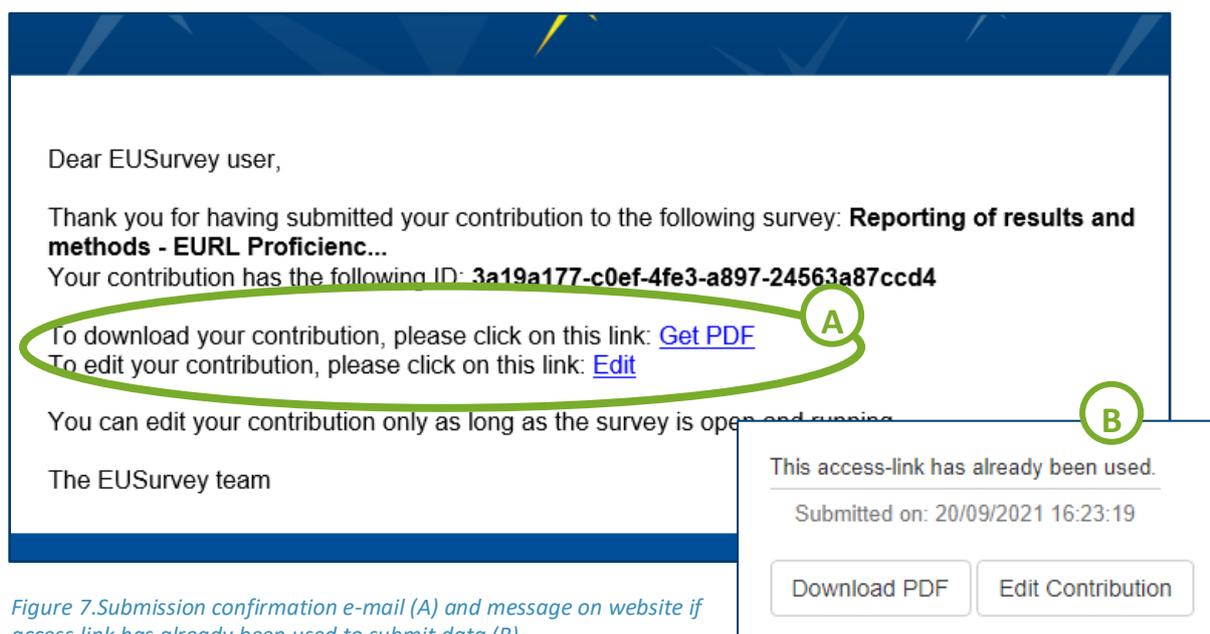


Figure 7. Submission confirmation e-mail (A) and message on website if access link has already been used to submit data (B).



link has already been used, with similar options. You will receive one automated reminder to report your results approximately two weeks before reporting deadline.

6. Preliminary report and feedback

The preliminary report will be available for download on the official EURL POPs website and additionally be sent to all participants via e-mail. It typically includes participants' results, their z-scores as tables and figures, a summary of reported methods and the results of the homogeneity test of the sample material.

Corrections or comments on this report are to be addressed to pt@eurl-pops.eu. This report may also be discussed with representatives of the European Commission, NRLs and the EURL at the next available workshop.

You will also receive an invitation to participate in a feedback survey concerning different aspects of this interlaboratory exercise. Contributions to this survey are anonymous and its results will be presented in the final report in a summarised way.

7. Invoices

Invoices will be sent after distribution of the preliminary report by e-mail.

8. Final report

The final report will be available for download on the official EURL POPs website and additionally be sent to all participants via e-mail. No further corrections of results by participants are possible at this point.

9. Certificates of participation

Participant certificates will be distributed after the final report has been made available. **Corrections made by the participants after distribution of the preliminary report which are no transcription errors of EURL POPs will not be included in any certificate.**