



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

Technical instructions for participants

Version 1.1

07 August 2025



Summary

Announcement	On the EURL POPs website (www.eurl-pops.eu) Additionally via e-mail
Registration	Via EURL POPs PT platform: https://pt.eurl-pops.eu/ Link to survey available in the announcement or directly in website newsfeed ATTENTION: There will be no registration confirmation for registration for a proficiency test or interlaboratory study!
Sample shipment	Via TNT/FedEx or DHL, according to availability
Instructions and reporting of results	Via EURL POPs PT platform: https://pt.eurl-pops.eu/ Can be found in personal log-in area
Preliminary report and feedback	Available for download on https://pt.eurl-pops.eu/ (personal log-in area); Comments or corrections by e-mail to pt@eurl-pops.eu Anonymous feedback survey is available separately via EU survey
Invoices	Via e-mail
Final report	Available for download on the EURL POPs website Via e-mail to all participants
Certificates	Via e-mail
Privacy statement	

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1. Announcement

Announcements of proficiency tests and interlaboratory studies (PTs) 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. Instructions for NRLs

With the registration on the EURL POPs PT platform your laboratory gives consent to the processing of its and its members personal data for the purpose of participation in EURL proficiency tests, interlaboratory studies and other similar purposes (see privacy statement in attachment to this document on page 2).

For registration go to <https://pt.eurl-pops.eu/>



Register Laboratory: Press this button if you want to register as an OFL, Commercial laboratory etc. on the EURL PT platform for participation in EURL POPs PTs

Register EU NRL: Press this button if you want to register as an NRL on the EURL PT platform for participation in EURL POPs PTs and ILS

Log In: Press this button if you have already registered on the PT platform

Please note:

- *NRLs and other laboratories (non-NRL OFLs, Commercial labs etc) have to be activated by the EURL after the first registration*
- *OFLs have to be activated by their respective NRL after the first registration*

2.1. Registration procedure for NRLs

Press **Register EU NRL** button (<https://pt.eurl-pops.eu/app/register/nrl>) for registration as EU NRL:

EURL POPs

Register National Reference Laboratory

Or sign in to your account

01 LAB DETAILS

Laboratory Name *

Postal Address

Street *

Additional (c/o, Building Name, Apartment No.)

Postal code * City *

Country *

Select an option

VAT Number

02 YOUR ACCOUNT

Select member state of NRL

Country *

Select an option

Invoice Address

Street *

Additional (c/o, Building Name, Apartment No.)

Postal code * City *

Country *

Select an option

Next >

Sign up

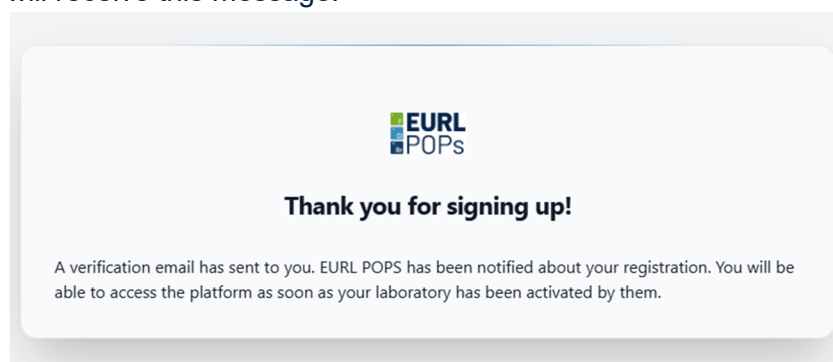
Fill in all information required for “Lab details” and “Your account” and press sign-up after completing both pages.

Please note:

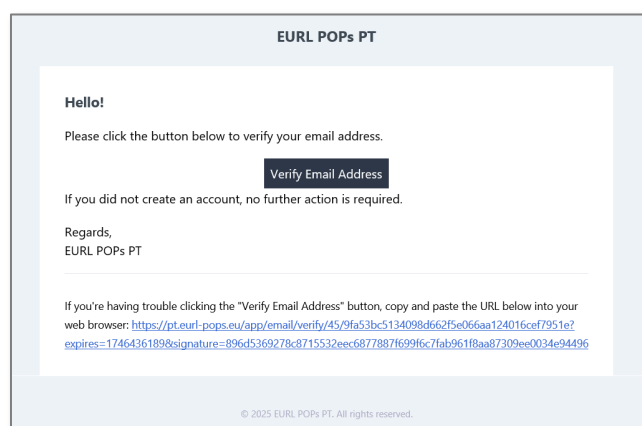
- *If the address of your laboratory location does not correspond to the EU member state whose NRL you represent, please select your NRL member state affiliation on the top right of the page and your laboratory localization in the field on the bottom left and right (for postal and invoice address).*

Give information on contact person, email-address for log-in and choose a safe password:

After that you will receive this message:

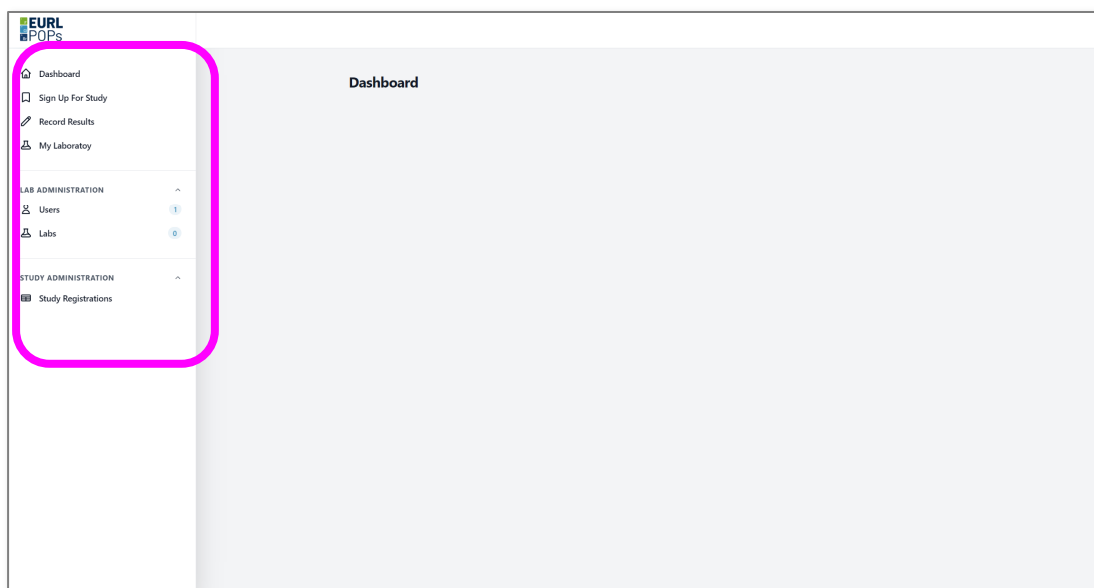


After registration you will receive a confirmation of your registration. After activation of your account by the EURL, you will receive an e-mail for verification of your e-mail address from pt@eurl-pops.eu



➔ Now you can log in on the PT platform via <https://pt.eurl-pops.eu/app/login>

2.2. Overview participant account of EU NRLs



NAVIGATION BAR:

Dashboard: General information on EURL PTs will be available here

Sign Up for Study: New study information will be available here after the announcement; you can register for a study in this section

Report results: In this section you can report your results from the current PT, change your results until the deadline and view old results after the deadline

My Laboratory: Here you will find all the information you have reported for your lab and can change it if necessary

LAB ADMINISTRATION (only NRLs):

Users: Here you can add more users from your lab

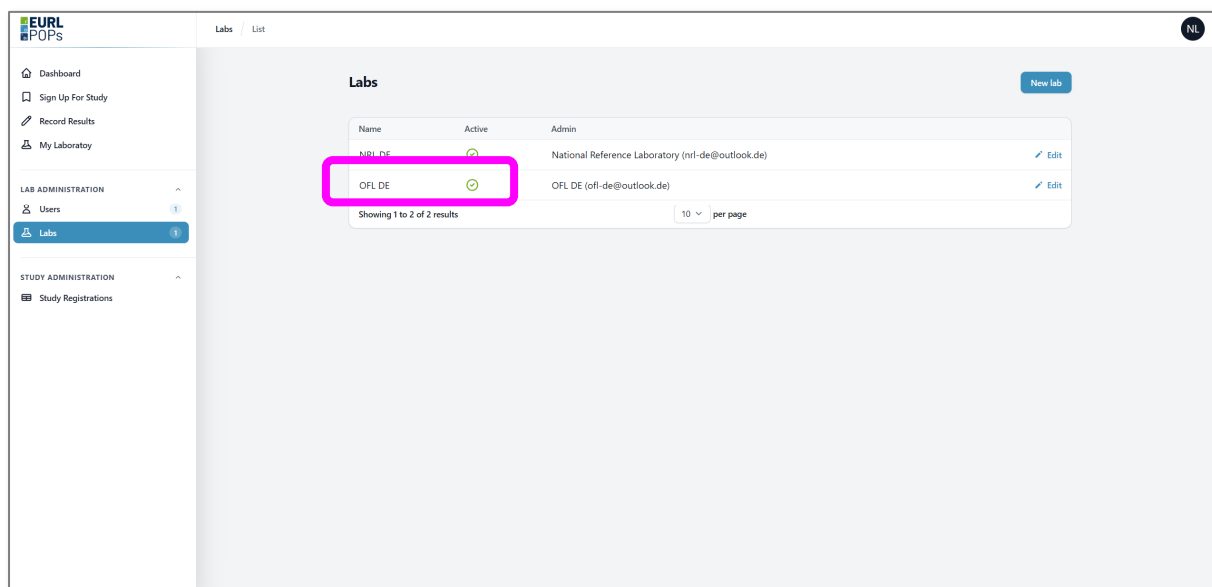
Labs: Only visible for NRL: NRLS can activate OFLs under this section and have an overview of all registered OFLs for a PT study

STUDY ADMINISTRATION (only NRLs):

Under this section NRLs have an overview of all registered OFLs for a PT study

2.3. Activation of OFLs for the PT platform by NRLs

On the left side in the navigation bar you will find the section **LAB ADMINISTRATION**. Under “Labs” new registered OFLs for which your NRLs is responsible, can be activated.



2.4. Overview of study registration of OFLs connected to NRL

On the left side in the navigation bar, you will find the section **STUDY ADMINISTRATION**. You can download an excel file with an overview of all registered OFLs which are registered under your NRL and the participation status in the current study.

3. Instructions for OFLs affiliated to NRLs

3.1. Registration for OFLs affiliated to NRLs

If your laboratory performs analysis for halogenated POPs in feed and food and is affiliated to a National Reference laboratory please press the **Register Laboratory** button:

EURL POPs

Register Laboratory
Or sign in to your account

01 LAB DETAILS 02 YOUR ACCOUNT

Laboratory Type *
Official Laboratory (OFL) - EU member state

Laboratory Name *

Postal Address

Street *

Additional (c/o, Building Name, Apartment No.)

Postal code * City *

Country *

Select an option

VAT Number

Reference Laboratory *
If you do not report to a National Reference Laboratory, choose EURL POPs

Select an option

Invoice Address

Street *

Additional (c/o, Building Name, Apartment No.)

Postal code * City *

Country *

Select an option

Selection of responsible NRL by OFL

Next >

Sign up

Please choose under **Laboratory Type**: Official Laboratory (OFL) – EU member state

Please choose under **Reference Laboratory** your responsible NRL

Fill in all information required for “Lab details” and “Your account” and press sign-up after completing both pages.

Please note:

If your NRL pays for the participation of your OFL we will have this information from your NRL. Therefore, please fill in your own invoice address under the fields invoice address in case of ordering any additional samples for this or older PTs for which your NRL will not pay.

Give information on contact person, email-address for log-in and choose a safe password:

EURL POPs
Register National Reference Laboratory
Or sign in to your account

01 LAB DETAILS 02 YOUR ACCOUNT

Name *

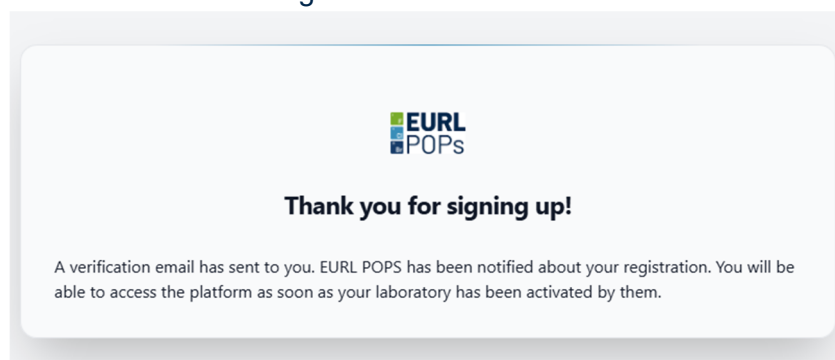
Email *

Password *

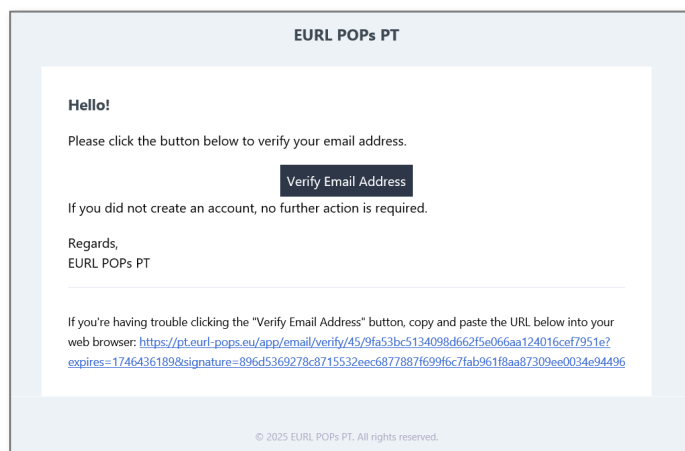
Password confirm *

< Back Sign up

After that you will receive this message:

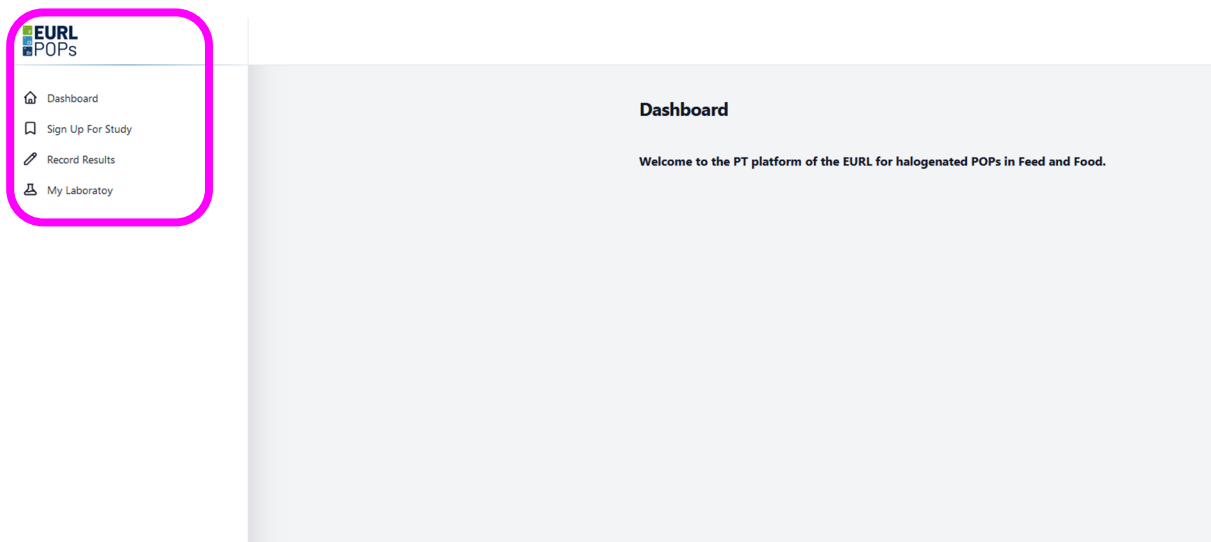


After registration you will receive a confirmation of your registration. After activation of your account by the responsible NRL, you will receive an e-mail for verification of your e-mail address from pt@eurl-pops.eu:



➔ Now you can log in on the PT platform via <https://pt.eurl-pops.eu/app/login>

3.2. Participant account of OFLs



NAVIGATION BAR:

Dashboard: General information on EURL PTs will be available here

Sign Up for Study: New study information will be available here after the announcement; you can register for a study in this section

Report results: In this section you can report your results from the current PT, change your results until the deadline and view old results after the deadline

My Laboratory: Here you will find all the information you have reported for your lab and can change it if necessary

4. Instructions for OFLs with no responsible NRLs, other OFLs, Commercial labs, Universities etc

4.1. Registration procedure for OFLs with no responsible NRLs, other OFLs, Commercial labs, Universities etc

If your laboratory performs analysis for halogenated POPs in feed and food and is not affiliated to a National Reference laboratory please press the **Register Laboratory** button:

EURL POPs

Register Laboratory
Or sign in to your account

01 LAB DETAILS 02 YOUR ACCOUNT

Laboratory Type *
Select an option

Laboratory Name *

Postal Address

Street *

Additional (c/o, Building Name, Apartment No.)

Postal code * City *

Country *
Select an option

Invoice Address

Street *

Additional (c/o, Building Name, Apartment No.)

Postal code * City *

Country *
Select an option

VAT Number

Next >

Sign up

Please choose under **Laboratory Type** your laboratory type.

Please choose under **Reference Laboratory** the European Union Reference Laboratory for halogenated organic pollutants (POPs) in Feed and Food.

EURL POPs

Register Laboratory
Or sign in to your account

01 LAB DETAILS 02 YOUR ACCOUNT

Laboratory Type
Official Laboratory (OFL) - EU member state

Laboratory Name

Postal Address
Street
Additional (c/o, Building Name, Apartment No.)
Postal code City
Country
Select an option

VAT Number

Reference Laboratory
If you do not report to a National Reference Laboratory, choose EURL POPs.
European Union Reference Laboratory for halogenated persistent organic pollutants (POPs) in Feed and Food

Invoice Address
Street
Additional (c/o, Building Name, Apartment No.)
Postal code City
Country
Select an option

Next

Sign up

Fill in all information required for “Lab details” and “Your account” and press sign-up after completing both pages.

Give information on contact person, email-address for log-in and choose a safe password:

EURL POPs

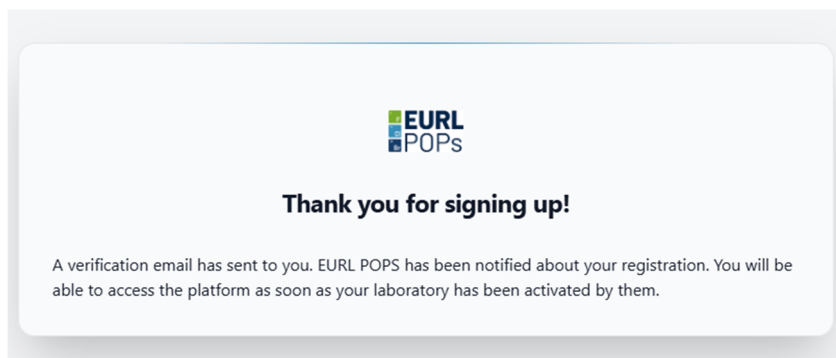
Register National Reference Laboratory
Or sign in to your account

01 LAB DETAILS 02 YOUR ACCOUNT

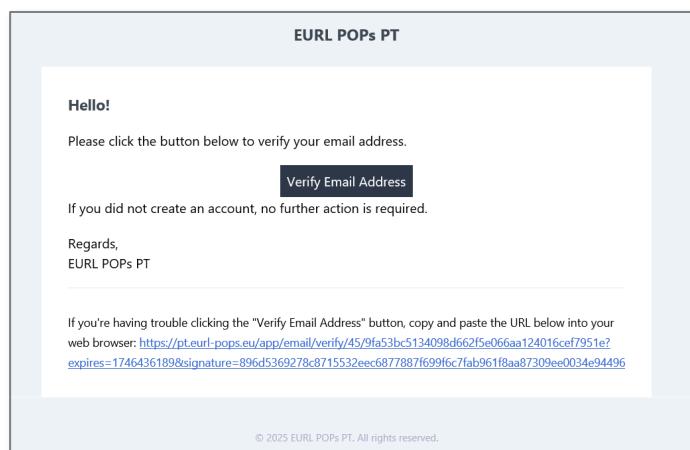
Name
Email
Password
Password confirm

Back Sign up

After that you will receive this message:

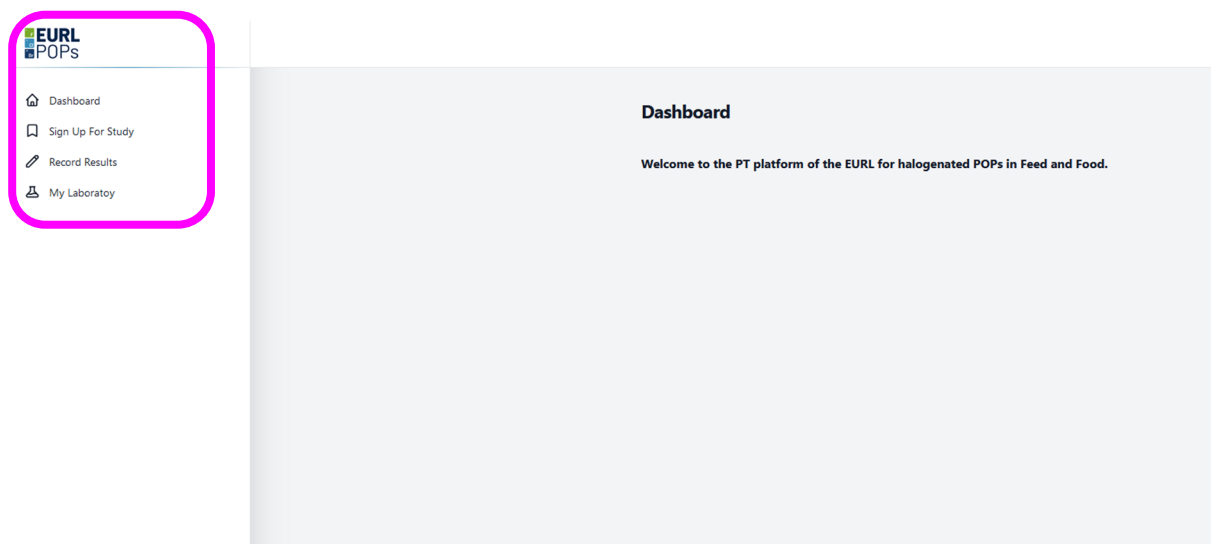


After registration you will receive a confirmation of your registration. After activation of your account by the responsible NRL, you will receive an e-mail for verification of your e-mail address from pt@eurl-pops.eu:



Now you can log in on the PT platform via <https://pt.eurl-pops.eu/app/login>

4.2. Participant account of OFLs with no responsible NRLs, other OFLs, Commercial labs, Universities etc



NAVIGATION BAR:

Dashboard: General information on EURL PTs will be available here

Sign Up for Study: New study information will be available here after the announcement; you can register for a study in this section

Report results: In this section you can report your results from the current PT, change your results until the deadline and view old results after the deadline

My Laboratory: Here you will find all the information you have reported for your lab and can change it if necessary

5. Signing up for a new EURL POPs PT study (all participants)

After receiving the announcement for a new EURL PT study and completed registration of your laboratory you can log-in to your account and sign up for a new study. You will find on the navigation bar the section “Sign Up for Study”:

Study Registrations

Study	Deadline for registration	Deadline for result submission	Status	Ordered Test Samples	Lab Code	
EURL-PT-POP_2501-FF	2025-05-06	2025-05-09	Not registered	-	-	Sign up Download document

Showing 1 result 10 per page

Registration for PT

Download of documents:
(e.g. Instructions for participants)

Sign up button on the left side:

Please choose the number of samples you need for analysis (in general 1 sample should be sufficient for the analysis of the analytes of interest). In case of a request for multiple samples, a justification could be necessary.

Study Registrations

Study	Deadline for registration	Deadline for result submission	Status	Ordered Test Samples	Lab Code	
EURL-PT-POP_2501-FF	2025-05-06	2025-05-09	Not registered	-	-	Sign up Download document

Showing 1 result 10 per page

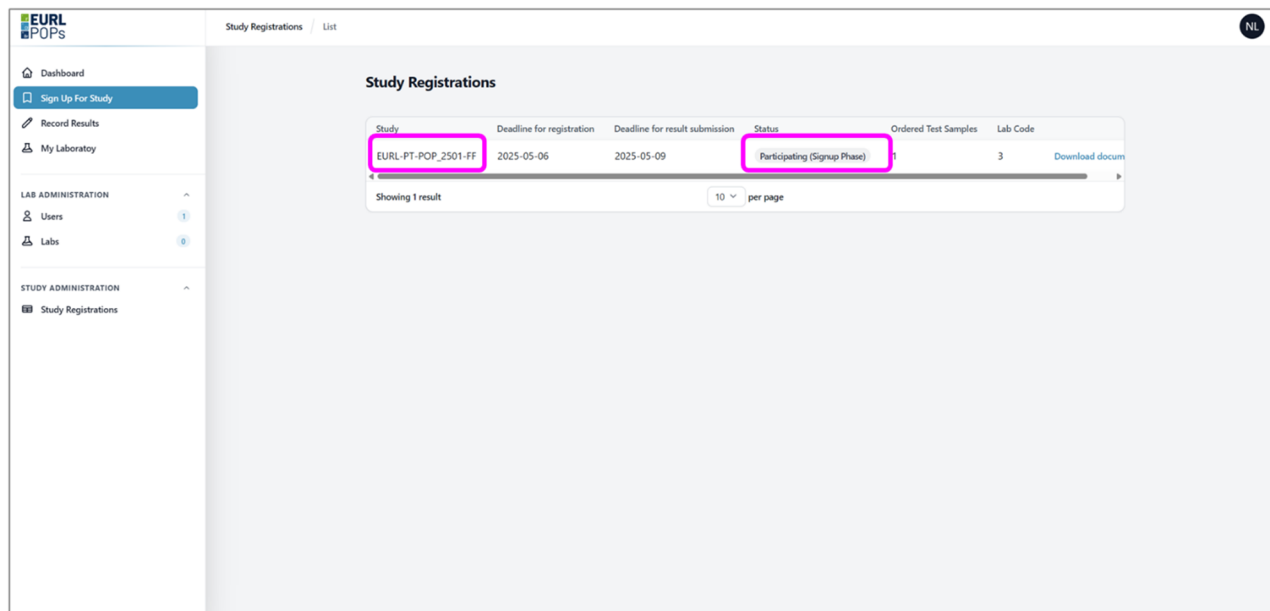
Sign up

How many test samples does your lab need?

1

Submit Cancel

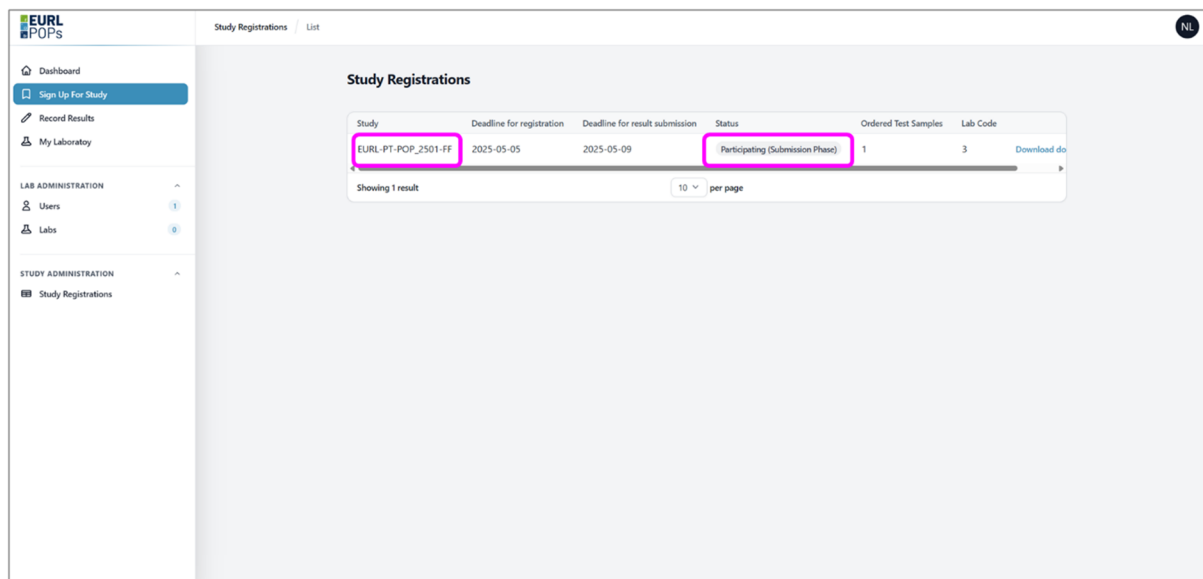
After you registered for the PT Study and before shipment of the samples the status will be „Participating (Signup Phase)“



The screenshot shows the 'Study Registrations' page in the EURL POPs PTs system. The left sidebar contains navigation links: Dashboard, Sign Up For Study, Record Results, My Laboratory, LAB ADMINISTRATION (Users: 1, Labs: 0), and STUDY ADMINISTRATION (Study Registrations). The main content area displays a table of study registrations. The table has columns: Study, Deadline for registration, Deadline for result submission, Status, Ordered Test Samples, and Lab Code. A single registration is listed with the ID 'EURL-PT-POP_2501-FF', a registration deadline of '2025-05-06', a submission deadline of '2025-05-09', and a status of 'Participating (Signup Phase)'. The 'Ordered Test Samples' column shows '1' and the 'Lab Code' column shows '3'. A 'Download document' link is present at the end of the row. Below the table, it indicates 'Showing 1 result' and a pagination control set to '10 per page'.

Study	Deadline for registration	Deadline for result submission	Status	Ordered Test Samples	Lab Code
EURL-PT-POP_2501-FF	2025-05-06	2025-05-09	Participating (Signup Phase)	1	3

After shipment of the samples the status will change to „Participating (Submission Phase)“



This screenshot is similar to the previous one, showing the 'Study Registrations' page. However, the status of the registration 'EURL-PT-POP_2501-FF' has changed to 'Participating (Submission Phase)'. The registration deadline is now '2025-05-05'. All other details, including the submission deadline, ordered test samples, lab code, and pagination, remain the same.

Study	Deadline for registration	Deadline for result submission	Status	Ordered Test Samples	Lab Code
EURL-PT-POP_2501-FF	2025-05-05	2025-05-09	Participating (Submission Phase)	1	3

6. Administration of account adding new users to your laboratory account

Please log into your account and you will find in the navigation bar the section **LAB ADMINISTRATION**. Please find under “Users” the possibility to add other persons from your laboratory to your account.

Please note: Do not add users to your account via the welcome page using the registration laboratories / EU NRLs option!

7. 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.

8. Instructions and confirmation of sample receipt

Instructions for participants will be available on the PT platform in the section “Sign up for study” and download documents. Participants are asked to confirm the receipt of the sample(s) within 7 days by e-mail to eurl-pops@cvuafr.bwl.de.

9. Reporting of results

Submit phase

In the submit phase (“Participation (Submission phase)”) of the PT you can report results and method information via the section “Record results” in the navigation bar.

Click on “+ Create Method Results” and select the respective proficiency tests (“Study”) and method in the new window:

Method Results

[Results of Current Studies](#) [Results of Past Studies](#)

No records found

Create Method Result

Study: EURL-PT-POP_2501-FF_Test(2) Method: Results PCDD/Fs

Submit Cancel

Press submit to create the respective new method for reporting of results or method information.

Please complete the information as required in the view “Edit Method Result” and save the entered data by clicking “Create” or “Save changes” at the lower end of the page. Please report concentrations for the analytes of interest in the units given.

All results will be rounded to a maximum of 3 significant figures by the EURL in data evaluation.

In case reporting of multiple data sets for concentrations of analytes of interest is intended, new methods can be created for the same analytes multiple times and a new data set ID will be automatically assigned for each data set (A, B, ...).

Method Results

[Results of Current Studies](#) [Results of Past Studies](#)

[+ Create Method Result](#)

Study	Method	Dataset ID	Info		
EURL-PT-POP_2501-FF_Test(2)	Results PCDD/Fs	A	Can be edited until 31.08.2025	Edit	Delete
EURL-PT-POP_2501-FF_Test(2)	Results PCDD/Fs	B	Can be edited until 31.08.2025	Edit	Delete
EURL-PT-POP_2501-FF_Test(2)	Methods PCDD/Fs	A	Can be edited until 31.08.2025	Edit	Delete

Showing 1 to 3 of 3 results 10 per page

All methods can be updated until the deadline for reporting of results using the “edit” button.

After the deadline for submission

After the deadline for submission of results information on the PT study can be found in “Sign Up for Study” in the navigation bar and selecting “Past Participations” in Study Registration.

The reported results and methods can be viewed in “Record Results” in the navigation bar and selecting “Results of Past Studies” in Method Results.

Method Results				+ Create Method Result
Results of Current Studies		Results of Past Studies		
Study	Method	Dataset ID	Info	
EURL-PT-POP_2501-FF_Test(2)	Results PCDD/Fs	A	Submission period ended on 03.08.2025	View
EURL-PT-POP_2501-FF_Test(2)	Results PCDD/Fs	B	Submission period ended on 03.08.2025	View
Showing 1 to 2 of 2 results		10	per page	

In this stage a changing of reported results is not possible any more.

10. Preliminary report and feedback

The preliminary report will 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 eurl-pops@cvuafr.bwl.de. 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.

11. Invoices

Invoices will be sent by e-mail after the final report.

12. 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.

13. 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.**