

User Guide for Eurofins Miljø Proficiency Testing Portal

PROFICIENCY
TESTING
PORTAL



User guide content

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Register your laboratory

To access the page, your laboratory must first be created, together with the initial laboratory administration account.

Participants need to register as a user, before entering the Proficiency Testing Portal. To register you enter our website: www.eurofins.dk/proficiencytest

Scroll down the page and click on “Register for Proficiency Testing Portal” (English page) or “Opret en bruger til Portalen” (Danish page).

You then enter a registration form where you fill in all your details and press “Submit”.

You will receive confirmation on your registration along with the username and password within 1 working day.

To become a registered user, you can also send an e-mail to proficiencytest@etn.eurofins.com Copy the template below into the e-mail and fill in all your details.

Laboratory General Details	
Laboratory Name	
VAT/CVR Number	
Contact Name	
Contact Email	
Contact Phone (Optional)	
Laboratory Address (Street, number, postal, city)	
Laboratory Country	
Laboratory Billing Details	
Company Name	
VAT/CVR Number	
E-Invoicing No. (optional)	
Personal Reference (optional)	
Invoice Email	
Billing Address (Street, number, postal, city)	
Billing Country	

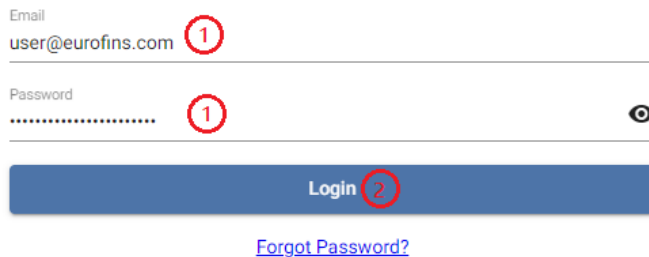
Administration Account Details	
First name	
Last name	
Email (Will be used as login as well)	
Phone (Optional)	
Delivery Address (X if same as Laboratory)	

When the filled-out template has been sent, we will register the laboratory and initial account, and you will within 1 working day receive confirmation by e-mail with your login credentials.

Logging in

To log in, start by accessing the site at: <https://proficiencytesting.azurewebsites.net/>

1. Enter your credentials sent to your email in the two fields.
2. Press log in.



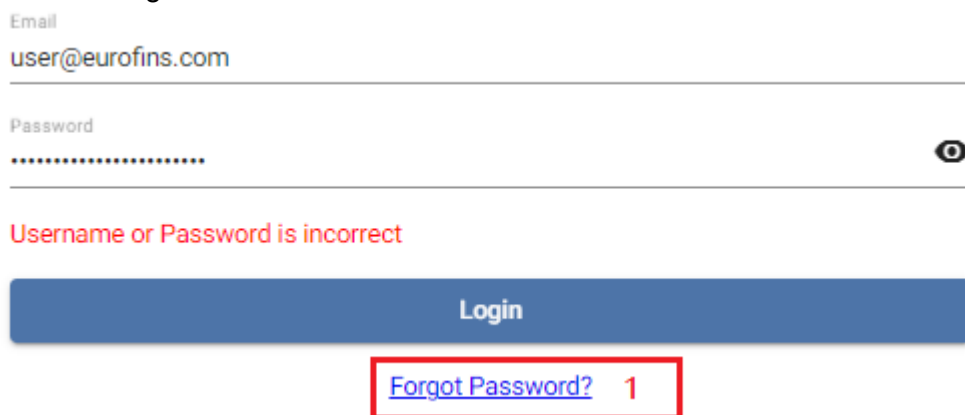
The login form consists of two input fields and a button. The first field is labeled 'Email' and contains the text 'user@eurofins.com'. A red circle with the number '1' is placed over this field. The second field is labeled 'Password' and contains a series of dots. A red circle with the number '1' is placed over this field. Below the password field is a blue button labeled 'Login' with a red circle containing a question mark '?' over it. Below the button is a blue link labeled 'Forgot Password?'.

If you've forgotten your password/Reset your password

In case that you've forgotten your password - or would like to change your password, you can request a password reset.

To do this you enter the log-in page and:

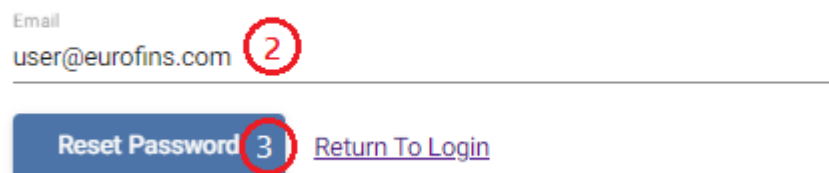
1. Press "Forgot Password".



The login form is shown with an error message. The 'Email' field contains 'user@eurofins.com' and the 'Password' field contains dots. Below the fields is a red error message: 'Username or Password is incorrect'. Below the error message is a blue button labeled 'Login'. Below the button is a blue link labeled 'Forgot Password?' which is highlighted with a red box and a red number '1'.

2. Enter your email in the field.
3. Press "Reset Password".

Forgot Password



The 'Forgot Password' form consists of one input field and two buttons. The field is labeled 'Email' and contains the text 'user@eurofins.com'. A red circle with the number '2' is placed over this field. Below the field are two buttons: a blue button labeled 'Reset Password' with a red circle containing the number '3' over it, and a blue link labeled 'Return To Login'.

4. An email should now be sent to your inbox. This may take a few minutes.
5. Press the link in the mail, which will send you to a webpage.

6. Your email should already be filled out, if not enter the email you requested a password change for.
7. Enter your new password, that follows the requirements on the left.
8. Press “Set Password”.

The screenshot shows a 'Reset Password' form with three input fields: 'Email' (containing 'd6vt@eurofins.com'), 'New Password', and 'Repeat New Password'. Each field has a red circle with a number (6, 7, and 7 respectively) next to it. Below the fields is a blue 'Set Password' button (annotated with a red circle and number 8) and a 'Return To Login' link. To the right of the form is a red-bordered box titled 'Password requirements' which lists: 'Your password must consist of: At least 10 characters, At least one uppercase letter, At least one number, At least one special character'. A red number 7 is at the bottom of this box.

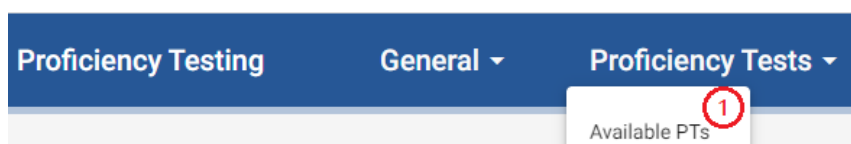
9. You should now be able to log in with the newly assigned password.

Available proficiency tests

To see the available proficiency tests, you must be logged in to the proficiency testing portal.

When you've signed in with the proper user, follow these steps:

1. Press the “Proficiency Tests” menu at the top of the page and select ‘Available PTs’.
 - a. Alternatively, go to this link
<https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=available>



- Here you will be presented with all the available proficiency tests at the moment. All the proficiency tests available are open to registration.

Available Proficiency Tests

SPIL-1 2024
Signup deadline: 14-02-2024

Types: Wastewater (effluent)

Parameters: Biochemical Oxygen Demand with inhibition of nitrification, five days (BOD₅ w. ATU), Biochemical Oxygen Demand with inhibition of nitrification, seven days (BOD₇ w. ATU), Chemical Oxygen Demand with dichromate (COD_{Cr}), Chloride (Cl), Non-Volatile Organic Carbon (NVOC), Sulphate (SO₄), Total Phosphorus (TP), Total Suspended Solids (TSS)

Prices from EUR 1025.00

[Details](#) ☒ Select

SPIL-2 2024
Signup deadline: 02-04-2024

Types: Synthetic wastewater, effluent

Parameters: Ammonium-Nitrogen (NH₄-N), Conductivity, Nitrate-Nitrogen (NO₃-N), Nitrite+Nitrate-Nitrogen (NO₂+NO₃-N), Total Nitrogen (TN), pH

Prices from EUR 695.00

[Details](#) ☐ Select

SPIL-3 2024
Signup deadline: 12-08-2024

Types: Untreated sewage water

Parameters: Biochemical Oxygen Demand with inhibition of nitrification, five days (BOD₅ w. ATU), Biochemical Oxygen Demand with inhibition of nitrification, seven days (BOD₇ w. ATU), Chemical Oxygen Demand with dichromate (COD_{Cr}), Chloride (Cl), Non-Volatile Organic Carbon (NVOC), Sulphate (SO₄), Total Phosphorus (TP), Total Suspended Solids (TSS)

Prices from EUR 1025.00

[Details](#) ☐ Select

SPIL-4 2024
Signup deadline: 14-10-2024

Types: Wastewater (effluent)

Parameters: Ammonium-Nitrogen (NH₄-N), Conductivity, Nitrate-Nitrogen (NO₃-N), Nitrite+Nitrate-Nitrogen (NO₂+NO₃-N), Total Nitrogen (TN), pH

Prices from EUR 695.00

[Details](#) ☐ Select

- Press 'Details' for more information on a specific proficiency test.

Available Proficiency Tests

SPIL-1 2024
Signup deadline: 14-02-2024

Types: Wastewater (effluent)

Parameters: Biochemical Oxygen Demand with inhibition of nitrification, five days (BOD₅ w. ATU), Biochemical Oxygen Demand with inhibition of nitrification, seven days (BOD₇ w. ATU), Chemical Oxygen Demand with dichromate (COD_{Cr}), Chloride (Cl), Non-Volatile Organic Carbon (NVOC), Sulphate (SO₄), Total Phosphorus (TP), Total Suspended Solids (TSS)

Prices from EUR 1025.00

[Details](#) ☒ Select

SPIL-1 2024

Signup Deadline: 14-02-2024

Proficiency Test Date: 14-03-2024

Result Deadline: 05-04-2024

Sample type: Wastewater (effluent)

Description

Proficiency test in organic matter, phosphorus, chloride, sulphate and suspended matter in wastewater (effluent). The samples are sample pairs consisting of treated sewage. The samples originate from a natural source and therefore a small amount of particulate material may be present.

Proficiency Testing Date

- 14 March 2024

Parameters and concentration range

- COD_{Cr} 5 - 75 mg/L O₂
- BOD (w. ATU) 2 - 6 mg/L O₂
- NVOC/TOC 2 - 30 mg/L C
- Total phosphorus 0.2 - 2 mg/L P
- Chloride 50 - 700 mg/L
- Sulphate 20 - 200 mg/L
- Suspended solids 20 - 100 mg/L

Objective

- Assessment of interference that may appear by analysis of natural samples.
- Quality of analysis for the below parameters at concentration levels found in treated wastewater.

Sample description

- 2 samples, 2.5 L each, for organic matter
- 2 samples, 250 mL each, for phosphorus, chloride and sulphate
- 2 samples, 1000 mL each, for total suspended solids

Sign up for a proficiency test

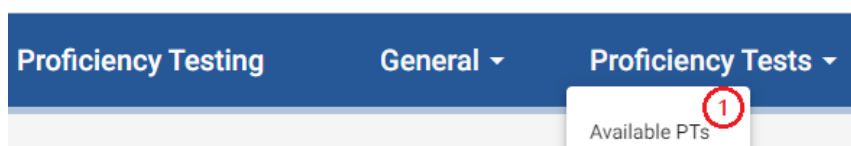
To sign up for a proficiency test, you must be logged in to the account that you wish to participate with.

When you've signed in with the proper user, follow these steps:

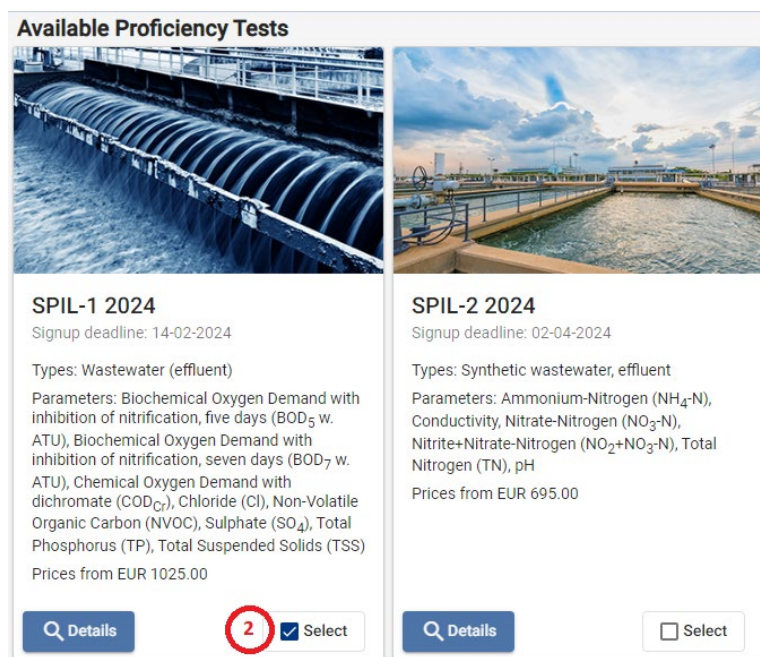
1. Press the "Proficiency Tests" menu at the top of the page and select 'Available PTs'.

- a. Alternatively, go to this link

<https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=available>



2. Select the proficiency tests you wish to sign up for by ticking the "Select" box.



3. Press 'Sign up for selected'.



(continues on next page)

4. Select the packages (if applicable) for each individual proficiency test that you wish to sign up for and press 'Next' to proceed. Be aware that some of the PTs have multiple packages to choose from.

1 Choose Packages

SPIL-1 2022 - UAT

Packages:

☒ COD_{Cr}, Total Phosphor(TP), Chlorid, Sulfat
Price: DKK 1500.00

☒ NVOC/TOC
Price: DKK 200.00

☐ BOD₅ w. ATU, BOD₇ w. ATU, Suspenderet stof
Price: DKK 300.00

Total Price: DKK 1700.00
Excl. VAT

Next

5. If not automatically applied, fill in your delivery information and press 'Next'.

2 Delivery Information

Street Name
Ladelundvej

Street Number
85

Postal Code
6600

City
Vejen

Select Country
Denmark

Clear Address Use Default Address Previous Next

6. If not automatically applied, enter your contact information and press 'Next'.

3 Contact Information

Contact Name
Kenneth R. Pedersen

E-Mail
d6vt@eurofins.com

Phone Number (e.g: +45xxxxxxxx)
51158200

Previous Next

7. Enter missing billing information and then press 'Next'.

4 Billing Information

Company Name Eurofins Miljø A/S	Street Name Ladelundvej
VAT/CVR Number DK12345678	Street Number 85
E-Invoicing No. (EAN, PEPPOL etc.) 28848196	Postal Code 6600
Person Reference KennethPedersen	City Vejen
Order Reference ABC123#123	Select Country Denmark
Invoice Email d6vt@eurofins.com	

[Previous](#) [Next](#)

8. Review that all the selected and entered values are correct and enter your comments if any, then press 'submit'.

5 Review

Delivery Address
Ladelundvej 85
6600 Vejen
Denmark

Contact Details
Kenneth
d6vt@eurofins.com
51158200

Billing Details
Eurofins Miljø A/S
DK12345678
ABC123#321

Address:
Ladelundvej 85
6600 Vejen
Denmark

Person Ref. KennethPedersen
Order ref. ABC123
Invoice Email: invoice@eurofins.com

Selected Packages:

SPIL-1 2022 - UAT COD _{Cr} , Total Phosphor(TP), Chlorid, Sulfat NVOC/TOC	Price: DKK 6000 Price: DKK 200 Package total: DKK 6200.00
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Additional:

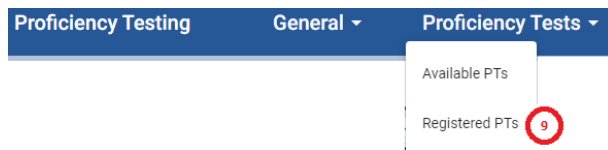
☒ Send Email Confirmation

Information to the PT provider **8**

Total Price: DKK 6200.00
8 Excl. VAT

[Previous](#) [Submit](#)

9. The proficiency tests that you have signed up for, are now moved from the category 'Available PTs' to 'Registered PTs'.



Enter your results

To enter results, you must be signed in with your laboratory administration user, or the signed-up user.

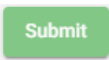
When you've signed in with the proper user, follow these steps:

1. Press the "Proficiency Tests" menu at the top of the page and select 'Registered PTs'.
 - a. Alternatively, go to this link
<https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=active>

- b. If entering results on behalf of another user, select the user in the dropdown menu on the new page

A screenshot of a web form showing two dropdown menus. The first dropdown is labeled 'Select Laboratory' and has 'Test User Lab' selected. The second dropdown is labeled 'Select User' and is highlighted with a red rectangle.

2. Enter your results in the respective fields 'A' and 'B' values
 - a. **If you have no results for a parameter, select the 'Do Not Report' checkbox. You will not be able to submit your results if you have parameters with no results and the checkbox is not ticked.**
3. Select the method from the dropdown menu
 - a. For a list of available methods, press the  button.
4. Optionally you can add a comment to each individual parameter.
5. Fill in your sample numbers in their respective fields.
6. Optionally you can add an overall comment as well.
7. To save midways, and not lock in your answers, press the  button.

8. To finalize and lock and submit your results, press the  button.

Sample #2 View list of method descriptions

Total Phosphor(TP)

☐ Do not report 2A	Value A 2	mg/L P	Value B 3	mg/L P	Method Number 72	Comment Optional comment	Clear Row
--	--------------	--------	--------------	--------	---------------------	-----------------------------	-----------

Chlorid

☒ Do not report	Value A	mg/L	Value B	mg/L	Method Number	Comment	Clear Row
---	---------	------	---------	------	---------------	---------	-----------

Sulfat

☒ Do not report	Value A	mg/L	Value B	mg/L	Method Number	Comment	Clear Row
---	---------	------	---------	------	---------------	---------	-----------

Bottle number

Input A 25	Input B 72
---------------	---------------

Overall Comment

Overall comment regarding your results.

ancel Save Submit

9. The proficiency test that you have entered results for, are now moved from the category 'Registered PTs' to 'Submitted PTs'.

Proficiency Testing General Proficiency Tests

- Available PTs
- Registered PTs
- Submitted PTs

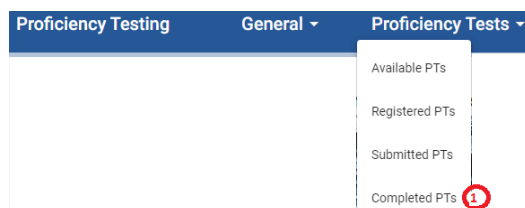
Access results and reports from a proficiency test

When the PT provider have finalized the data processing and calculations and the participant reports and/or quality reports are uploaded in the portal, the participants are notified by e-mail. Once the reports have been uploaded, the specific proficiency test changes category from 'Submitted PTs' to 'Completed PTs'.

To access the results from a proficiency test, you must be signed in with your laboratory administration user, or the signed-up user.

When you've signed in with the proper user, follow these steps:

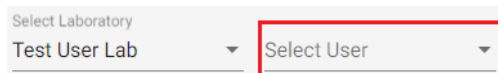
1. Press the "Proficiency Tests" menu at the top of the page and select 'Completed PTs'.



- a. Alternatively, go to this link

<https://proficiencytesting.azurewebsites.net/en-US/proficiencytests?selected=completed>

- b. If accessing results on behalf of another user, select the user in the dropdown menu on the new page



2. Click on "View Results" for the proficiency test you would like to see reports and results from.

Completed Proficiency Tests

SPIL-1 2023
Types: Wastewater (effluent)
Parameters: Biochemical Oxygen Demand with inhibition of nitrification, five days (BOD₅ w. ATU), Biochemical Oxygen Demand with inhibition of nitrification, seven days (BOD₇ w. ATU), Chemical Oxygen Demand with dichromate (COD_{Cr}), Chloride (Cl), Non-Volatile Organic Carbon (NVOC), Sulphate (SO₄), Total Phosphorus (TP), Total Suspended Solids (TSS)

[View Results](#)

SPIL-2 2023
Types: Untreated sewage
Parameters: Ammonium-Nitrogen (NH₄-N), Conductivity, Nitrate-Nitrogen (NO₃-N), Nitrite+Nitrate-Nitrogen (NO₂+NO₃-N), Total Nitrogen (TN), pH

[View Results](#)

SPIL-3 2023
Types: Synthetic wastewater (effluent)
Parameters: Biochemical Oxygen Demand with inhibition of nitrification, five days (BOD₅ w. ATU), Biochemical Oxygen Demand with inhibition of nitrification, seven days (BOD₇ w. ATU), Chemical Oxygen Demand with dichromate (COD_{Cr}), Chloride (Cl), Non-Volatile Organic Carbon (NVOC), Sulphate (SO₄), Total Phosphorus (TP), Total Suspended Solids (TSS)

[View Results](#)

3. You can now see your participants number (lab number), the overall comments for homogeneity, stability and determination of the nominal value, and the score and calculations for your results.

General ▾ Proficiency Tests ▾ Administration

Your results for: SPIL-1 2022
Your lab number is: **333**

Homogeneity
Homogeneity has been tested for COD_{Cr}, TP and TSS. The test results show that the samples are homogeneous.

Stability
The samples for determination of TP, Cl and SO₄ have been stabilised by autoclaving. The samples for determination of COD_{Cr}, BOD and NVOC were stabilised by aeration. Experience from many proficiency tests shows that samples are stable after this treatment.

Determination of nominal value
The assigned values are calculated on the basis of the median value of the reported concentrations, after removal of the theoretically calculated split value. For COD_{Cr}, TP and TSS the assigned values are calculated on the basis of the median value from the laboratories using the method prescribed in Danish regulation no. 2362 of 2021. For BOD₅ and BOD₇ results from standardised methods are used.

Parameter	Sample Name	Unit	Result	Method Nr	Nominal Value	Outlier	Percentage Deviation	Standard Deviation	Z Score
Biochemical Oxygen Demand with inhibition of nitrification, five days (BOD ₅ w. ATU)	A B	mg/L O ₂	1.82 2.22	4	2.0 2.4		9 7	1.57e-16	-0.17 -0.17
Biochemical Oxygen Demand with inhibition of nitrification, seven days (BOD ₇ w. ATU)	A B	mg/L O ₂			2.5 2.9				
Chemical Oxygen Demand with dichromate (COD _{Cr})	A B	mg/L O ₂	22.7 27.4	77	24 26		5 5	1.91	-0.12 0.13
Chloride (Cl)	A B	mg/L	283.6 233.7	9	277 222		2 5	3.61	0.44 0.98
Non-Volatile Organic Carbon (NVOC)	A B	mg/L C	9.83 10.34	1	10.1 11		3 6	0.276	-0.37 -0.83
Sulphate (SO ₄)	A B	mg/L	72.1 57.3	9	70 58		3 1	1.98	0.56 -0.22
Total Phosphorus (TP)	A B	mg/L P	1.07 0.898	2	1.133 0.913		6 2	0.0339	-1.03 -0.30
Total Suspended Solids (TSS)	A B	mg/L	46.2 52.4	2A	43.7 51.1		6 3	0.849	0.69 0.36

Back

Quality Report Participant Report

4. You can view and download the Participants report and Quality report for the proficiency test by pressing "Quality report" and "Participant Report".

General ▾ Proficiency Tests ▾ Administration

Your results for: SPIL-1 2022
Your lab number is: **333**

Homogeneity
Homogeneity has been tested for COD_{Cr}, TP and TSS. The test results show that the samples are homogeneous.

Stability
The samples for determination of TP, Cl and SO₄ have been stabilised by autoclaving. The samples for determination of COD_{Cr}, BOD and NVOC were stabilised by aeration. Experience from many proficiency tests shows that samples are stable after this treatment.

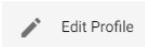
Determination of nominal value
The assigned values are calculated on the basis of the median value of the reported concentrations, after removal of the theoretically calculated split value. For COD_{Cr}, TP and TSS the assigned values are calculated on the basis of the median value from the laboratories using the method prescribed in Danish regulation no. 2362 of 2021. For BOD₅ and BOD₇ results from standardised methods are used.

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Biochemical Oxygen Demand with inhibition of nitrification, seven days (BOD ₇ w. ATU)	A B	mg/L O ₂			2.5 2.9				
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Chloride (Cl)	A B	mg/L	283.6 233.7	9	277 222		2 5	3.61	0.44 0.98
Non-Volatile Organic Carbon (NVOC)	A B	mg/L C	9.83 10.34	1	10.1 11		3 6	0.276	-0.37 -0.83
Sulphate (SO ₄)	A B	mg/L	72.1 57.3	9	70 58		3 1	1.98	0.56 -0.22
Total Phosphorus (TP)	A B	mg/L P	1.07 0.898	2	1.133 0.913		6 2	0.0339	-1.03 -0.30
Total Suspended Solids (TSS)	A B	mg/L	46.2 52.4	2A	43.7 51.1		6 3	0.849	0.69 0.36

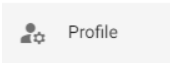
Back

Quality Report Participant Report

Edit your user details

1. On the toolbar at the top, select the user icon. 
2. Select the  button.
3. Change your user information.
 - a. **NOTE** changing your “Email/Login” in user information, will also change the email you must log in with!
 - b. The entered “Delivery Address” and “Default Contact Information” will automatically be applied to the Proficiency Test signup form, if filled out.
4. Once you’ve made your changes, press .

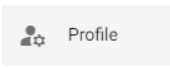
Request a password change

1. On the toolbar at the top, select the user  icon.
2. Select the  button.
3. At the bottom of the screen, press the  button.

Alternative contact(s)

In case you wish your notifications and alike are also sent to other people, you may want to add an alternative contact. They will receive common information such as reminders, results etc.

Add Alternative Contact

1. On the toolbar at the top, select the user icon. 
2. Select the  button.
3. Almost at the bottom of the screen, select , this will open a dialog box.
4. Fill in the user details in the pop-up, and press .
5. The dialog will now close, and the user should be shown in a table above the ‘Add Alt. Contact’ button.

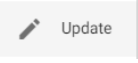
Update Alternative Contact

1. In the alternative contact overview, select the  for the contact you wish to update.

Alternative Contact

Name	Email	Phone Number	Action Buttons
test	te@s.t	123	 1



2. Select  and a dialog box will appear.

3. Change the relevant information and press 

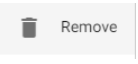
Remove Alternative Contact

1. In the alternative contact overview, select the  for the contact you wish to remove.

Alternative Contact

Name	Email	Phone Number	Action Buttons
test	te@s.t	123	 1



2. Select  and a dialog box will appear.

3. Press “OK” to remove the alternative contact.

Laboratory administration

As a laboratory administrator, you will have a few extra rights such as creation of additional users for your laboratory and entering results on behalf of them.

Creating a new user

1. Press “Administration” on the toolbar at the top to enter the administration view.
2. In the “User Management” section, press “Create User”.



3. Fill in the users' information in the form.
4. Select a role for the new user
 - a. “Laboratory Admin” has the same rights as your current user.
 - b. “Laboratory User” only has the basic rights to see/sign up and fill in their own data.
5. Once all data is filled in, press  and the user credentials will be sent to their mail.

Enter results on behalf of your users

1. Press “Administration” on the toolbar at the top to enter the administration view.
2. In the “Proficiency Tests” section, press “Search Proficiency Tests”.



3. Find the proficiency test you wish to enter data for and press .
4. In the menu, select  Results Entry.
5. Follow the [Enter your results](#) section of the guide.