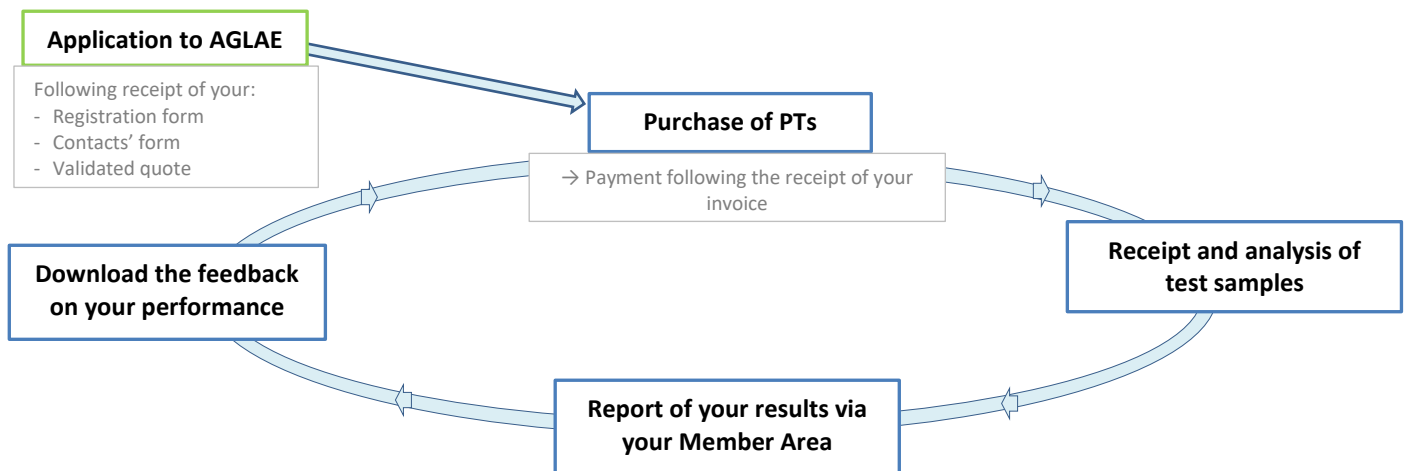


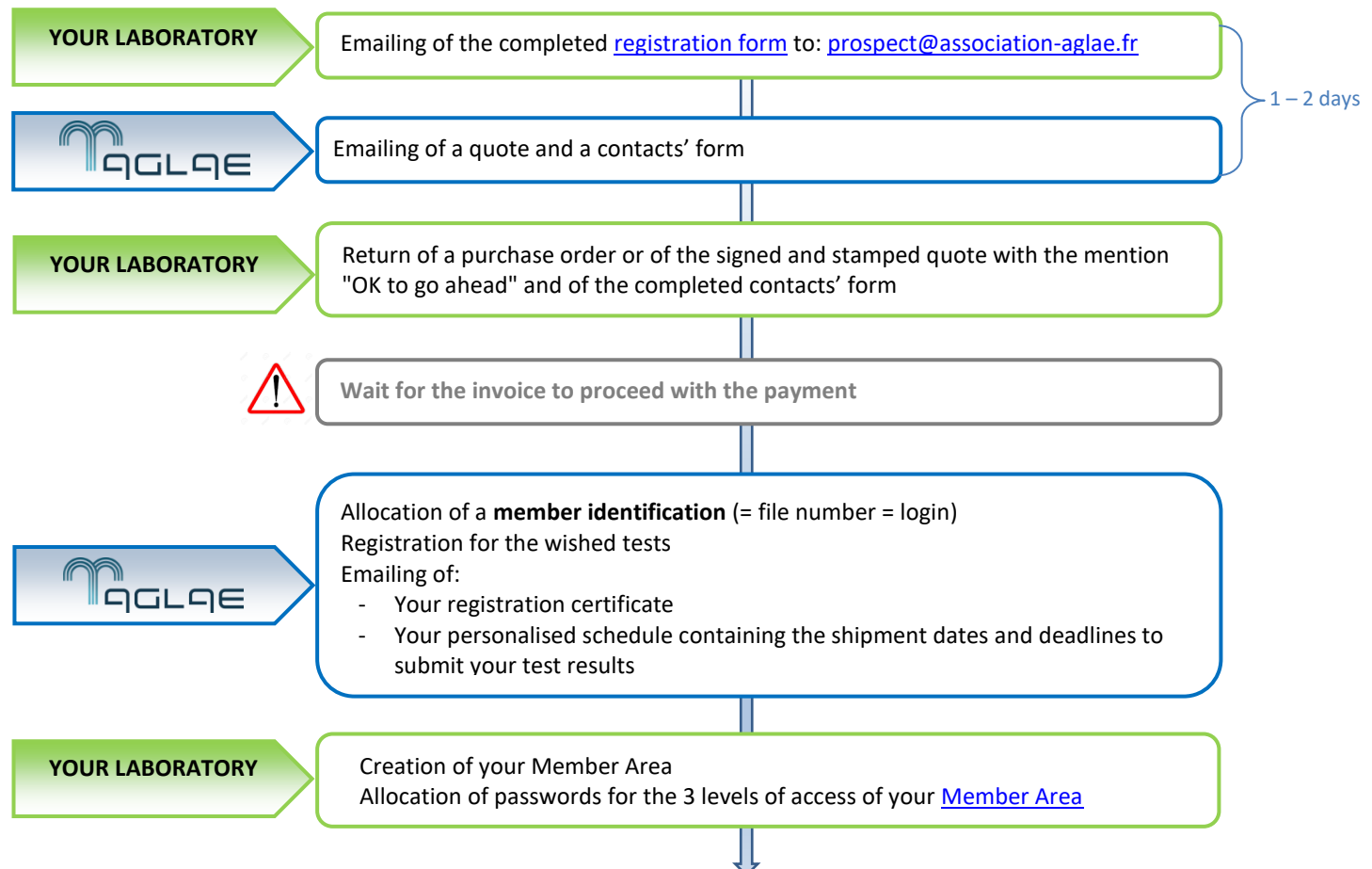
AGLAE – GUIDE FOR NEW PARTICIPANTS

YOUR FIRST PARTICIPATION IN AGLAE'S TESTS

The main steps from your application to your participation in the proficiency tests:



Details of your application process





Sending of the invoice, regardless of when the samples are sent

YOUR LABORATORY

Payment of the invoice according to the specified schedule
 Payment by bank transfer or [credit card](#) ([guidelines](#) to help you)



In case payment is not received on time, AGLAE may suspend the sending of samples and block access to your Member Area until the invoice has been paid (check the [general conditions of registration](#))



How to participate in other tests during the year, order additional test samples, Quality Control Materials, etc.
 → Contact us: contact@association-aglae.fr or +33 (0)3 20 16 91 40, we will issue a quote
 → Return a purchase order or the signed quote

CONDUCT OF AGLAE'S TESTS



Sending of instructions for analysis and storage of samples
 Preparation of test materials
 Sending of test samples in « express » mode



≈ D₀ - 10 days

D₀

YOUR LABORATORY

Track your delivery via your [Member Area](#), page 'Your proficiency tests'
 Receipt and analysis of the samples
 Report of your test results via your Member Area



≈ D₀ +1 to D₀+15

End of report



In case of a delivery anomaly or upon receipt of your samples, please contact us as soon as possible on + 33 (0)3 20 16 91 40 or contact@association-aglae.fr

YOUR LABORATORY

Download of the **quick return of your performance: 'Review'**

Download of a **personalised test report**: z-scores, rankings, evaluation of your uncertainties of measurement for water microbiology, check of the reliability of your estimated uncertainties of measurement in chemistry (zeta-score)



End of report + 3 days

End of report + ≈ 3 weeks



Need advice to implement corrective actions?
 The guides to interpreting your test reports in chemistry and microbiology provide elements (available from your [Member Area](#)) and AGLAE remains at your service.

AGLAE – YOUR MEMBER AREA

FIRST CONNECTION

Log on to the homepage of your [Member Area](#)

Create your account and assign passwords to the **3 access levels** of your Member Area:

- TOTAL access
- Access to validation (data entry and validation of your results possible → login starting with sv)
- Access to data entry (limited to the report of your results → login starting with s)

Login

Login :

Password :

[Forgotten password](#)

[Creation of your web account](#)

Pay attention, 'old' passwords without special characters have to be entered in CAPITAL LETTERS.

Creation of your web account

Following your registration, you have to create your web account to access your Member Area.

You need your **login - total access** (= member ID), it is specified in the email confirming your registration and on your registration certificate (site No.).

Please enter your login


Please enter the mail of the representative

[Back to login page](#)

HOMEPAGE

+33 (0) 3 20 16 91 40

ADMIN _WEB ASSOCIATION AGLAE [12842] En



Improve the quality of your analyses


2

3


4

YOUR PROFICIENCY TESTS YOUR SUMMARIES FAQ

Homepage



NEWS



PTs in cosmetic products
Cosmetics
In 2024, 3 programmes including 5 tests in cosmetics:
- Challenge test (M110)
- Aerobic mesophilic bacteria and yeast/mould (M111)
- Specified micro-organisms (M112)
More information in the [flyer on microbiology PTs in cosmetics](#). Contact us for a quote.

DOWNLOADS


Organisation


- AGLAE's proficiency tests: conduct - reports
- Data entry guide
- Share your expertise: join our Technical Committee
- AGLAE - What to find in your Member Area

YOUR EVENTS OF THE MONTH

September - 2024

TUESDAY 10 SEPTEMBER 2024

 **Results validated**
24M11.3

 **Sending of samples**
24M1D.2

Tick or select what you wish to visualise

☐ selection of additional test samples ☐ The other tests to come

YOUR PROFICIENCY TESTS

Select a supervisor

REPORTS ISSUED

24M11.3 : report
24M11.1 : report
24M1D.2 : review

Tests, service offers, training sessions...

Guides, catalogues, schedules ...

Samples' shipment, stage of your test results (to report, validate...)

Links to recent reports and reviews

You can speed up the scrolling

AGLAE – YOUR MEMBER AREA

① YOUR MEMBER ACCOUNT



On mouse-over the name of your laboratory, **access** your details.
You can **check and modify** your address, your various contacts (representative, supervisors, accountancy...), your passwords



Remember to update them whenever necessary and in particular in case of changes within your teams

② YOUR PROFICIENCY TESTS

Select what you wish to visualise:

YOUR SCHEME 2024 ▼ See all the categories ▼ See all supervisors ▼

111 : AEROBIC MESOPHILIC BACTERIA AND YEAST/MOULD IN COSMETICS

SUPERVISOR:

24M111.1

Report issued

- » Samples sent on the 02/07/2024 - [Tracking no. : XM231036031FR](#) ← Track your delivery
- » [Submitted results](#) ← Visualise your results (a [guide](#) helps you to report them)
- » Your assigned code : 7 [Certificate of participation 24M1111.pdf](#) ← Code assigned for this test
- » Downloads
 - [Instructions 24M1111.pdf](#)
 - [Review 24M1111.pdf](#)
 - [Test report 24M1111.pdf](#)
 - [Results file 24M1111.xlsx](#)

All the test documents gathered

③ YOUR SUMMARIES

YOUR SCHEME 2023 ▼

- » Certificate of registration for the PTS
- » Certificate of participation and assigned codes for the 2023 scheme
- » Schedule for the PTS

Documents of the scheme (certificate of registration, schedule ...)

SUMMARY FOR A SELECTED PERIOD ←

Collect your PT results over a selected period for your audits, quality control, approvals

- » Information note on the date to date summaries of results ← Download the information to check the concerned tests

File type: CHEMISTRY ▼ Language: EN ▼ Start date: 01/01/2022 End date: 31/03/2022 [Process](#)

List the tests included in the selected period

List of tests taken into account

- » 22M1G.1 Dry residue in clean waters
- » 22M1D.1 Field parameters in clean waters
- » 22M1A.1 Chemical analyses in clean waters
- » 22M2D.1 Field parameters and colour in waste waters
- » 22M93.1 Dry residue in carbogaseous waters
- » 22M1B.1 Indicators in natural waters

Update your summary

List of generated summaries (the file creation may take a few minutes)

[Update](#)

[Delete](#)

Download your summary

Date of request	File type	Start date	End date	Status	File
31/03/2022	CHEMISTRY	01/01/2022	31/03/2022	FINISHED	
10/10/2020	CHEMISTRY	01/02/2020	10/10/2020	FINISHED	

AGLAE – YOUR MEMBER AREA

④ FAQ

QUALITY	+
REGISTRATION	-
I WISH TO PARTICIPATE IN A PROFICIENCY TEST. WHAT TO DO?	+
I WISH TO GET A QUOTE FOR SOME PTS. WHAT TO DO?	+
HOW TO REGISTER FOR ADDITIONAL PROFICIENCY TESTS?	+
WHEN SHOULD I PAY MY PARTICIPATION IN THE PTS?	+
I WISH TO RECEIVE MORE TEST SAMPLES TO VALIDATE A METHOD, EVALUATE A TECHNICIAN. WHAT CAN YOU PROVIDE?	+
CONDUCT AND DOCUMENTS	+
MEMBER ONLY AREA	+
RECEIPT OF THE TEST SAMPLES	+
ANALYSIS OF THE SAMPLES	+

How to register for additional tests during the year?

Can I order rounds separately?

Is the test accredited?

When am I going to receive the test samples?

When must I pay my participation in the tests?

→ Check the answers to some 30 common questions.

Contact us: [email](mailto:contact@association-aglae.fr) or +33 (0)320169140 for any other question.