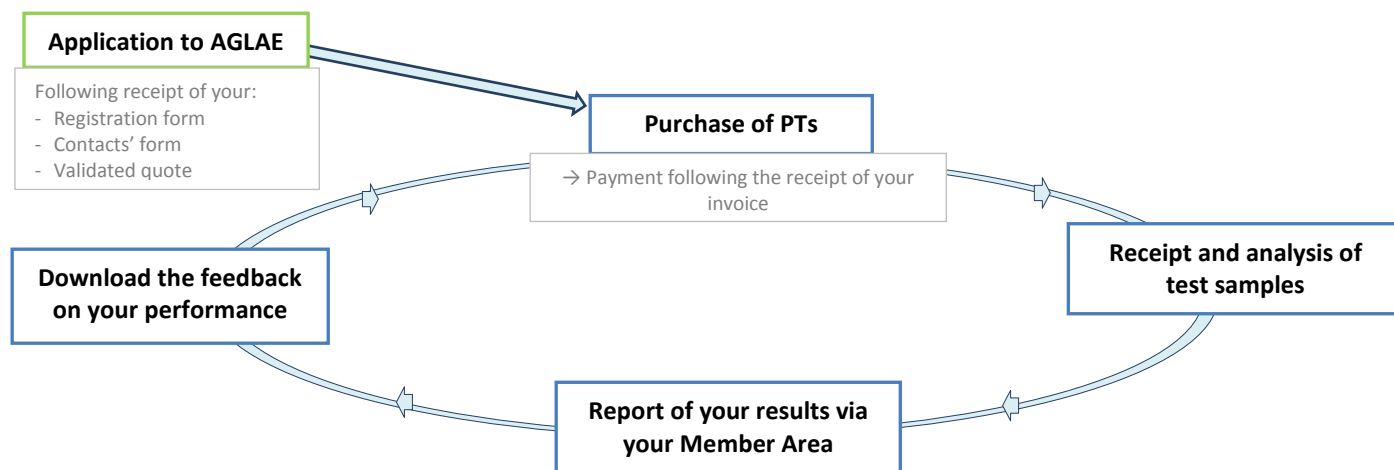


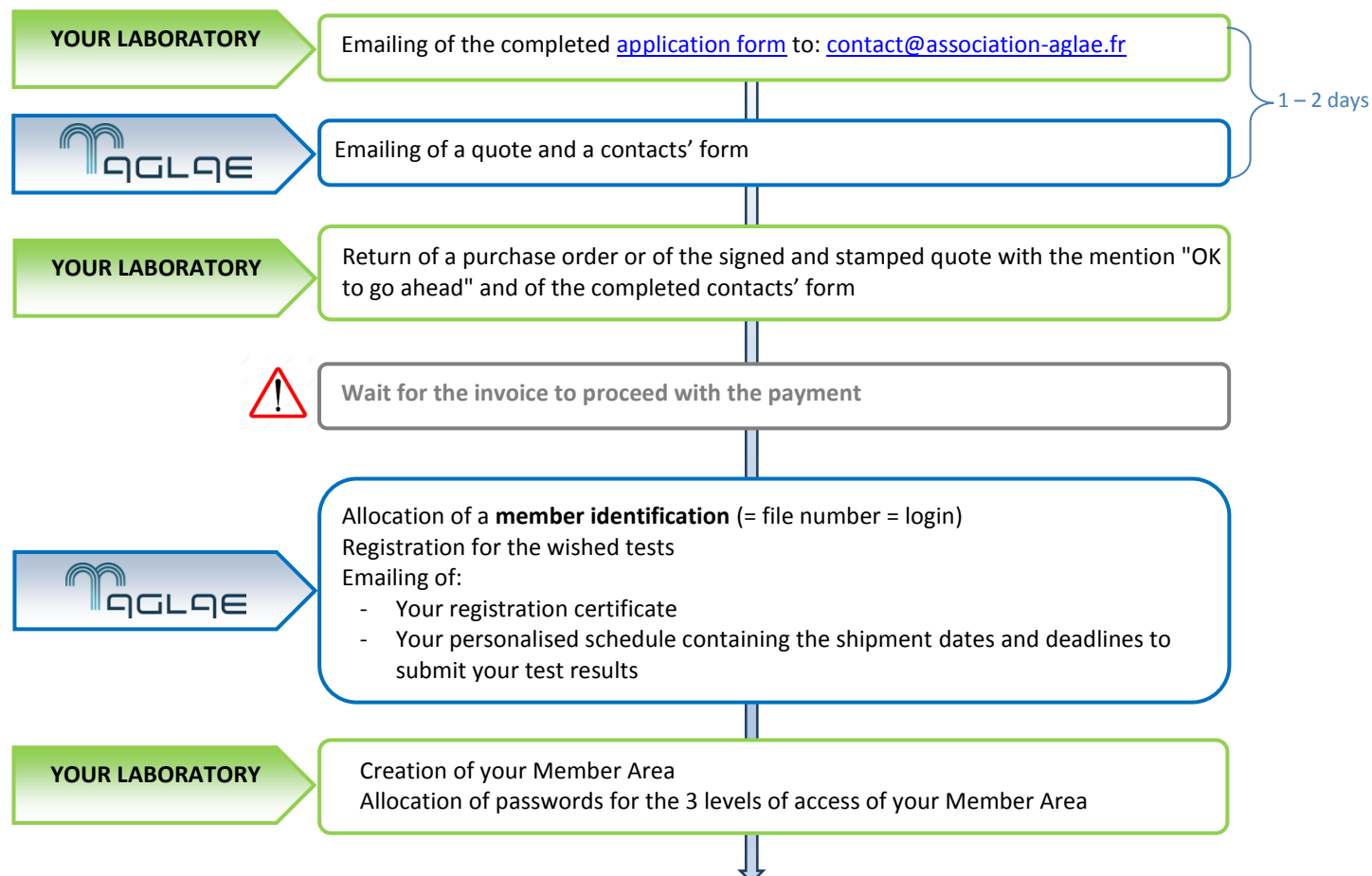
## AGLAE – GUIDE FOR NEW PARTICIPANTS

### 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](#)



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: [email](#) 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



≈ D<sub>0</sub> - 10 days

D<sub>0</sub>

**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



≈ D<sub>0</sub> +1 to D<sub>0</sub>+15

End of report



In case of a delivery anomaly or upon receipt of your samples, please call us as soon as possible on + 33 (0)3 20 16 91 40

**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.