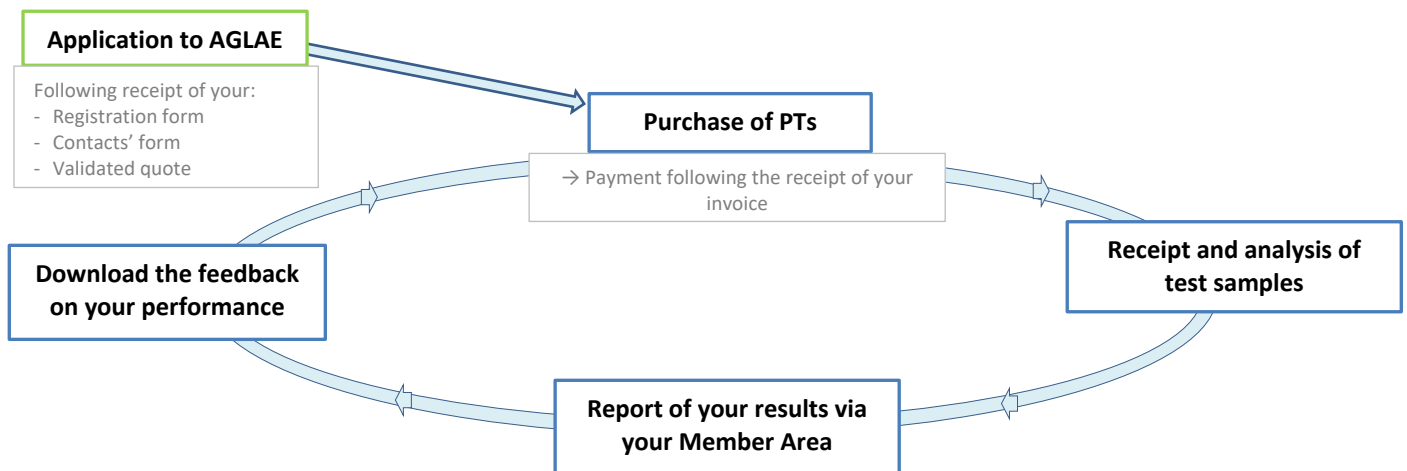


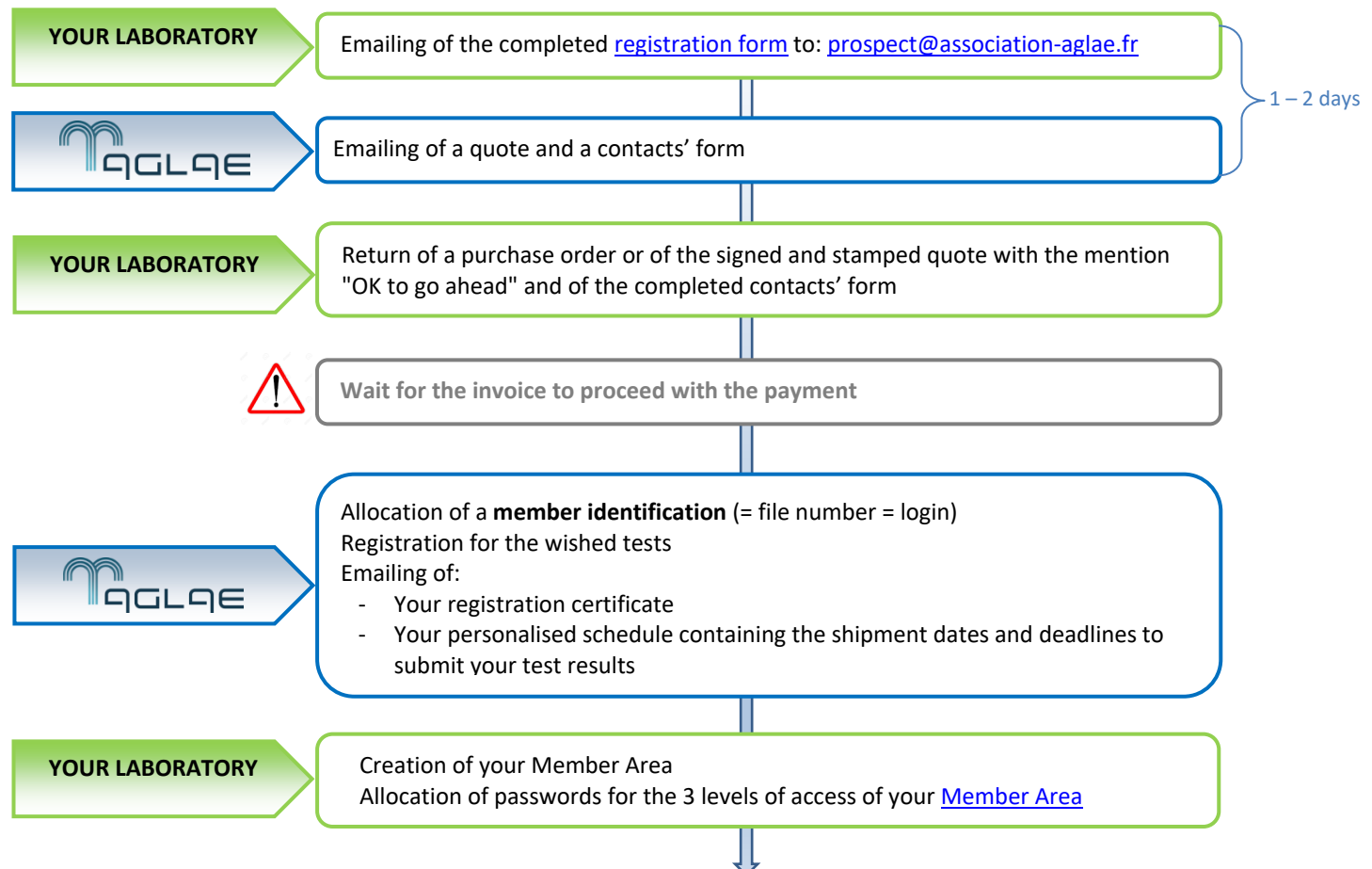
## AGLAE – GUIDE FOR NEW PARTICIPANTS

### 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



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](mailto: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





≈ D<sub>0</sub> - 10 days

D<sub>0</sub>



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 contact us as soon as possible on + 33 (0)3 20 16 91 40 or [contact@association-aglae.fr](mailto:contact@association-aglae.fr)



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.