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User's guide for the CILEI

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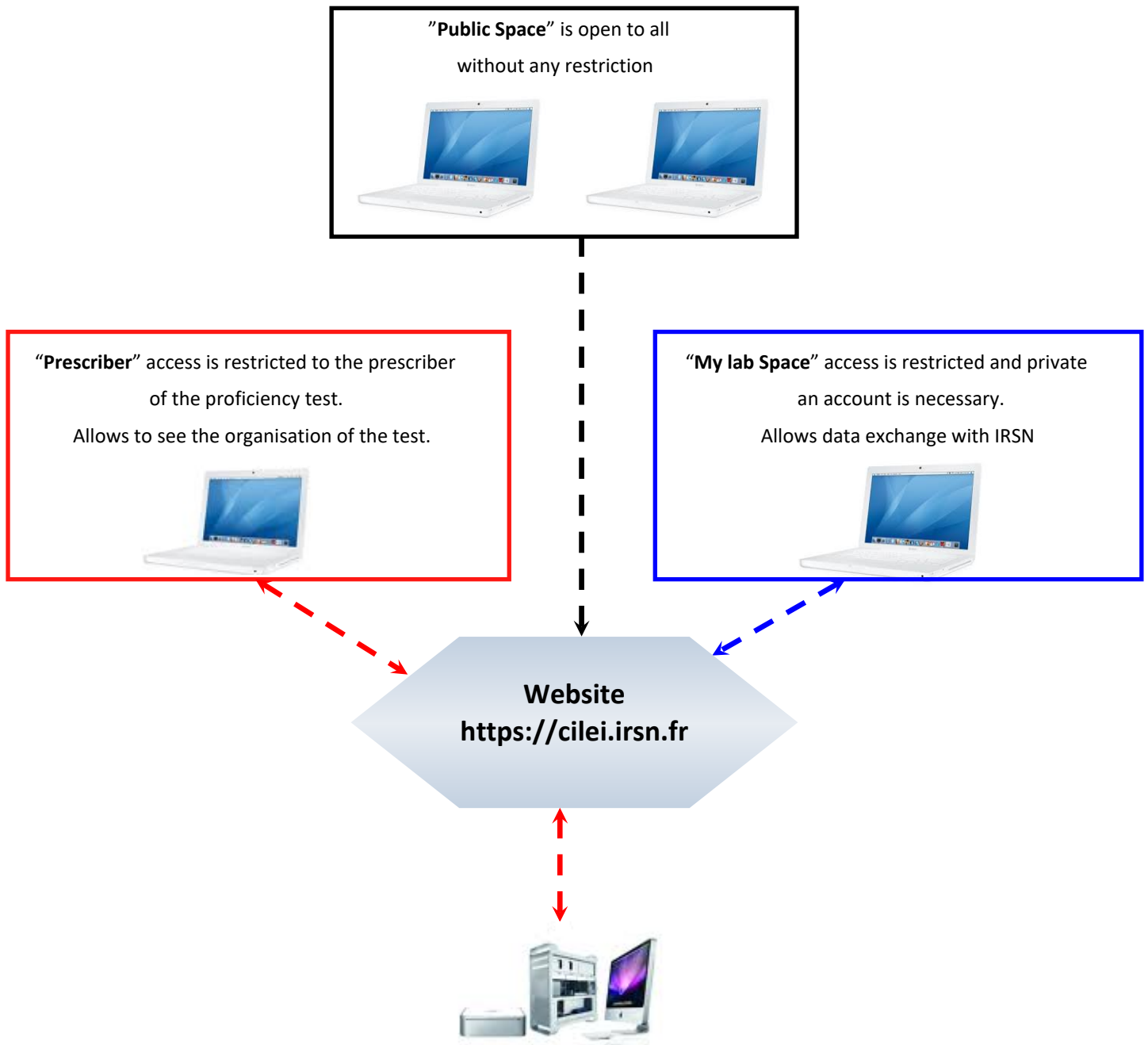
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1 GENERAL FEATURES

Within the framework of the organisation of proficiency testing for the measurement of radioactivity in environmental and food samples, IRSN has developed a website dedicated to information exchange between IRSN and the participant laboratories.

The website's structure is presented in the figure below:



2 PUBLIC SPACE - HOMEPAGE

The home page of the CILEI website is available without any identification and allows to access several pages and functions. The homepage is divided into four zones.

Zone 1

Version française > Subscribe to the newsletter Connect to my space


INTERLABORATORY COMPARISON FOR
THE ENVIRONMENT ORGANIZED BY IRSN


Zone 2

[HOME](#) | [SEARCH](#) | [NEWS](#) | [FAQ](#) | [LINKS](#) | [REGULATORY CONTEXT](#)



Planning des
essais
d'aptitude
2021-2025
disponible ici

ORGANISATION

5 to 6 PT/year
Reports available
in 4 months

PARTICIPATION

up to 150
Participating
Laboratories

DIVERSITY OF PROFICIENCY TESTS

7 TYPES OF MATRICES
17 DETERMINATIONS

ACCREDITATION

COFRAC CIL 1-1795
www.cofrac.fr

Zone 3

SEARCH

Year: Prescriber:

Matrix: Measurement categories:

Zone 4

© Copyright 2014 - IRSN Version 2.2.4 Contact | legal mentions | Copyright | Site map | Administrator

Zone 1: the 3 buttons/links, at the top of the page, allow to:

- switch to the French version,
- subscribe to the newsletter in order to receive information about the proficiency test,
- log in to your laboratory space or to create it if you don't have one.



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Zone 2: using the links in zone 2, it allows you to reach different pages of the website, like:

- homepage,
- search page of a specific test (past, present and coming tests),
- upcoming news,
- FAQs section,
- page with links to different related sites, like ASN, DGAL, DGCCRF and COFRAC,
- regulatory context.

Zone 3 is a shortcut to the search page. This zone allows to find a specific proficiency test (past, present and coming tests) according to 4 criteria:

- year,
- prescriber,
- matrix,
- measurement category.

Once the test is found, you can display further details according to your search results.

Zone 4 allows to:

- contact the administrators of the CILEI website,
- have a look on the legal mentions and Copyright of the CILEI website,
- access the site map in the form of a list of public pages of the website.

3 MY LAB SPACE

The lab space is a working area, allowing to a manager or to affiliated¹ members of the laboratory to manage their proficiency test in which they had participated, they participate or will participate.

3.1 HOW TO CREATE A “LAB SPACE”

To create your own lab space, you have to click on the link “[Connect to my space](#)” in zone 1 of the homepage. A new window appears; click on the link “[Not yet registered? Register now](#)”. The registration form pops up and it looks as follows:

¹ Affiliated member: a member of the laboratory to whom the person in charge of the test gives access to accomplish some tasks in the lab space.

Subscribe Espace Labo

Company	<input type="text"/>
Department	<input type="text"/>
Name of laboratory	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Town	<input type="text"/>
Country	France <input type="button" value="v"/>
Name	<input type="text"/>
First name	<input type="text"/>
E-mail	<input type="text"/>
Confirmation of your e-mail	<input type="text"/>
Password	<input type="text"/>
Confirmation password	<input type="text"/>
Phone number	<input type="text"/>
Language	<input checked="" type="radio"/> French <input type="radio"/> English
Enter the following characters	 Change image
	<input type="text"/>
	<input type="button" value="Save"/>

All fields are mandatory, except “[Direction/Department](#)”.

Password must contain at least eight characters including one number or one special character.

Once validated, your registration form will be sent to the site’s administrators. You will be notified by e-mail whether your registration is accepted or not. If it is accepted, you will be able to log in with your ID (e-mail address) and password previously entered into the registration form.

Your password will serve you at various steps of the validation process in the proficiency test life.

The person who filled out the registration form is the person in charge of the lab space.

First, only the person in charge of the lab space can log in and define the profile of the affiliated members (see chapter 3.3.3).

3.2 LOG IN TO YOUR LAB SPACE

To log in, you have to click on the link [“Connect to my space”](#) in zone 1 of the homepage. A new page appears, complete the required fields (ID and password) and click on the button [“Sign in”](#).

If you have forgotten or lost your password and you wish to obtain a new one, click on the button [“Forgotten password?”](#). A window pops up and you have to confirm your request for a new password.

If you click on [“Yes”](#) you will receive your password by e-mail which should be changed the next time you log in.

Once you entered your lab space, you can access the main page of the lab space. This page allows to manage your lab space and the proficiency test in which your laboratory takes part. To get back to this page anytime, click on [“Menu”](#) then [“Connect to my space”](#).

The screenshot displays the user interface for the CILEI system. At the top, a blue header bar contains the text '> Welcome ZIBELLE Elodie (LEI)' and a 'Menu' button. Below this is the CILEI logo and the text 'INTERLABORATORY COMPARISON FOR THE ENVIRONMENT ORGANIZED BY IRSN'. A navigation bar with blue buttons includes 'HOME', 'SEARCH', 'NEWS', 'FAQ', 'LINKS', and 'REGULATORY CONTEXT'. The main content area is titled 'My Lab Space' and features a 'CURRENT PROFICIENCY TEST(S)' section with a sub-section for 'EIL 1' and a 'Detail' link. Below this are four tabs: 'Registration', 'Tests', 'Results', and 'Reports', each with a corresponding icon. To the right is a 'LAST MESSAGES' section with three messages: '100 V 300 - May 05, 2015 - You should validate your registration', '100 V 300 - You have read the presentation form on the May 05, 2015', and '100 V 300 - May 05, 2015 - The registration form is now available'. The footer contains the copyright notice '© Copyright 2014 - IRSN' and links for 'Contact', 'legal mentions', 'Copyright', 'Site map', and 'Administrator'.

3.3 MANAGE AND MODIFY YOUR LAB SPACE

Point your mouse cursor to the [“Menu”](#) link. A list of options will appear which enables you to:

- access your lab space (allows to get back to the test management page),
- change your password,
- modify your lab details,
- manage the affiliated members,
- log out.

3.3.1 How to change your password

To change your password, click on [“Change my password”](#) and follow the instructions:

- enter the old password,
- enter the new one,
- confirm the new one.

3.3.2 How to modify your lab details

This functionality is available only for the person in charge of the lab space.

To modify your lab details, click on [“Modify my contact details”](#)

You can modify:

- the company name,
- the name of the direction/department,
- the name of the laboratory,
- the address and/or the phone number of the laboratory,
- the language of the e-mails sent by the CILEI website (English/French).

3.3.3 How to manage the affiliated members

This functionality is available only for the person in charge of a lab space.

To modify the affiliated members to the lab space, click on [“Manage the affiliated members”](#). The management of affiliated members page pops up and it looks as follows:

Management of affiliated members

MANAGEMENT OF AFFILIATED MEMBERS						
E-mail	Name	First name	Validation authorization	Laboratory Responsible		
alain.maulard@irsn.fr	MAULARD	Alain	<input checked="" type="checkbox"/>	<input type="radio"/>		
elodie.zibelle@irsn.fr	ZIBELLE	Elodie	<input type="checkbox"/>	<input checked="" type="radio"/>		

[Add](#)

From this window, you can add or delete members and attribute them specific rights: validate the result, submit the result and validate the sample's acknowledgement of receipt.

If a new member is added, he/she will receive a confirmation e-mail with his/her password.



If you want to attribute the right of acknowledgement of receipt and validation of the result submission to an affiliated member, check the box “[Validation authorization](#)”.

3.4 MY PROFICIENCY TESTS

3.4.1 The current tests

The zone displays the ongoing proficiency tests.





Each test is presented in a global view through its different steps. Steps are presented by icons. The blue ones refer to those already completed and the light grey ones to those which are not yet completed. Steps with a sandglass  refer to steps waiting for validation by the IRSN team. As soon as the step is validated, the sandglass is replaced by a « check sign » .

For each test, you can consult the test management page by clicking on the “[Detail](#)” button.

3.4.2 Closed tests

The “closed tests” zone displays the last three tests closed by the IRSN team in which the laboratory had participated and for which the final report had been issued.

CLOSED PROFICIENCY TEST(S)		
Test N°	Reports	Detail
136 SH 300	 Report to May 05, 2015	 Details
See all closed proficiency tests...		

To consult the list of all closed proficiency tests, use the link “[See all closed proficiency tests...](#)”. For each test you can (without the password):

- view the final report using the link “[Report to \[date of the report\]](#)”
- reach the screen “details of the test” using the link “[Details](#)” to view related documents.

3.4.3 Participate in another proficiency test

By using the “Search” page you can:






- register to another current proficiency test, even if you previously declared not to participate. For that, use the link “[Detail](#)”.

- register to a special proficiency test not visible in the list since reserved to a restricted group of **laboratories** by using the link “[Detail](#)”, then validate the first step.

3.4.4 Messages

The “Last messages” zone displays the last five reminder messages related to the proficiency test activity. Each message includes the related proficiency test number.

LAST MESSAGES

-  100 V 300 - May 05, 2015 - You should validate your registration
-  100 V 300 - You have read the presentation form on the May 05, 2015
-  100 V 300 - May 05, 2015 - The registration form is now available
-  100 V 300 - May 05, 2015 - The presentation form is now available
-  EIL 1 - May 05, 2015 - You should read the presentation form

4 MANAGEMENT OF A PROFICIENCY TEST

Some of the following steps require a particular profile to be validated. The required profiles will be specified when appropriate. If no profile is specified, the action can be carried out by any affiliated member of the laboratory.







Remark: downloading the documents associated to a test can be carried out by any affiliated members of the lab space if he has access to the page.

4.1 REGISTRATION

4.1.1 Step 1 - presentation of a proficiency test

Required profile: person in charge of the lab space.

Test N° 100 V 300

TEST	LAST MESSAGES
<p>Registration</p> <div style="border-bottom: 1px solid #ccc; padding: 5px 0;">  You should read the presentation form Read </div> <div style="border-bottom: 1px solid #ccc; padding: 5px 0;">  You should validate your registration </div> <div style="padding: 5px 0;">  Your registration is waiting for confirmation </div>	<ul style="list-style-type: none">  100 V 300 - May 05, 2015 - You should read the presentation form  100 V 300 - May 05, 2015 - The registration form is now available  100 V 300 - May 05, 2015 - The presentation form is now available

To validate this step, click on the link “[Read](#)”. The presentation form of the proficiency test appears in a new window. Once back to the website, click on the “[Yes](#)” button in the confirmation window to validate the step or click on “[No](#)” to get back to the main page of test without validation.

Once this step validated, the link “Read” is replaced by “See”.

4.1.2 Step 2 – registration

Required profile: person in charge of the lab space.

Test N° 100 V 300

In order to participate in a proficiency test, you have to register. Click on the link “Register”, the registration form displays on the screen.

The registration form is divided into several zones:

- one or several criteria, if relevant (for example: aerosol filter size),
- laboratory: this zone identifies your laboratory,
- delivery address: to be filled in if the delivery address is different from the address given in your “Lab Space” profile. Prior to filling in this zone, you have to check the box “Address of delivery (if different of laboratory)”,
- person in charge of the test: the default value of this zone is the name of the person in charge of the laboratory, but you can designate somebody else. This person should be selected in the list of affiliated members of the lab’s space. Prior to filling in this zone, you have to check the box “Name of the person in charge of the test (if different of the person in charge of the laboratory)”,
- invoicing: this zone must be filled in if the invoice is sent to a different entity and not to the laboratory. Prior to filling in this zone, you have to check the box “Payment will be made by (if different of the laboratory)”,
- additional information zone:

check yes if you wish to appear in the appendix of the final report as a participating laboratory, *Important: The answer to this question is compulsory in order to continue the registration.*

For your information: all the results of the proficiency test will be systematically sent to the test prescriber.

- complementary information zone: you can find more information about the proficiency test (participation fee, etc.),
- validation: this zone contains the details of the user. If the registration to the proficiency test is already closed a message invites the user to get in touch with the IRSN team to get more information.

To complete the registration process, enter your password at the bottom of the validation zone, then click on **“Save”**. The test management page appears, the **“Register”** link becomes **“See”**. By clicking on this link, you can download the pdf file summarizing your registration.

Not to participate:

You also have the possibility not to participate in this test by clicking on **“Do not participate”**. A request of confirmation of non-participation displays. Click on **“Yes”** to confirm your choice.

As soon as your request of non-participation is validated, the test disappears from the list of your current tests. If needed later, you can register to the test through the **“search”** page (see §3.4.3).

4.1.3 Step 3 - validation of your registration

The acceptance or the refusal of a registration is carried out by the IRSN team. Once this is performed, the person in charge of the test receives a notification e-mail.

4.2 TEST ITEMS

4.2.1 Step 4 - dispatch of the test items

Test items are sent by the IRSN team, an e-mail will be sent to confirm the shipment.

4.2.2 Step 5 - acknowledgement of receipt of the test item

Required profile: person in charge of the « lab space » or of the proficiency test, if different, or authorized affiliated persons.

Test entity

The test items have been sent on the May 05, 2015

You should acknowledge receipt of the test items

Acknowledge

You should read the information sheet

Read

100 V 300 - You have read the presentation form on the May 05, 2015

100 V 300 - May 05, 2015 - The registration form is now available

100 V 300 - May 05, 2015 - The information sheet is now available

100 V 300 - May 05, 2015 - The presentation form is now available

100 V 300 - The test items have been sent on the May 05, 2015

This step must be validated as soon as the test item is delivered. Click on the link **“Acknowledge”**, fill out the form and validate it in order to continue the process.

If any problem with the parcel or/and the test item occurs, use the commentary zone of the form to inform the IRSN team. If the sample is severely damaged, use the **“Contact”** link.

Once this step is validated, the link **“Acknowledge”** becomes **“See”**. You can click on this link to download the pdf file of your acknowledgment of receipt.

4.2.3 Step 6 - information to the participants

Required profile: person in charge of the « lab space» or of the proficiency test, if different.

Important: the viewing of this information is necessary to access the next steps.

To validate this step, click on “Read”. The information sheet displays. Once back to the site, a confirmation window pops up. Click on “Yes” to confirm the viewing of the information or click on “No” to get back to the main page of test without confirmation.

Once this step is validated, the link “Read” becomes “See”. Click on this link to download the pdf file of the information sheet.

4.3 RESULTS


4.3.1 Step 7 - transmitting the results

Required profile:

- Enter the results: Access to this page is possible for all affiliated members of the “Lab Space”.
- Validate the results: Persons in charge of the lab space or person in charge of the test, if different, and affiliated members authorized to do this.
- Don't validate the results: Persons in charge of the lab space or person in charge of the test, if different, and affiliated members authorized to do this.

At this point, you have the choice to communicate or not your results.


Results



You should validate your results

Fill

Do not fill



We have not acknowledge receipt of your results

To communicate your results, click on the link “Fill”, a window appears with several tabs in order to enter your results. The top of this window summarizes: the proficiency test number, your lab’s code for this test and the deadline for the result submission.

- Tab “Results”; it displays one or several determinations. If you check the box next to a determination’s name, you have to fill it out;
- tab “Round values”; in this tab you specify your round off method;
- tab(s) “Processes and measurements”; one or several tabs are available with forms to be completed depending on the chosen determinations;
- tab « General remark and attachment »; in this tab you can make remarks related to the test and attach complementary documents to your results;

Fill out the forms; you can save your entry using the button [“Save”](#) and continue later. Results are automatically saved at each change of tabs.

Once you have finished entering your results, you have to validate them by clicking on the [“Validate”](#) button. A window is generated summarizing the determinations you submitted (or not), the first and last name of the person who validated the results as well as the date of the validation.

When completed, do not forget to enter your password and click on the [“Validate”](#) button. Your results will be transmitted to the IRSN team.

If the deadline for the result transmission is exceeded, you cannot validate your entry. Instead of the results form, a message will appear allowing you to get in touch with the IRSN team.

If you do not want to communicate your results, click on the link [“Do not fill”](#), a window appears. Click on the button [“Yes”](#) to confirm your choice not to communicate the results or on the button [“No”](#) to get back to the previous screen.

Remark: Should it be after validating the results or after confirming not to communicate them, as far as the deadline for submitting the results isn't over, you can ask the IRSN team to reopen this form thanks to the [“Contact”](#) link.

Once your results communicated and validated, the links [“Fill”](#) and [“Do not fill”](#) are replaced by the link [“See”](#). If you click on this link, you can download your results form.

4.3.2 Step 8 - acknowledgment of receipt of the results

This step is carried out by the IRSN team. Whatever your choice regarding the forwarding of your results, the team will acknowledge your choice in any case.

4.4 REPORTS

4.4.1 Step 9 - consultation of the provisional/final assigned values

After the IRSN team has published the temporary/definitive nominal values, you can download them using the [“See”](#) link.

Reports



The assigned values have been published on the May 05, 2015

[See](#)



The final report has not been published






You should read the final report

Required profile:

- Read the report: all affiliated persons may consult this page.
- Acknowledgment of the final report: person in charge of the « lab space » or of the proficiency test.

Reports

	The assigned values have been published on the May 05, 2015	See
	The final report has been published on the May 05, 2015	
	You should read the final report	Read





After the publication of the final report by the IRSN team, you have to acknowledge the its receipt by clicking on the link “[Read](#)”. The final report is displayed in a new window and you can read it. Once back to the management page of the proficiency test, you should click on “[Yes](#)” to confirm the acknowledgment of the final report, otherwise click on “[No](#)” to get back to the previous screen.

After validation, the link “[Read](#)” is replaced by the link “[See](#)”. By clicking on “[See](#)” you can download the final report.

4.5 MESSAGES OF THE PROFICIENCY TEST

In the “Messages” zone on the right side of the screen, you can find messages related to the status of the test, as well as to the different actions you have to complete or have already completed.

LAST MESSAGES

-  100 V 300 - You have read the final report on the May 05, 2015
-  100 V 300 - The final report has been published on the May 05, 2015
-  100 V 300 - The assigned values have been published on the May 05, 2015
-  100 V 300 - The temporary assigned values have been published on the May 05, 2015
-  100 V 300 - We have acknowledged receipt of your results on the May 05, 2015
-  100 V 300 - You have validated your results on the May 05, 2015
-  100 V 300 - You have read the information sheet on the May 05, 2015
-  100 V 300 - You have acknowledged receipt of the test items on the May 05, 2015
-  100 V 300 - May 05, 2015 - The results form is now available