

## **Rights and Duties of the PT Provider and the PT Participants**

UKZUZ as a provider of PTs MPZ UKZUZ provides materials of PT items for MPZ UKZUZ in the required scope, quality and quantity and provides the PT activities connected with their preparation, treatment and distribution. Each laboratory is assigned by a code number and identification number (in final results report) ensuring the anonymity of participants. Registered PT participants, which provide their results for the statistical evaluation, receive a complete final results report. Schedule of PT items distribution and the PT scheme/round terms and deadline are announced in advance.

The time to carry out the analyses in the laboratory depends on the type of PT and it is usually from one to five weeks (depending of the PT scheme scope). The statistical evaluation performed by the PT provided takes approx. two to three weeks.

UKZUZ also provides materials from specific PT schemes (Analysis of Soils, Analysis of Plants, Analysis of Sludge/Sediments, Analysis of Feedstuffs, Analysis of Fertilizers) for the participants. The prices of these materials for each year are announced on our websites. The special prices of materials from PT MPZ UKZUZ schemes are intended only for the MPZ UKZUZ participants and their provision for any other subjects is prohibited.

Any legal body or individual who meets the requirements for participation can become a participant in the PT scheme. The registered laboratory undertakes to perform analyses of PT items MPZ UKZUZ in the laboratory of the registered participant, to follow the schedule and not to support unfair agreements between participants or any manipulation of the results. The participant is obligated to enter the results online via web interface (WebApps) by the specified deadline and in the required form for reporting results.

Application to PTs MPZ UKZUZ is carried out once a year in accordance with the filled-in application form. Participants are informed about the specific period for application via email. Participants can also register for PT schemes during the calendar year by contacting the PT provider directly at [mpz@ukzuz.gov.cz](mailto:mpz@ukzuz.gov.cz). The participant agrees to pay the participation fee. The participant may cancel their participation in the PT scheme at any time prior to its launch, but UKZUZ (PT provider) is unable to refund a proportional part of the fee. The participant may also withdraw from an ongoing PT scheme at any time, but no later than the deadline for results reporting. If PT scheme participants are conscious that, for any operational reasons (personal, instrumental troubles etc.), they are unable to report the results for statistical processing and performance evaluation by the specified deadline, they shall immediately inform the PT provider. Otherwise, according to the conditions of the MPZ UKZUZ, the participant is obliged to pay the invoice for participation in the PT scheme, and the participant is not entitled to access the final results report with the results of the PT scheme

The participants may contact provider with their suggestions, comments and complaints. Complaints must be submitted in written form and subsequently forwarded for processing. The complaint handling procedure is available upon request at the PT provider (contacts on the

main web page). Each complaint must be processed by the PT provider within 30 days of receipt.

If the MPZ UKZUZ participant receives a PT package with damaged content (usually due to transport), the participant is obliged to claim the above-mentioned damage at the PT provider within 5 days after receiving it. He will receive a new set of samples or results free of charge. In case the PT parcel hasn't been delivered within 10 days after the announcement about delivering test samples, the participants shall inform the PT provider (usually via email) about the fact. The later complaint cannot be taken into account.

Certificates of Participation in PTs MPZ UKZUZ are issued at participant's request (retroactively for the last year).

Invoicing for participation in MPZ UKZUZ PT schemes proceed after the end of the PT scheme/PT round. Digitally signed invoices are sent together with the PT test items (as part of the PT package with test samples as well as by email, with a two-month due date for foreign participants. Invoices are issued in accordance with the valid financial regulations of UKZUZ. The aim of PTs MPZ UKZUZ is to achieve and maintain quality assurance in analytical laboratories. That is why the fee for participation in one PT round and in both PT rounds (Analysis of Soils, Analysis of Plants, Analysis of Sludge/Sediments, Analysis of Feedstuffs) per year is identical.

OdMPZ sets the fees for participation in MPZ UKZUZ proficiency testing schemes at a level that does not discriminate against PT participants in terms of financial cost. The fees do not change during the calendar year. The participation fees in the MPZ UKZUZ PT schemes and the prices of materials provided from the PT schemes are based on the valid legislation of the Czech Republic, which sets the rules of reimbursement of costs for professional and testing activities performed within the competences of the Central Institute for Supervising and Testing in Agriculture (UKZUZ). Fees for participation in PT schemes MPZ UKZUZ are given in CZK. In the case of invoicing foreign participants, prices are recalculated to EUR at the current exchange rate of the Czech National Bank and postage is included in the price.

### ***Important warning!***

UKZUZ (PT provider) is not responsible for any possible direct or indirect damage connected with the participation in PT schemes MPZ UKZUZ. The participants take into account possible risks connected with handling the samples and their analyses.