

Code and Identification Numbers of PT MPZ UKZUZ Participants

Within the proficiency testing (PT) schemes MPZ UKZUZ, participants' complete anonymity is ensured and guaranteed by a numerical coding system. The assigned code number serves as the laboratory's identifier in the participant database (username for the web interface WebApps) and remains valid for the entire duration of the laboratory's participation in all PT schemes provided by PT provider (PT department NRL, UKZUZ).

Each participant is assigned a **code number** that ensures the anonymity of participants and remains valid for the entire duration of the laboratory's participation in proficiency testing schemes organized by PT provider. The participant is informed about the code number before the laboratory's first participation in MPZ UKZUZ proficiency testing schemes, via email. Under this code number, the participant is entered into the database of participants in the MPZ UKZUZ schemes and also submit their results for statistical processing via web interface (WebApps).

New potencial participants (laboratories) should first contact the PT provider (PT department NRL, UKZUZ) via mpz@ukzuz.gov.cz, who will ask them to fill in the Application form for the given calendar year, which is available on the UKZUZ website or which the PT provider will send to the applicant electronically (via email). The PT provider enters the contact details and address information into the participant database and then assigns the new laboratory login data, such as name (code number) and password for the web interface (WebApps). The participant will also receive instructions for using the web application and login credentials to access his profile on web interface.

PT participants primarily report their results and have access to final results reports via web portal (WebApps) but they can also register for PT schemes (during the official period in November of each calendar year, announced in advance via email).

In the final results report (following statistical processing and evaluation of performance), the results of individual participants are listed under a four-digit **identification number** randomly selected by the application. This identification number is valid for an entire calendar year and applies to all PT schemes organized by the PT provider (PT department NRL, UKZUZ) that year which the laboratory takes part in. This means that a given laboratory uses the same identification number, for example, for results in the analysis of soils, sludge and sediments, plant material, feedstuffs, fertilizers, and in other PT schemes. The identification number, which participants use to navigate the results reports, is highlighted in red in the header next to the current year on the WebApps interface (under "Results Reports") in the laboratory's profile. In the following calendar year, the application randomly selects a new identification number, again valid for one year.

The order of laboratories listed in the participant list has no relation to the assigned identification numbers.