



Gafta Ring Test Scheme Rules and Procedures

Effective from 1 September 2019

1:0 Proficiency Testing

1:1 Laboratories first applying to join the scheme are obliged to participate in a Proficiency Test (PT) also known as a **ring test**, and must indicate whether approval is being sought for feedingstuffs and/or grain. Applicants seeking approval for grain must submit results for moisture and protein. Applicants seeking approval for feedingstuffs must submit results for all five feed tests which are Moisture, Protein, Oil, Fibre and Ash.

The objectives of the ring tests are:-

- to assess the ability of an applicant analyst to produce accurate, reliable and reproducible analytical data, and
- to allow participating analysts to demonstrate their ability on a continuing basis by undertaking the ring tests held twice each year, following their successful approval.

1:2 Following receipt of a correctly completed application and the payment in full of the required fees (as set out in the application form) and upon the successful completion of a ring test, the analyst shall be given approval. Approval is given for grain and/or feed analysis and does not necessarily relate to the activities of the laboratory as a whole.

1:3 Analysts that gain approval shall be included in the **Gafta Approved Register of Analysts** and are thus able to undertake analysis as required under Gafta standard form contracts and rules. The Approved Register is maintained exclusively online (accessible via the Gafta website) and may be amended at any time depending on circumstances.

1:4 Analysts that have been approved shall also be awarded the Gafta Analysts Certificate in recognition of their achievement. The Certificates are issued by Gafta and are sent in electronic format for printing by the recipient. The Certificate shall list whether the analyst has been approved for grain and/or feed analysis and shall be valid for six months. Certificates shall be re-issued after the successful completion of each round of ring tests thereafter. Certificates alone cannot be relied upon as proof of listing on the Approved Register which is exclusively available via the Gafta website.

1:5 Ring testing is conducted twice in a twelve month period, referred to as Round 1 and Round 2. The rounds are scheduled to take place on or about February-April and August-October each year. Approved analysts are required to participate in both rounds of testing each year following their approval.

Participating analysts are sent a pre-advice for each round of testing with details of the samples to be sent, the approximate date of despatch and the last date for submission of results. Pre-advice is sent approximately 4 weeks before sample despatch. A period of circa 12 weeks is allowed between sample despatch and the final date for submitting results, to allow for delivery, customs clearance and for laboratory preparation and testing.

1:6 Sample despatch

Samples are despatched by the inspecting laboratory (Scianteq Analytical) by courier or mail as appropriate and are accompanied [where required by the importing country] by a phytosanitary certificate. Participant analysts are responsible for making the appropriate local arrangements to enable release and delivery of the samples after arrival in the country of destination. This includes the forwarding to the inspecting laboratory of any labels required to be affixed to the samples at the time of despatch. Any special requirements for customs clearance at arrival should be notified to Scianteq by the closing date for participation of each round (see 1:7 below).

Samples intended for analysts in China are sent via the Gafta Beijing office for local distribution. Samples intended for analysts in Ukraine are sent via the Gafta Kiev office for local distribution. Samples intended for analysts located in Argentina are sent via CADECRA in Buenos Aires for local distribution. This normally leads to a cost saving for participant laboratories in those countries.

1:7 Closing date for participation

The list of participants for each round is considered closed on a fixed date. This is to enable sufficient time for the preparation of the samples and apply for any required documents (including entry labels) to accompany the samples in transit. Unless otherwise advised, for Round 1 participation the closing date is **1st January** and for Round 2 participation the date is **1st July** each year. New laboratories applying to join the scheme after these dates will be added to the list of participants for the next round of testing.

Analysts must advise any changes to their contact details to Gafta by these dates in order that any documents issued are correctly completed and the samples are correctly addressed. This includes contact name and phone and email details required by the couriers.

Existing scheme members with outstanding invoices at the closing date(s) will not be included on the list of participants for that round (unless otherwise agreed).

1:8 Ring test samples must be analysed strictly in accordance with the latest version of the Gafta Methods of Analysis Form No. 130.

1:9 Approved Analysts are required to submit their ring test analysis results to the PT Portal at the inspecting laboratory, using a standard reporting format. Results submitted in any other format or using any other type of form will not be accepted. ***Information regarding use of the PT Portal is attached at Appendix 1.***

1:10 For each round of proficiency testing a deadline for submission of results will be set by the inspecting laboratory and notified to participants. A reasonable time is allowed for despatch and transit of samples, customs clearance formalities and analysis and reporting procedures. This is normally around 12 weeks per round. All results must be received by the date set. An extension to the date for submission of results may be made in exceptional circumstances, at the discretion of Gafta and/or the inspecting laboratory.

After the closing date the inspecting laboratory will tabulate all results received and produce a detailed final report for circulation to all participants. ***Alterations to results submitted will not be permitted under any circumstances after circulation of the final report.***

1:11 Performance in the ring test is assessed on the target standard deviation for each analyte chosen from either the appropriate form of the Horowitz equation or the trial standard deviation after removal of outliers. Z-Scores are deemed satisfactory if $|z| \leq 2$.

1:12 Approved Analysts that report unsatisfactory result(s) for one or more analyte(s) in a ring test are considered to be under a warning concerning their performance. Analysts are expected to review their procedures/protocols for that test(s) and make improvements to their methodology to prevent further failures. Analysts remain listed on the Approved Register of Analysts for those tests. If, however, results for the same analyte(s) are unsatisfactory at the next round of testing, approval for the test(s) shall be suspended. Thus, where an analyst is approved for grain and feed testing they may be suspended on grain and/or feed approvals depending on the circumstances. Suspended analysts may continue to participate in the ring tests after correcting any deficiencies in testing methodology or protocols. Suspended analysts will be returned to the Approved Register following the next ring test in which satisfactory results are returned.

1:13 Analysts shall be identified in reports by a ***unique 3 digit laboratory reference number***, known only to themselves, Gafta and the inspecting laboratory. Published analytical data shall not be attributable to an identifiable laboratory, and thus remain confidential. Analysts must use their unique laboratory identification number on all communications regarding the scheme.

1:14 After each round of ring testing is complete, the Approved Register is updated. The Approved Register is maintained online, accessible via the Gafta website, and may be amended at any time depending on circumstances.

1:15 Mycotoxin samples.

Additional samples are offered for each round for the testing for mycotoxin(s). Participation in the test for mycotoxins is voluntary. Results returned are tabulated in the normal way stating which method of analysis was used by the participant. These results are not certified or recorded as part of the scheme nor is any approval conferred.

1:16 A quantity of reference samples are retained from each round of ring testing and are held for up to five years. The number of samples retained are limited, but analysts wishing to use any samples from the reference supply as a means of checking performance and methodology, may apply to Gafta. A list of samples and number remaining are available on request from the inspecting laboratory. A charge will be levied by Gafta for each sample requested from the reference supply plus postage, packaging and (where applicable) for the provision of a phytosanitary certificate.

1:17 Charges.

New applicants are required to pay a once only joining fee of £350 at the time of application, together with the relevant fees for the determinations (see below). New applicants are also required to pay the annual Category F Associate Membership subscriptions charge at the time of application. These are adjusted as appropriate once the analyst is accepted onto the scheme and the date of joining is known.

Thereafter payment for each round of ring tests is due within 30 days from date of invoice. A laboratory which had not paid the annual membership fee or for any fees relating to a round of ring testing will not be allowed to participate in subsequent ring tests and will have their names removed from the register (unless there is a valid reason for non-payment).

Each determination per round is charged according to the following scale:-

New applicants from 1st September 2019 (and all existing scheme members by latest 31st May 2021)

No. of Determinations	Fee per Determination	Round Total
2	£85	£170
5	£50	£250

The fees for determinations for Grain and Feedingstuffs are calculated separately.

Existing scheme members (as at 31st August 2019) until latest 31st May 2021

No. of Determinations	Fee per Determination	Round Total
2	£85	£170
3	£70	210
4	£55	£220
5	£50	£250
6	£45	£270

Important Note: *The cost of the sending of samples by whichever means, together with the cost of any required documentation to enable delivery of the samples (e.g. a phytosanitary certificate) are added at cost price to the invoice.*

Mycotoxin samples.

Analysts wishing to receive these additional samples must notify Gafta accordingly and are charged at the rate of £100 per sample plus post and packaging. Where these are sent together with the ring test samples there is no additional post and packaging charge.

Appendix 1: Instructions for using the PT Portal for submitting Gafta Analyst Scheme Data.

Go to <http://sciantec.sciantecportal.co.uk> where you will find the login screen.

Not secure | sciantec.sciantecportal.co.uk

GAFTA
Paul.allison@sciantec.uk.com

Help

Log in to your proficiency portal account

Email **1**

Password **2**

Remember Me [Forgot password?](#)

Login

Don't have an account?
If you would like to sign up to the portal, please contact on 01757 242 406 or email: Paul.allison@sciantec.uk.com

Put your email address into box 1 and your password into box 2, then click the login button.

When your user account is initially set up your password will be set to [abc123](#). You can change this once you have logged in.

You can reset your password by using the [Forgot Password ?](#) link. This is an automated process which asks for your email address and emails you a password reset email. You should receive the email within a few minutes of clicking on the link.

Ticking the ["Remember Me"](#) box will allow your browser to retain your login details the next time you visit this page.

Accounts have been set up for all primary contacts that we have for the participant laboratories. If you need additional user accounts setting up please email paul.allison@sciantec.uk.com with details of

1. First name of the new user
2. Surname of the new user
3. Email Address of the new user
4. GAFTA Laboratory IDs that the new user requires access to.

Adding user accounts is a manual process so there may be a delay while this is carried out.

Once you have logged in you will see the following page.

Navigation: Labs Subscriptions Schemes Submit Result Joe Bloggs ▾

Labs

Show 10 entries Search:

GAFTA Lab ID	Company Name	Address	Country	Postcode	Actions
TEST Lab	Somewhere	A Street A Road	United Kingdom	YO1 1AA	View Subscriptions 

Showing 1 to 1 of 1 entries

Previous 1 Next

The Labs tab brings up details of any laboratories linked to your user account.

If any details are incorrect, the edit icon,  under “Actions” can be used to edit them.

To submit results, click on the Submit Results tab

Navigation: Labs Subscriptions Schemes **Submit Result** Joe Bloggs ▾

Add Results

Select a subscription/instrument

Then select the subscription you wish to submit results for. Most users will only see one subscription here.

Navigation: Labs Subscriptions Schemes **Submit Result** Joe Bloggs ▾

Add Results

Select a subscription/instrument

Select a scheme

Select a scheme – Only schemes that you are subscribed to will be displayed.

The screenshot shows the 'Add Results' form with three dropdown menus. The first is 'Select a subscription/instrument' with the value '000/TEST Lab Somewhere'. The second is 'Select a scheme' with the value 'GAFTA Feed', which is circled in blue. The third is 'Select a round' with the value 'Please select a round'.

Then select a round. Only open rounds will be displayed. If the drop down list is empty then there are currently no open rounds for that scheme.

The screenshot shows the 'Add Results' form with the same first two dropdown menus. The third dropdown menu, 'Select a round', now has the value '2017:F2' and is circled in blue.

The following screen will then be displayed

The screenshot shows the 'Add Results' form with the first three dropdown menus filled out. Below them is a table with the following columns: Sample, Test, Result, Operator, Instrument Type, and a 'Hide' button. The 'Result', 'Operator', and 'Instrument Type' columns are circled in blue. The table contains six rows of test data for '2017:F2 - Green Pea F'.

Sample	Test	Result	Operator	Instrument Type	Hide
2017:F2 - Green Pea F	Feed Sand/Silica / % 'as is'			.	Hide
2017:F2 - Green Pea F	Feed Ash / % 'as is'			.	Hide
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'			.	Hide
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i			.	Hide
2017:F2 - Green Pea F	Feed Moisture / %			.	Hide
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'			.	Hide

Submit Results

You need to fill in all 3 columns for each analyte you are submitting results for.

Result is the analytical result of the test you have carried out. Be very careful to make sure that the units of the result you are reporting match those specified in the 'test' field. In particular that the Nitrogen factor and moisture basis match those requested.

Operator is the name of the person who carried out the test. Once you have entered an operator name for the first time it will be available to use again as soon as you start typing.

Instrument Type is the type of instrument used to carry out the test. This should be selected from the drop down list. If the instrument type you have used is not on the list please email paul.allison@sciantec.uk.com with the name of the instrument type you need adding. I will add it to the list at the earliest opportunity.

If there is an analyte that you do not wish to report results for, you can remove it from the list by using the hide box

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Show all tests
2017:F2 - Green Pea F	Feed Sand/Silica / % 'as is'			.	<input checked="" type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnace	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.25	Paul Allison	Ankom	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	<input type="checkbox"/> Hide

Submit Results

Putting a tick in this box will hide the row.

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Show all tests
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnace	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.25	Paul Allison	Ankom	<input type="checkbox"/> Hide

Once all columns in all visible rows are filled you will be able to use the submit results button to submit your data to the portal.

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Show all tests
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnace	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.25	Paul Allison	Ankom	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as is'	12.21	Paul Allison	Soxhlet	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	<input type="checkbox"/> Hide
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	<input type="checkbox"/> Hide

Submit Results

A pop up window will appear asking to check and commit your results

Nominate and Commit results ×

Scheme	Round	Sample	Test	Finding	Operator	Instrument Type	Nominate
GAFTA Feed	2017:F2	2017:F2 - Green Pea Flour	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnace	<input checked="" type="checkbox"/>
GAFTA Feed	2017:F2	2017:F2 - Green Pea Flour	Feed Crude Fibre / % 'as is'	2.25	Paul Allison	Ankom	<input checked="" type="checkbox"/>
GAFTA Feed	2017:F2	2017:F2 - Green Pea Flour	Feed Oil A (Ether Extraction) / % 'as is'	12.21	Paul Allison	Soxhlet	<input checked="" type="checkbox"/>
GAFTA Feed	2017:F2	2017:F2 - Green Pea Flour	Feed Moisture / %	14.11	Rachel Huggins	Oven	<input checked="" type="checkbox"/>
GAFTA Feed	2017:F2	2017:F2 - Green Pea Flour	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	<input checked="" type="checkbox"/>

A Message can be place here.....

If you spot any errors you can click on “Amend results” and go back and correct them before clicking on ‘submit Results’ again.

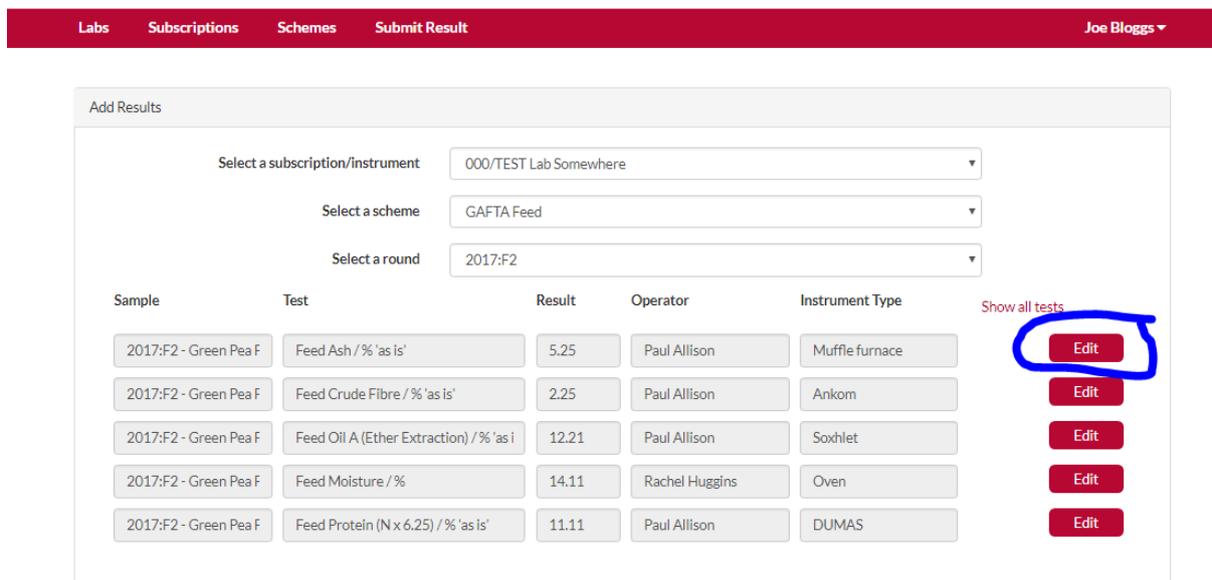
If you are happy with the results, click on ‘Commit Results’

You will receive an on screen confirmation that your results have been submitted



Within a few minutes you should also receive an email confirmation containing a copy of the data you submitted.

If, at any point between committing data and the closing date of the round, you decide that you need to amend your data you can do this by logging in and navigating back to the Submit results page for the laboratory / scheme / round you need to change.



The screenshot shows the 'Add Results' page with a navigation bar at the top containing 'Labs', 'Subscriptions', 'Schemes', 'Submit Result', and 'Joe Bloggs'. Below the navigation bar, there are three dropdown menus: 'Select a subscription/instrument' (000/TEST Lab Somewhere), 'Select a scheme' (GAFTA Feed), and 'Select a round' (2017:F2). Below these is a table with columns: Sample, Test, Result, Operator, Instrument Type, and a 'Show all tests' link. The table contains five rows of data, each with an 'Edit' button to its right. The first 'Edit' button is circled in blue.

Sample	Test	Result	Operator	Instrument Type	
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.25	Paul Allison	Muffle furnace	Edit
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.25	Paul Allison	Ankom	Edit
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	Edit
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	Edit
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	Edit

This time you will see a screen with the results you have already entered and a series of edit buttons.

Click the edit button on the row you wish to amend.

Enter your new data and click "Save"

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Show all tests
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.25	Paul Allison	.	Save Additional
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.25	Paul Allison	Ankom	Edit
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	Edit
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	Edit
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	Edit

This time you do not get the submit and commit screens but the row changes colour to show that the change has been made

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Show all tests
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	Edit
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.25	Paul Allison	Ankom	Edit
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	Edit
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	Edit
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	Edit

If you had previously hidden a test and later decided you wanted to submit results for it you can unhide it by using the “show all tests”

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Show all tests
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	Edit
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.24	Paul Allison	Ankom	Edit
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	Edit
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	Edit
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	Edit

Clicking on it shows all tests, including those which were hidden

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Back to Submit
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.24	Paul Allison	Ankom	
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	
2017:F2 - Green Pea F	Feed Protein - Technique used			.	<input type="checkbox"/> Unhide
2017:F2 - Green Pea F	Feed - Comments			.	<input type="checkbox"/> Unhide
2017:F2 - Green Pea F	Feed Sand/Silica / % 'as is'			.	<input type="checkbox"/> Unhide
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	

Click unhide for those you wish to submit data for.

Then click – ‘Back to submit’

And the previously hidden row is now available to populate

Add Results

Select a subscription/instrument: 000/TEST Lab Somewhere

Select a scheme: GAFTA Feed

Select a round: 2017:F2

Sample	Test	Result	Operator	Instrument Type	Show all tests
2017:F2 - Green Pea F	Feed Ash / % 'as is'	5.95	Paul Allison	Muffle furnace	Edit
2017:F2 - Green Pea F	Feed Crude Fibre / % 'as is'	2.24	Paul Allison	Ankom	Edit
2017:F2 - Green Pea F	Feed Oil A (Ether Extraction) / % 'as i	12.21	Paul Allison	Soxhlet	Edit
2017:F2 - Green Pea F	Feed Sand/Silica / % 'as is'			.	Hide
2017:F2 - Green Pea F	Feed Moisture / %	14.11	Rachel Huggins	Oven	Edit
2017:F2 - Green Pea F	Feed Protein (N x 6.25) / % 'as is'	11.11	Paul Allison	DUMAS	Edit

Submit Results

Fill in the details for all 3 columns and submit your data as before.