

How to complete the Simplified_SSD2 template

IDATA Unit



TABLE OF CONTENTS

<i>Introduction</i>	4
<i>Instructions for completion</i>	4
1. Sampling programme identification code (progId)	5
2. Programme Legal Reference (progLegalRef)	5
3. Sampling strategy (sampStrategy)	5
4. Programme type (progType)	6
5. Sampler (sampler)	6
6. Sampling point (sampPoint)	7
7. Sample taken identification code (sampId)	7
8. Country of sampling (sampCountry)	7
9. Year of sampling (sampY), Month of sampling (sampM), Day of sampling (sampD)	8
10. Coded description of the matrix of the sample taken (sampMatCode) ...	8
11. Country of origin of the sample taken (origCountry)	8
12. Area of origin for fisheries or aquaculture activities code of the sample taken (origFishAreaCode)	9
13. Year of analysis (analysisY)	9
14. Identification code of the laboratory (labId)	9
15. Laboratory accreditation (labAccred)	9
16. Laboratory country (labCountry)	10
17. Type of parameter (paramType)	10
18. Code description of parameter (paramCode)	10
19. Analytical method identification (anMethRefId)	10
20. Analytical method type (AnMethType)	10
21. Analytical method code (anMethCode)	10
22. Result identification code (resId)	11
23. Accreditation procedure for the analytical method (accredProc)	11
24. Result unit (resUnit)	11
25. Result limit of detection (resLOD)	12
26. Result limit of quantification (resLOQ)	12
27. Result value (resVal)	12



28. Result value recovery rate (resValRec) and Result value corrected for recovery (resValRecCorr)	12
29. Expression of result percentage (exprResPerc) and Expression of result type (exprResType)	12
30. Result qualitative value (resQualValue)	13
31. Type of result (resType)	13
32. Evaluation of the result (evalCode).....	13
33. Evaluation comment (evalInfo.com)	14
34. Amendment type (amType)	14
<i>Creating the xml and submission to the DCF.....</i>	14
<i>Submission of data to the EFSA DCF (Data Collection Framework)</i>	15



INTRODUCTION

The 'Simplified_SSD2' template is an excel file that can be used to compile and report contaminant and food additive analytical data in [SSD2 \(Standard Sample Description 2\)](#). Guidance on reporting contaminants, food additives and other chemicals are given in the 2023 harmonised chemical reporting guidelines available at this [link](#) . This document should be consulted for more detailed explanations on reporting, particularly in relation to certain contaminants and food additives.

INSTRUCTIONS FOR COMPLETION

Open the 'Simplified_SSD2' file to see where to insert your data to send to EFSA. The column headings indicate the data elements to complete plus some other elements that should be reporting for certain contaminants. As a quick reference, the column headings of mandatory data fields are **red** and optional field headings are coloured **orange**. There is one field heading coloured **green** 'resId' (Result identification code) which is automatically completed in the template from information provided in 'samlpId' (Sample taken identification code) and 'paramCode' (Coded description of the parameter).

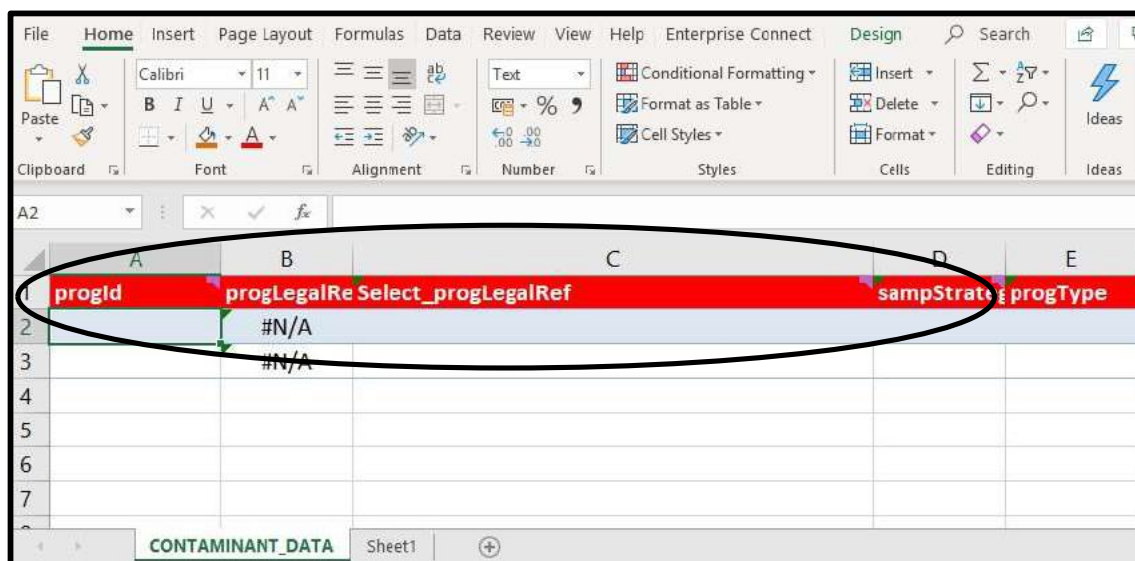


Figure 1 – Data input sheet showing column headings

To report your data to EFSA, you report the codes that correspond to EFSA's standard terminology. Different codes are linked to different data elements. For example, if you want to report Cadmium, the code is 'RF-00000150-CHE'.

In the 'Simplified_SSD2' template we have embedded many of the codes to use for reporting contaminants/additives in drop down lists under column heading. The descriptions and the codes that correspond to the descriptions are described briefly in this document. You can also view some notes with the descriptions/codes by placing your cursor on the column headings.



However, for some mandatory data elements you will need to download the EFSA catalogue browser: instructions are available at [EFSA Catalogue browser User Guide \(wiley.com\)](https://www.wiley.com) or refer to the excel catalogues published at https://zenodo.org/record/7590216#.Y_Xs9ybMIzw. The mandatory data elements you will need to code are: the food item sampled/analysed ('*sampMatCode*' –from the EFSA Foodex2 catalogue) and the coded description of substance/analyte ('*paramCode*'). For '*anMethCode*' we have included most of the commonly reported analytical methods but if you cannot find the code for the analytical method you want to report you will need to consult the catalogues in Zenodo or use the catalogue browser.

In the section below you will find the data elements for reporting your data.

1. SAMPLING PROGRAMME IDENTIFICATION CODE (PROGID)

(Column A - **Mandatory** – free text). Group together samples taken under a specific programme/project, by assigning a code to the grouped samples. The code is defined by the data provider. Examples could be:

'Food_CHEM_2021' or 'XYZ_2021_Flour' where XYZ could be the name of the organisation reporting the data and flour is the product.

2. PROGRAMME LEGAL REFERENCE (PROGLEALREF)

(Columns B and C – **Mandatory** – text selection). The description of the reportable legal references can be viewed in column C '*Select_progLegalRef*'. Make your selection from the drop-down list and the corresponding code appears in column B.

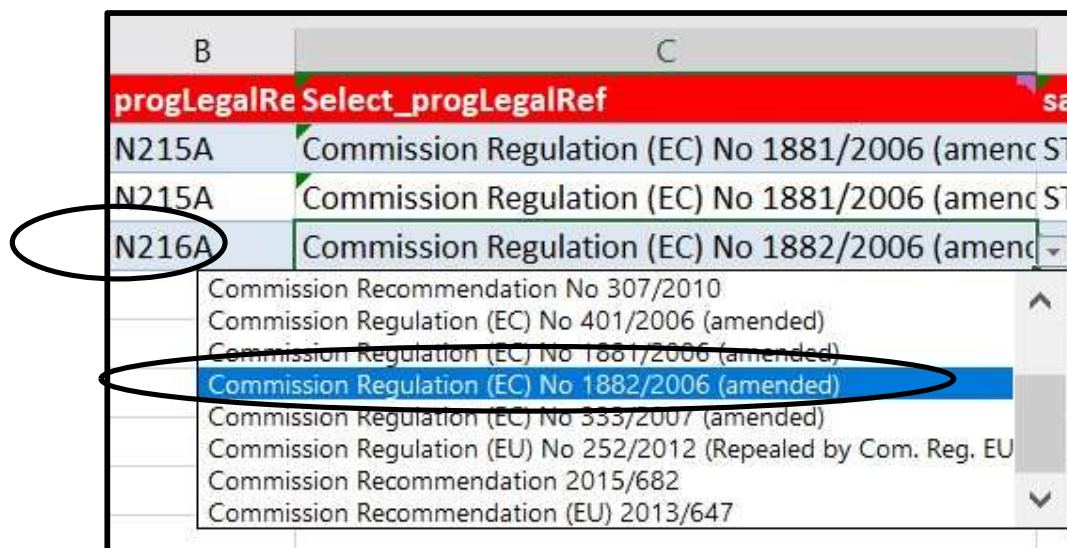


Figure 2 – Selection of 'progLegalRef'

3. SAMPLING STRATEGY (SAMPSTRATEGY)

(Column D – **Mandatory** – code selection from drop down list). The list of codes/descriptions available for the sampling methodology applied are given in Figure 3.



Code	Description
ST10A	Objective sampling
ST20A	Selective sampling
ST30A	Suspect sampling
ST40	Convenient sampling
ST90	Other

Figure 3 – List of sampling strategy codes

4. PROGRAMME TYPE (PROGTYPE)

(Column E – **Mandatory** – code selection). Indicate the sampling programme applicable. The list of codes/descriptions available are given in Figure 4.

Code	Description
K005A	Official (National) programme
K010A	Diet study
K012A	Industry/ private programme
K013A	Survey
K018A	Official (National and EU) programme
K019A	EU increased control programme on imported food
K028A	Survey - national survey
K029A	Unspecified
K033A	RASFF alert notification
K038A	Official (National) programme for Third Country Import
K039A	Control plan for food of animal origin entering the Union according to Commission Implementing Regulation (EU) 2022/932

Figure 4 – List of programme type codes

5. SAMPLER (SAMPLER)

(Column F – **Mandatory** – code selection). This element is used to report the person/persons responsible for taking the sample; the codes/descriptions available, are produced in Figure 5.

Code	Description
CX01A	Industry sampling
CX02A	Official sampling
CX03A	Official and industry sampling
CX04A	HACCP and own check
CX05A	Private sampling
CX07A	Official, based on Regulation 2019/627
CX99A	Not applicable

Figure 5 – List of sampler codes



6. SAMPLING POINT (SAMPPOINT)

(Column G and H – **Mandatory** – text selection). This element is used to report the point in the food chain where the sample was taken. Select from the text list in column H 'samplingPoint', click on your selection and the code will appear in column G 'sampPoint' as shown in Figure 6.

D	E	F	G	H
sampStrateg	progType	sampler	sampPoint	samplingPoint
ST40A	K012A	CX01A	E300A	Manufacturing
ST40A	K012A	CX01A	E300A	Manufacturing
				<ul style="list-style-type: none"> Manufacture of prepared pet foods Manufacturing Meat mincing Meat preparing Meat processing Mechanical separation of meat Mobile retailer or market/street vendor Multiple places of exposure in more than one country

Figure 6- Selection of the sampling point

7. SAMPLE TAKEN IDENTIFICATION CODE (SAMPID)

(Column I – **Mandatory** – Free text). Each sample should have an identification code the data provider creates as a reference for the sample; maximum length of text/numbers is 100. The entry should be unique but if you analyse the sample for more than one substance/analyte then you should use the same 'sampid'.

8. COUNTRY OF SAMPLING (SAMPCOUNTRY)

(Column J – **Mandatory** – code selection). Report the country where the sample was taken from the drop-down list. The codes and names of EU countries only are provided in Figure 7 but it possible to report non-EU countries.

Code	Name
AT	Austria
BE	Belgium
BG	Bulgaria
CY	Cyprus
CZ	Czech Republic
DE	Germany
DK	Denmark
EE	Estonia
ES	Spain



FI	Finland
FR	France
GR	Greece
HR	Croatia
HU	Hungary
IE	Ireland
IT	Italy
LT	Lithuania
LU	Luxembourg
LV	Latvia
MT	Malta
NL	Netherlands
PL	Poland
PT	Portugal
RO	Romania
SE	Sweden
SI	Slovenia
SK	Slovakia

Figure 7 – list of EU countries

9. YEAR OF SAMPLING (SAMPY), MONTH OF SAMPLING (SAMPM), DAY OF SAMPLING (SAMPD)

(Columns K, L, M –**Mandatory** – numerical fields) The complete date when the sample was taken is mandatory. For a sample taken on 3 May 2022 the date should be reported as follows:

sampY	2022
sampM	5
sampD	3

Figure 8 -Example of reporting sample year, month and day

10. CODED DESCRIPTION OF THE MATRIX OF THE SAMPLE TAKEN (SAMPMATCODE)

(Column N – **Mandatory**- code selection). Select the code using the catalogue browser or refer the catalogues published on Zenodo. Further guidance is available in the FoodEx webinars available at <https://www.efsa.europa.eu/en/events/event/180926>.

If you are unable to find the codes you need, please contact data.collection@efsa.europa.eu.

11. COUNTRY OF ORIGIN OF THE SAMPLE TAKEN (ORIGCOUNTRY)



(Column O – **Mandatory**- code selection). Report here the country of origin of the sample taken – see point 8 above.

12. AREA OF ORIGIN FOR FISHERIES OR AQUACULTURE ACTIVITIES CODE OF THE SAMPLE TAKEN (ORIGFISHAREACODE)

(Column P and Q -**Optional** – text selection). For fish, seafood and other marine products the FAO fishing area should be reported. Choose from the text selection field in column Q

'Select_origfishareacode' which contains the full list of reportable FAO fishing areas and the code will be entered in column P 'origFishArea' as shown in Figure 9.



Figure 9 – Fish area text selection

13. YEAR OF ANALYSIS (ANALYSISY)

(Column R – **Mandatory** – numerical selection). Report the year of analysis of the sample using the year format, for example '2022'.

14. IDENTIFICATION CODE OF THE LABORATORY (LABID)

(Column S – **Mandatory** –free text). A unique code should be reported to identify each laboratory reporting the results. The data provider should create the code.

15. LABORATORY ACCREDITATION (LABACCRED)

(Column T – **Mandatory** – code selection). Report information on the accreditation (if accredited) of the laboratories that performed the analysis. The list of descriptions and the codes are given in Figure 10.

Code	Description
L001A	Accredited
L002A	Third party assessment
L003A	None

Figure 10 – Codes for Laboratory Accreditation



16. LABORATORY COUNTRY (LABCOUNTRY)

(Column U – **Mandatory** –code selection). Report here the country where the laboratory analysis was performed– see point 8 above.

17. TYPE OF PARAMETER (PARAMTYPE)

(Column V – Optional – code selection). This element defines/classifies the parameter (substance) reported based on the following definitions:

Code	Description
P002A	Part of a sum
P004A	Sum based on subset
P005A	paramCode fully analysed

Figure 11 – paramTypes reportable

From 2022 it is no longer required to report the 'paramType' as EFSA has pre-assigned 'paramCodes' with their 'paramType'. The pre-assigned 'paramType' will be automatically assigned in the EFSA systems.

18. CODE DESCRIPTION OF PARAMETER (PARAMCODE)

(Column W – **Mandatory** – code selection). To find the code to report for the substance analysed use the catalogue browser or the catalogues published on [Zenodo](#). Insert only the code for example, to report results for 'Ochratoxin A' insert the code for this contaminant which is 'RF-00000148-TOX'.

19. ANALYTICAL METHOD IDENTIFICATION (ANMETHREFID)

(Column X-**Mandatory** –free text) Using not more than 50 characters provide a code to identify an analytical method used within the laboratory to detect the presence of a substance. For example, if laboratory undertakes a GC-MS analysis for Lead in Honey the code could be 'GC-MSHoney'.

20. ANALYTICAL METHOD TYPE (ANMETHTYPE)

(Column Y – **Mandatory** –code selection). The following codes are reportable:

Code	Description
AT08A	Confirmation
AT06A	Screening

Figure 12 – Type of analytical method

21. ANALYTICAL METHOD CODE (ANMETHCODE)

(Columns Z and AA –**Mandatory** – code selection). In column AA you will find a list of the most commonly reported analytical methods for contaminants/additives. Select the analytical method from the drop-down list in 'Select_anMethCode' and the corresponding code will be introduced in column Z. – see Figure 13. In case you cannot find the description of the method used please refer to the catalogues in Zenodo or use the catalogue browser.

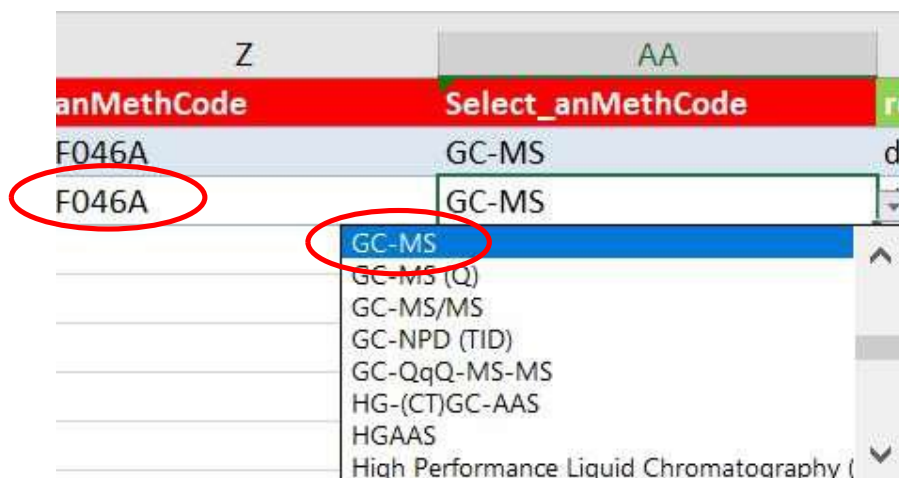


Figure 13 – Selecting the analytical method code

22. RESULT IDENTIFICATION CODE (RESID)

(Column AB – **Mandatory** – text). Each result should have a unique result identification code which is created automatically in this field by concatenating the code for 'sampled' (column I) and 'paramCode' (column W).

23. ACCREDITATION PROCEDURE FOR THE ANALYTICAL METHOD (ACCREDPROC)

(Column AC – **Mandatory** – code selection). This element describes the accreditation/validation status of the method linked to 'anMethRefId' (point 19). The codes available are listed in Figure 14.

Code	Description
V001A	Accredited according to ISO/IEC17025
V004A	Other third-party quality assessment procedure
V005A	Internally validated
V007A	Accredited and validated according to Com.Dec. 2002/657/EC
V008A	Validated according to Commission Decision 2002/657/EC, but not accredited under ISO/IEC17025
V999A	Not validated

Figure 14 -Accreditation procedure codes and descriptions

24. RESULT UNIT (RESUNIT)

(Columns AD and AE – **Mandatory**- text selection). Use the 'Select_resUnit' list in column AE and the corresponding code is entered in column AD (Figure 15).



AC	AD	AE
AccredProc	resUnit	Select_resUn res
001A	G050A	Microgram/ki
001A	G050A	Microgram/ki
		<ul style="list-style-type: none"> Microgram/kilogram Microgram/litre Microgram/millilitre Milligram/gram Milligram/kilogram Milligram/litre Milligram/Milligram Nanogram/gram

Figure 15 – Selecting the unit for the result

25. RESULT LIMIT OF DETECTION (RESLOD)

(Column AF – Optional – numerical). Report the Limit of Detection for the method expressed in the unit that has been specified in 'resUnit', the result unit. However, when resType='LOD' is reported (see later point 30) then it is **MANDATORY** to report the 'resLOD'.

26. RESULT LIMIT OF QUANTIFICATION (RESLOQ)

(Column AG – **Mandatory** – numerical) Report the limit of quantification expressed in the unit that has been specified in 'resUnit', the result unit.

27. RESULT VALUE (RESVAL)

(Column AH- Optional-numerical) The result of the analytical measure expressed in the unit specified by the result unit. However, when resType='VAL' then it is MANDATORY to report the 'resVal'.

28. RESULT VALUE RECOVERY RATE (RESVALREC) AND RESULT VALUE CORRECTED FOR RECOVERY (RESVALRECCORR)

(Columns AI and AJ –Optional –numerical). The 'resValRec' is the recovery value associated with the concentration measurement expressed as a percentage (%). i.e. report 100 for 100 %. If the result value has been corrected recovery, indicate 'Y' for Yes or 'N' for No in 'resValRecCorr'.

If neither 'resValRec' nor 'resValRecCorr' are reported, the result expressed is considered as 100%.

29. EXPRESSION OF RESULT PERCENTAGE (EXPRRESPERC) AND EXPRESSION OF RESULT TYPE (EXPRESTYPE)

(Columns AK and AL- Optional –code selection). 'exprResPerc' can be used to report the percentage of a measured specific matrix component (for example fat or moisture component of original sample).



If reported select the code from the list in Figure 16 for 'exprResType'.

Code	Description
B001A	Whole weight
B002A	Dry matter
B003A	Fat weight
B004A	88% dry matter
B005A	40% dry matter
B006A	100% vol. alcohol
B007A	Reconstituted product

Figure 16 – Codes for reporting the expression of result type

30. RESULT QUALITATIVE VALUE (RESQUALVALUE)

(Column AM – Optional – code selection). Report the code for the qualitative analysis. The 'resQualValue' has to be reported and the accepted value is 'NEG' when the 'resType'='BIN' (see point 31) is reported.

31. TYPE OF RESULT (RESTYPE)

(Column AN–Mandatory – code selection). Report the code for the type of analytical result obtained for a substance Figure 17.

Code	Description
LOD	Non Detected Value (<LOD)
LOQ	Non Quantified Value (<LOQ)
VAL	Numerical Value
AWR	Value above the upper limit of the working range
BIN	Qualitative value (Binary)
CCA	Value below CCalpha (less than CC α)
CCB	Value below CCbeta (less than CC β)

Figure 17 – Type of result

32. EVALUATION OF THE RESULT (EVALCODE)

(Column AO – Mandatory – code selection). Used to report the judgement as to whether the result obtained is considered as exceeding any legal limit that is applicable to the sample (Figure 18). If you are unsure it is sufficient to report 'J029A', i.e. 'Result not evaluated'.

Code	Description
J002A	less than or equal to maximum permissible quantities
J003A	greater than maximum permissible quantities
J029A	Result not evaluated
J031A	Compliant due to measurement uncertainty

Figure 18 – Evaluation of the result



33. EVALUATION COMMENT (EVALINFO.COM)

(Column AP –Optional-free text). Provide further information on the evaluation if needed.

34. AMENDMENT TYPE (AMTYPE)

(Column AQ - Use only in the event of amending/deleting records in the EFSA DWH (Data Warehouse)).

CREATING THE XML AND SUBMISSION TO THE DCF

To export the data for submission to the Data Collection Framework (DCF), right-click on cell A1 of the worksheet “DATA”, select ‘XML’ from the menu followed by ‘Export’ (Figure 19). Select the location where to save the XML file. Save your Excel workbook to allow for changes to the dataset in the future and as a reference record.

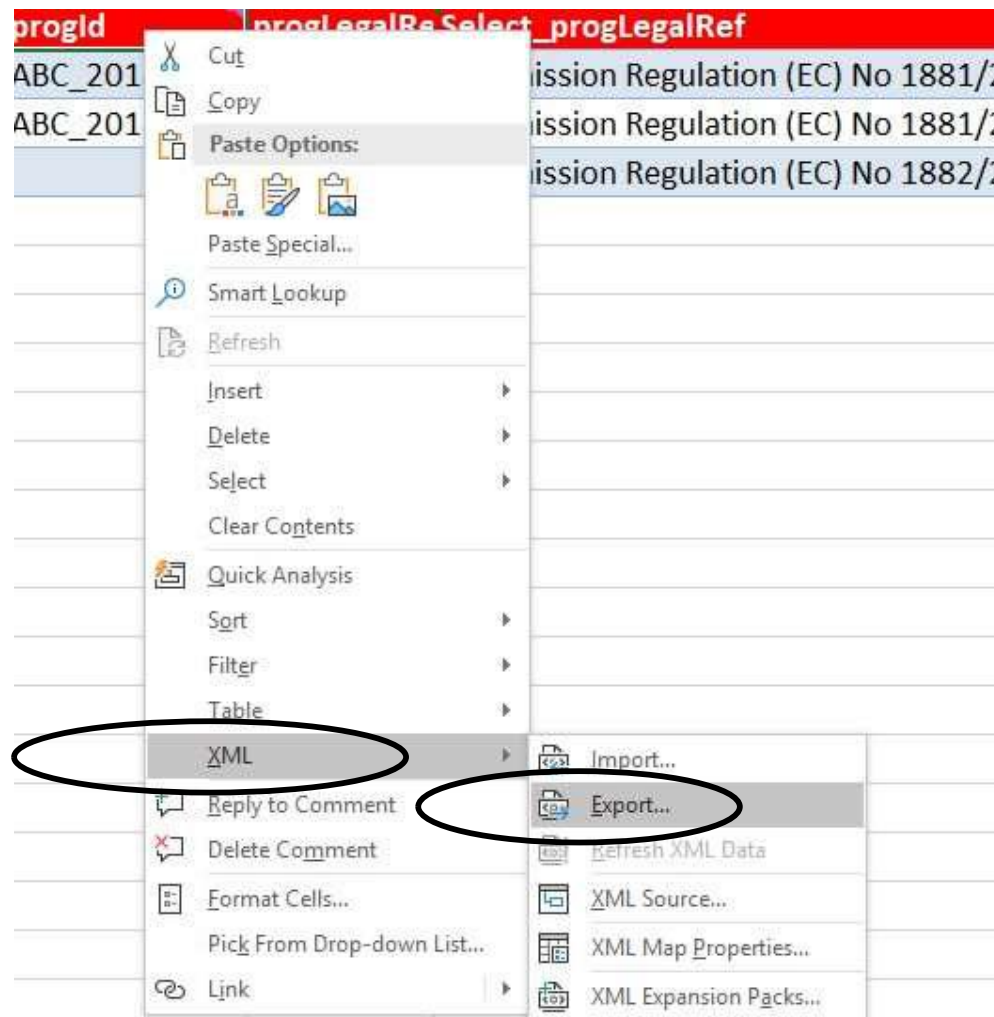


Figure 19 – Creating the xml



SUBMISSION OF DATA TO THE EFSA DCF (DATA COLLECTION FRAMEWORK)

The Data Collection Framework is the EFSA interface for data submission is available at the following link: <https://dcf.efsa.europa.eu/dcf-war/dc>. You will require an account to transmit data to EFSA. If you do not have a DCF account, please send an email to data.collection@efsa.europa.eu to request one.

- 1) Log in to your account using the username and password you have received by e-mail from EFSA ServiceDesk. – Figure 20.

Figure 20 - Log in page for the Data Collection Framework (DCF)

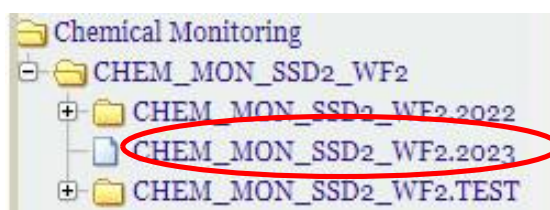


Figure 21 – Data collection selection

- 2) Extend the list under 'data collections' by clicking on the + sign on the left-hand side. Further:
 - i. Click on the + next to "Chemical Monitoring"
 - ii. Click on + beside "CHEM_MON_SSD2_WF2"
 - iii. and click "CHEM_MON_SSD2_WF2.2022" to submit your data.
 - iv. Click on 'datasets', which gives an overview of the data files that have been submitted. To submit a new data set, click on the 'insert new dataset' button (Fig. 22), the second button in the panel above.



Figure 22 - To transmit a file, open the folder “CHEM_MON_SSD2_WF2.2022”, click on ‘dataset’, click on the ‘insert new dataset’ button

3) To upload a data set, click “Browse” and upload the saved XML file (Fig 23).



Figure 23 - Click ‘Browse’ for the File name you would like to submit

4) Then click on the ‘send’ button in the left corner to submit the data (Fig 23).

Do not upload the Excel workbook, only XML files can be submitted.

You will receive an e-mail once the submission has been processed. Where there has been a validation failure you can check the message attached to the email or alternatively check it in the DCF as shown below by clicking on ‘ack view’ (Figure 24).

dataset id	status	last update	user	table name	sender dataset id	confirmed
24475	Rejected Editable	2019-04-04 06:30:34	forguau	69475	DatasetExport_15902_VMI SSD2_	

Figure 24 – Checking the acknowledgement messages (ack view or ack details)



Operation Type	Replace			
Dataset Id	31925			
Data Collection Code	CHEM_MON_SSD2_WF2.2018			
Data Collection Table	SSD2_CENTRAL_2019			
Sender's Code	EFSA			
Operation Comment				
Sent Date	2019-10-29T17:12:05.902			
Operation Result	OK			
Operation result log				
Dataset Status	REJECTED_EDITABLE			
Summary of Errors/Warnings				
Type of validation information	Error or warning feedback	Example of checked record	Value	Number of Records
error	Term not found: the provided term code either is not present in the catalogue, or it is deprecated, or it is not reportable in the hierarchy associated to the data element.	paramCode.base.param	RF-00000114-ORG	4451

Figure 25 – Option ‘ack view’ – overview of errors – no details

For a more detailed report on the errors choose ‘ack details’ (Figure 24).
Click ‘save’ > click ‘open with’ > open with internet explorer> click ok.

A new window will open where you can view a more detail report – see Figure 24.

List of Errors				
Business Rule Code	Type	Message	Error sequence	Context Description
	error	Term not found: the provided term code either is not present in the catalogue, or it is deprecated, or it is not reportable in the hierarchy associated to the data element.	1	<u>recordUniqueId</u> <u>paramCode.base.param</u> samp1RF-00000114-ORG RF-00000114-ORG
	error	Term not found: the provided term code either is not present in the catalogue, or it is deprecated, or it is not reportable in the hierarchy associated to the data element.	2	<u>recordUniqueId</u> <u>paramCode.base.param</u> samp1RF-00005733-PAR RF-00005733-PAR

Figure 26 – Option ‘ack details’ in each record indicates what and where the error is

An overview of the validation errors, indicating why the transmission has been rejected will be provided as indicated in Figure 26 and Figure 27.



Message Acknowledgment

OperationAck				
Operation Type	Insert			
Dataset Id	24430			
Data Collection Code	CHEM_MON_SSD2_WF2.TEST			
Data Collection Table	SSD2_CENTRAL_2019			
Sender's Code	EFSA			
Operation Comment				
Sent Date	2019-03-29T10:22:31.840			
Operation Result	OK			
Operation result log				
Dataset Status	REJECTED_EDITABLE			
Summary of Errors/Warnings				
Type of validation information	Error or warning feedback	Example of checked record	Value	Number of Records
error	Term not found: the provided term code either is not present in the catalogue, or it is deprecated, or it is not reportable in the hierarchy associated to the data element.	labCountry	UK	2867
error	Term not found: the provided term code either is not present in the catalogue, or it is deprecated, or it is not reportable in the hierarchy associated to the data element.	resUnit	G057A	17
error	resLOD is not less than or equal to resLOQ;	resLOD	0.01	2087

Figure 27 – Information about the errors

Most errors can be resolved by making the necessary corrections to your original excel file. For other types of errors, questions or clarifications please contact data.collection@efsa.europa.eu.

When the dataset is 'Valid' or 'Valid with warning' in the DCF you should tick the box next to the dataset which is 'Valid' or 'Valid with warning' and then click on 'Submit' as shown in Figure 28.

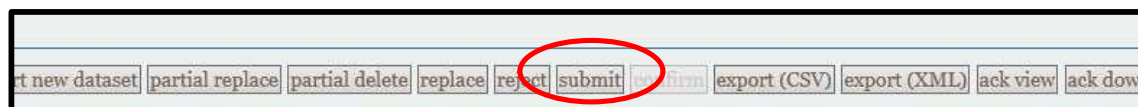


Figure 28 – Submitting a dataset

The dataset is migrated to **Microstrategy**. At this pre EFSA SDWH (Scientific Data Warehouse) stage you can visualise the data in the dashboards and reports. The appointed data validator can check the data in the validation reports and if no errors are identified 'confirm' the data by clicking the confirmation button in Microstrategy.



Dataset ID	Dataset status decoding	Time of the transmission	Programme legal reference	Number of records
27030	dataset confirmed	8/29/2019 7:54:09 PM	Council Directive (EC) No 23/1996 (amended)	117
27076	dataset confirmed	8/29/2019 7:55:09 PM	Council Directive (EC) No 23/1996 (amended)	21,758
27077	dataset confirmed	8/29/2019 7:56:09 PM	Council Directive (EC) No 23/1996 (amended)	21,655

Figure 29 – Status of datasets in Validation Dashboard

In Figure 29 the datasets have been 'confirmed' by the data validator. The status of the data is 'Accepted_DWH'. At this point the data will be available for extraction for use in EFSA scientific assessments.