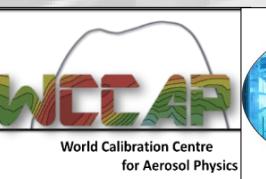




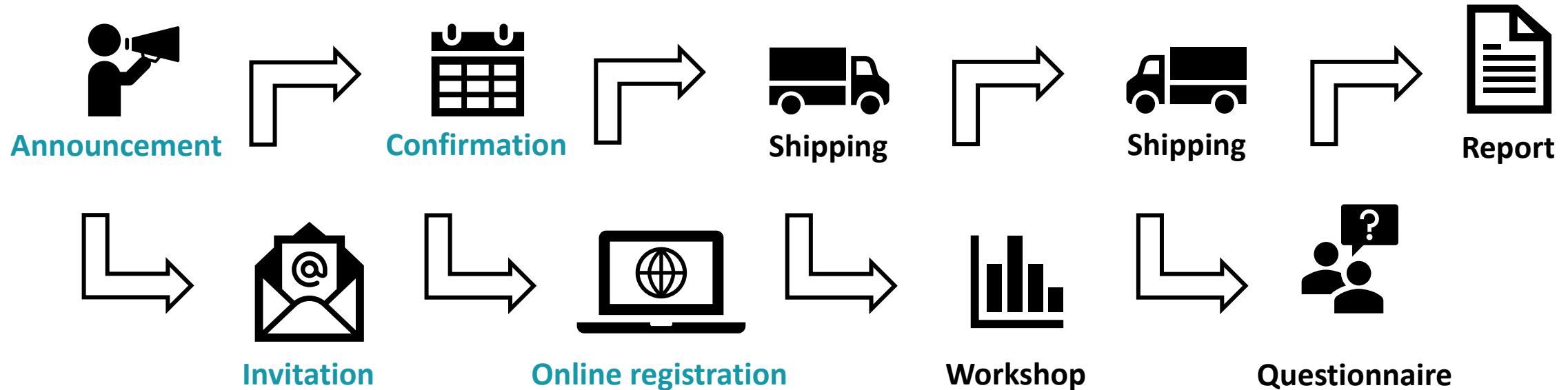
## Online Registration at WCCAP

### Community Meeting January 15, 2026

Kay Weinhold, TROPOS, Germany  
WCCAP

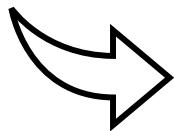


# Procedure: Workshop at WCCAP



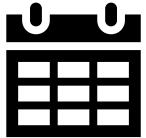


## Announcement



## Invitation

- CAIS-ECAC office sends an email announcement at the end of the year
  - To NFs required to participate in a workshop in the upcoming year
    - Every two years each NF has to have their instruments calibrated/intercompared in a CF
    - Contents:
      - Link to updated calendar of workshops in the CAIS-ECAC website



## Procedure: Workshop at WCCAP

### Confirmation

- NFs check the calendar and select their preferred workshop week and another possible option
- NFs respond to the invitation letter they received with their preferred dates and mutually confirm the workshop schedule with CAIS-ECAC

<https://actris-ecac.eu>

CAIS-ECAC Website → Central Facilities → WCCAP → Workshop Schedule



# Procedure: Workshop at WCCAP

CAIS-ECAC Website → Central Facilities → WCCAP → Workshop Schedule

Confirm

Workshop Schedule WCCAP  
weinhold@tropos.de

2026 - Januar < >

M	D	M	D	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

For more detail:

January	February
1 We	1 Sa
2 Th	2 Su
3 Fr	3 Mo
4 Sa	4 Tu
5 Su	5 We
6 Mo	6 Th
7 Tu	7 Fr
8 We	8 Sa
9 Th	9 Su
10 Fr	10 Mo
11 Sa	11 Tu
12 Su	12 We
13 Mo	13 Th
14 Tu	14 Fr
15 We	15 Sa
16 Th	16 Su
17 Fr	17 Mo
18 Sa	18 Tu

Januar 2026

MO	DI	MI	DO	FR	SA	SO
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	FEBRUAR 1
26	27	28	29	30	31	

ACTRIS-Workshop: APS ●  
ACTRIS-Workshop: Mobility Particle Size Spectrometer ●  
ACTRIS-Workshop: Optical workshop ●  
ACTRIS-Workshop: Condensation Particle Counter ●  
ACTRIS-Workshop: APS ●  
ACTRIS-Workshop: Mobility Particle Size Spectrometer ●  
ACTRIS-Workshop: Optical workshop ●  
ACTRIS-Workshop: Condensation Particle Counter ●  
ACTRIS-Workshop: APS ●



# Procedure: Workshop at WCCAP

## Online registration

- NFs proceed to the online registration

CAIS-ECAC Website → Central Facilities → WCCAP → Online Registration

### Online Registration

#### Information:

If you got no invitation, please contact CAIS-ECAC office. You can only continue with the registration form, if you have a valid invitation from CAIS-ECAC office. Otherwise the registration will be denied. Please follow the "Procedure for Calibration Workshop". Thanks for your understanding.

National Facility\*

PI\*

Workshop Week (Start-Date)\*

Workshop Week (End-Date)\*

Next



Central Facilities

WCCAP

Schedule

Activities

Procedure

Registration

Questionnaire

Flyer

Download link **PID templates** for each instrument:

PID-templates

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# Procedure: Workshop at WCCAP

## Online Registration

### Participant

---

Info: max 4 participants per NF, otherwise contact CAIS-ECAC office.

Participant*	Enter the Names	Position at NF
<input type="text" value="-"/> <input type="button" value="▼"/>		
Participant	Enter the Names	Position at NF
<input type="checkbox"/> 2nd		
Participant	Enter the Names	Position at NF
<input type="checkbox"/> 3rd		
Participant	Enter the Names	Position at NF
<input type="checkbox"/> 4th		

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Next



# Procedure: Workshop at WCCAP

## Online Registration

Instrument: Condensation Particle Counter (CPC)

MPSS, Optical (IN, AP), APS, CCNC

Information:

To optimize and avoid problems during the workshop, we need to know the current status of the instruments. The decision on the participation to the workshop could also depend on this.

Please give us a short status of the instrument by using the "additional information" area:

1. Is the instrument operational: yes/no?
2. Are there any current problems with the instrument - If yes, What? (e.g. sensor, software or hardware)
3. Any additional information we need to know?
4. Any additional information we need to know?
5. If you need to send us a picture or status values, please do it over the "upload-option" at the end of the registration. Please name the file or folder according to the instrument.

Thank you!

1. Instrument

Company

Model + Serial Number

CPC-MPSS

TSI

375010xxxxx

additional information



# Procedure: Workshop at WCCAP

## Online Registration

### Equipment, Instrument Status and Documents

---

To operate your instruments at the WCCAP the following additional equipment is necessary. Please check the list and if necessary contact the responsible workshop head.

1. CPC:

- butanol bottle
- additional wick

2. MPSS

- radioactive source (if possible, please contact WCCAP for more information)
- laptop with software

3. Optical

- sensor cable (if necessary to operate the instrument)
- inlet adapter
- external pump (if necessary e.g. MAAP)
- additional filter band

4. APS

- additional filter

5. PID documents

- please fill out and provide the PID documents for each instrument you registered
- upload the PID document

PID documents\*

No file chosen

*i*

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# Procedure: Workshop at WCCAP

## Online Registration

### Shipping Information

We need more information about shipping instruments from non-EU countries to WCCAP. Shipments from non-EU countries must be coordinated with our transport department at TROPOS prior to dispatch. We are managing customs clearance and we would like to avoid delays on that. WCCAP will contact you separately on this topic, if necessary.

Are you sending instruments from non-EU country to WCCAP?\*

- No, we are shipping the instrument inside the EU.
- Yes, we are shipping the instrument from a non-EU country.
- We are sending from EU and non-EU countries.

Please, let us know the non-EU country?

additional information to shipping and non-EU country

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# Procedure: Workshop at WCCAP

## Online Registration

### Shipping Radioactive Source

Will you send any radioactive sources to WCCAP?

If so, we will contact you to arrange the necessary documentation for importing/transporting radioactive materials.

Do you send any radioactive source to WCCAP?\*

- Yes, we will send a source to WCCAP.
- No, we will not send any source to WCCAP.
- We are not sure, if we need to send one. Please contact us.

What kind of source?

- Kr.85 (10 mCr)
- Kr.85 (2 mCr)
- Ni63 (95 MBq)
- other

additional information

Upload option for documents, if necessary.

Keine Datei ausgewählt

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Next



# Procedure: Workshop at WCCAP

## Online Registration

contact

E-mail\*

Repeat E-mail\*

additional information to instruments

upload option for additional information

No file chosen

Questions to WCCAP to be answered.

i

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Send



# Procedure: Workshop at WCCAP





# Questionnaire

## Questionnaire

### Questionnaire

CAIS-ECAC - Operation Support Questionnaire

We would be grateful if you could fill out the online questionnaire after the ACTRIS workshop week. This questionnaire was generated to evaluate the operation support you received by CAIS-ECAC. It will help us to improve the operation and make it more user-oriented.

Next

## Part 1: General information

## Part 2: Access and communication

## Part 3: Operation support

## Part 4: Overall assessment

# Flowchart

## Announcement

During the year, CAIS-ECAC provides time slots for inviting National Facilities (NF) and their instruments to participate on hosted ACTRIS calibration workshops at the Central Facility (CF) WCCAP.

In the CAIS-ECAC website you will find the schedule of multiple rounds of Calibration Workshops. Each workshop round has a maximum capacity. To see the schedule of the activities, please go to schedule.

### Invitation

### Confirmation

### Online Registration

### Shipping To-Do-List

### Equipment To Send

### Equipment available at WCCAP

### Workshop

### Workshop Schedule & Procedure

### Near-Real-Time

### Online CAIS-ECAC Server

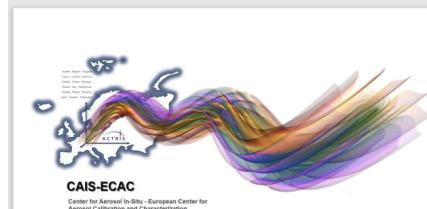
### Operation Support Questionnaire

### Workshop Results

### Suggestions For Accommodation

### Flyer

# Flyer



## WORKSHOP GUIDE FOR NATIONAL FACILITIES



World Calibration Centre  
for Aerosol Physics

## WORKSHOP GUIDE

This flyer guides you through your upcoming participation to a WCCAP workshop. Here you will find the following:

- Workshop contacts, location, & procedures
- Participant to-do lists (shipping and equipment)
- Information on your stay in Leipzig



## PLACE TO GO

Leibniz-Institute for Tropospheric Research  
World Calibration Center for Aerosol Physics  
Permoserstraße 15  
04318 Leipzig  
Germany

## CONTACT

ecac@tropos.de  
wccap@tropos.de

## OFFICE

Monday - Thursday  
9.00am – 12.00am, 1.00pm – 3.00pm  
Friday  
9.00am – 12.00am, 1.00pm – 2.00pm

## HOW TO REACH US

WCCAP is hosted at Leibniz-Institute for Tropospheric Research. The institute is located inside the Science Park.



Scan/clip

Please be advised that Leipzig has a Low Emission Zone in place which includes the Science Park where TROPOS/WCCAP is located.

## ADDITIONAL INFORMATION



CAIS-ECAC



WCCAP

## ANNOUNCEMENT

## INVITATION

## SHIPPING TO-DO-LIST

You are responsible for:



# National Facilities for re-calibration in 2026

Country	National Facility	Instruments
Austria	Hoher Sonnblick	MPSS, CPC, Aurora 4000, AE33
Belgium	Vielsalm	MPSS, CPC, Aurora 3000, AE33
Czech Republic	Kosetice	APS
Czech Republic	Suchdol	MPSS, CPC, Aurora 4000, AE33, APS
Finland	Hyytiälä	MPSS, CPC, Aurora NE-300, APS
Finland	SMEAR IV	Aurora 3000, AE33
Finland	PALLAS	APS
France	Atolle Lille	MPSS, CPC, Aurora 4000, AE33
France	OPAR La Reunion	MPSS, CPC, Aurora 3000, AE33
France	Pic du Midi - P2OA	CPC, Aurora 4000, AE33
France	Puy de Dome – COPDD	AE33, MAAP, Aurora 3000
France	SIRTA	MPCC, CPC, Aurora 3000, AE33

# National Facilities for re-calibration in 2026

Country	National Facility	Instruments
Germany	Hohenpeißenberg	MPSS, CPC, APS, Aurora NE-300, AE33
Germany	Melpitz	MAAP, AE33, Nephelometer
Italy	CIAO	MPSS, CPC, Aurora 3000, AE33
Italy	Monte Cimone	CCNC: MPSS, CPC, Aurora 3000, AE33, MAAP
Poland	Raciborz	MPSS, CPC, Aurora 4000, AE33
Poland	Wroclaw	MPSS; CPC, APS, Aurora 4000, AE43
Romania	RADO Bucharest	MPSS, CPC, AE33, TSI 3563
Switzerland	Jungfraujoch	MPSS, CPC, TSI 3563, AE33, MAAP