

On-line web instructions for the Bottled and Mineral Scheme

The Food and Environmental Proficiency Testing Unit (FEPTU) operated by UK Health Security Agency (UKHSA) has an electronic system for on-line reporting of external quality assessment (EQA) results for the food and water microbiology proficiency testing (PT) schemes. The system also integrates a wide range of functions including registration details, data analysis and provision of distribution reports.

The following instructions will help to guide you through the system, from opening the website and logging-in, to entering your results data and accessing your distribution reports. Please contact foodeqa@ukhsa.gov.uk if you experience any difficulties.

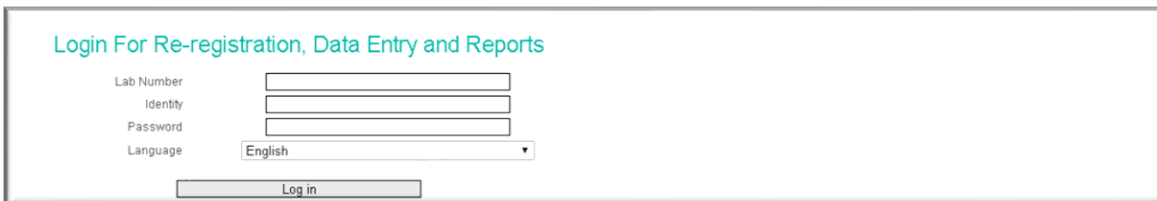
1.0 Opening the online results reporting service and logging-in

You will need your Laboratory registration details Lab number, Identity and Password which are important for your participation and for accessing the new on-line reporting system. Contact us if you have lost your log-in details, we will send you the details immediately (after making a security check).

After a distribution has been dispatched you will be sent an email notifying you that the on-line reporting system for the new distribution is open. That message will have **'UKHSA FEPTU on-line results reporting service - new distribution open'** in the subject field and will include a link to the website for reporting your results. Either use the link in the message or go to the website: <http://www.phe-eqa.org.uk/>

Contact us on foodeqa@ukhsa.gov.uk if you do not receive an email notifying you that the distribution is open after you have received your samples.

Once you have clicked on the link for <http://www.phe-eqa.org.uk/> you will see the following screen:



Login For Re-registration, Data Entry and Reports

Lab Number

Identity

Password

Language

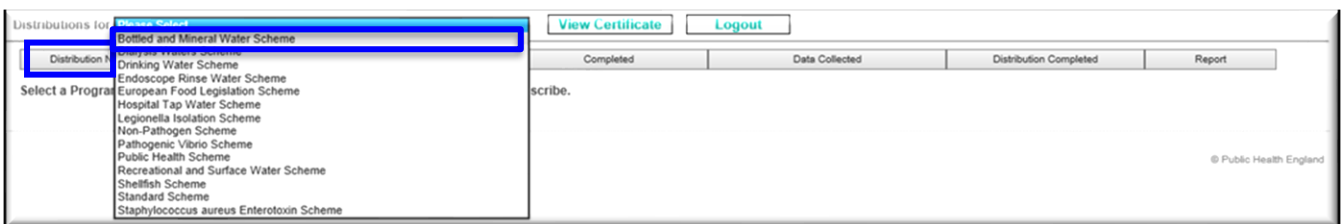
Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

Select the 'Log in' button or press 'enter' on your keyboard.

2.0 Selecting the scheme for data entry

Select the appropriate scheme from the 'Distributions for' drop-down menu – in this case the 'Bottled and Mineral Water Scheme'.

The list of distributions for the scheme will appear on the screen. This list includes previous distributions and the current one (depending on your distribution selections for participation).



3.0 Selecting the distribution for data entry

Select the distribution number by moving the cursor (mouse pointer) over the list of distributions; the dark grey shading shows which line is being selected. Confirm your selection by clicking anywhere on the dark grey shaded area (see below).

The screenshot shows the same web interface as above, but with a table of distributions. The table has columns: Distribution No., Distribution Dates, Results Due Date, Completed, Data Collected, Distribution Completed, and Report. The first row (BMW9) is highlighted with a dark grey background. The 'Data Collected', 'Distribution Completed', and 'Report' columns for all rows contain a checkmark (✓).

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015		✓	✓	✓
BMW8	04/08/2014	29/08/2014		✓	✓	✓
BMW7	14/04/2014	09/05/2014		✓	✓	✓
BMW6	03/02/2014	28/02/2014		✓	✓	✓
BMW5	05/08/2013	06/09/2013		✓	✓	✓
BMW4	22/04/2013	17/05/2013		✓	✓	✓
BMW3	18/03/2013	19/04/2013		✓	✓	✓

The tick icon (✓) is used to show the progress of a distribution. The ticks show when data entry is complete, when the distribution data has been 'collected' from the system, when a distribution is complete (closed) and when your report is available.

The screenshot shows the same table as above, but with a blue rectangular box highlighting the 'Data Collected', 'Distribution Completed', and 'Report' columns. The 'Completed' column is empty for all rows.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015		✓	✓	✓
BMW8	04/08/2014	29/08/2014		✓	✓	✓
BMW7	14/04/2014	09/05/2014		✓	✓	✓
BMW6	03/02/2014	28/02/2014		✓	✓	✓
BMW5	05/08/2013	06/09/2013		✓	✓	✓
BMW4	22/04/2013	17/05/2013		✓	✓	✓
BMW3	18/03/2013	19/04/2013		✓	✓	✓
BMW2	01/10/2012	26/10/2012		✓	✓	✓
BMW1	11/06/2012	06/07/2012		✓	✓	✓

4.0 Entering sample receipt and examination dates

Check that your laboratory number is correct. **If not please notify us immediately on foodeqa@ukhsa.gov.uk.**

Check that the distribution number that you selected is correct. If not select the 'Back' button and then select the correct distribution as described in 3.0.

Enter the date when you received the sample and the date that the sample was examined. This data is not analysed by UKHSA but may be useful for your own records and results assessments.

Sample Entry Details

Back Print Reports Trend Analysis

Distribution No.: BMW6 Examination Date: 03/02/2014 - 28/02/2014 Laboratory No: 0

Date Received: Date Examined:

Samples

Examination	Not Examined	Result
Coliform bacteria per 250mL	<input type="checkbox"/>	
Escherichia coli per 250mL	<input type="checkbox"/>	

5.0 Entering results for the first sample

The sample number for the open data-entry screen is indicated by the dark turquoise shaded bar with the sample number in bold white font.

The data entry sheet for the other samples are hidden and indicated by the pale grey shaded bar with the sample number in black font.

You can navigate through the results boxes using the cursor (mouse pointer) or tab key.

Sample Entry Details

Back Print Reports Trend Analysis

Distribution No.: BMW6 Examination Date: 03/02/2014 - 28/02/2014 Laboratory No: 0

Date Received: Date Examined:

Samples

Examination	Not Examined	Result
Coliform bacteria per 250mL	<input type="checkbox"/>	

If you do not examine a parameter then click in the box () under the 'Not Examined' column and a tick (a) will appear within the box

Enter **enumeration** results in the free text box for each examination see below.

- You must enter whole numbers **without** commas or units e.g. 13000
- **Do not** enter scientific text (1.3x10E4) **or** log₁₀ values
- You may enter censored values **without** units (e.g. <10 or >100)

Sample Entry Details

Back Print Reports Trend Analysis

Distribution No.: BMW6 Examination Date: 03/02/2014 - 28/02/2014 Laboratory No: 0

Date Received: Date Examined:

Samples

Examination	Not Examined	Result
Coliform bacteria per 250mL	<input type="checkbox"/>	<input type="text"/>
Escherichia coli per 250mL	<input type="checkbox"/>	<input type="text"/>
Enterococci per 250mL	<input type="checkbox"/>	<input type="text"/>
Pseudomonas aeruginosa per 250mL	<input type="checkbox"/>	<input type="text"/>
Sporulated sulphite-reducing anaerobes per 50mL	<input type="checkbox"/>	<input type="text"/>
Colony Count 37°C/24 h per mL	<input type="checkbox"/>	<input type="text"/>
Colony Count 22°C/72 h per mL	<input type="checkbox"/>	<input type="text"/>

Please indicate the method used for coliform bacteria and *E.coli* enumerations:
MPN Membrane Filtration Other If Other selected then enter method here

Comments

If you wish, enter brief details of the method use for the enumeration of the indicator organisms and any comments in the blank text box area.

Please indicate the method used for coliform bacteria and *E.coli* enumerations:
MPN Membrane Filtration Other If Other selected then enter method here

Comments

You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.



Results can be changed at any time until you have selected the 'Submit' button or the distribution has been closed.


6.0 Entering results for the second sample

To enter the data for your next sample number, click on the light grey shaded area to change to the next data entry screen. The current bar will change to dark turquoise shaded bar with the sample number in bold white font. Enter and save your results as described in 5.0

Examination	Not Examined	Result
Coliform bacteria per 250mL	<input type="checkbox"/>	<input type="text"/>

7.0 Printing your results

If you wish to keep a paper copy of your results select the 'Print' button. You will need to do this separately for each sample number.

 Please consider the environment before printing

Sample Entry Details Back Save **Print** Submit

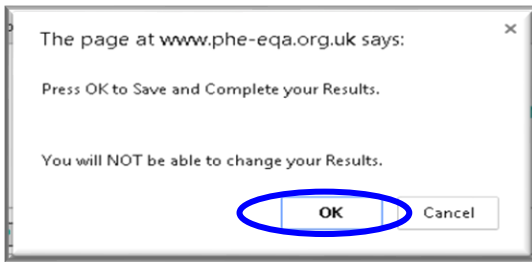
8.0 Submitting your results

Once you are ready to send us your results select the 'Submit' button.

You will not be able to change your results after submission

Sample Entry Details Back Save Print **Submit**

The following prompt box will appear to confirm your result submission



After your results have been submitted the 'Save' and 'Submit' buttons will no longer be visible. However, you will still be able to 'Print' your results as instructed in 7.0.

Select 'Back' and you will be redirected to the 'Distribution List' screen. The tick icon (✓) will be visible in the 'Completed' column, which indicates that your results have been completed for this distribution.

Please 'Logout' closing your browser.

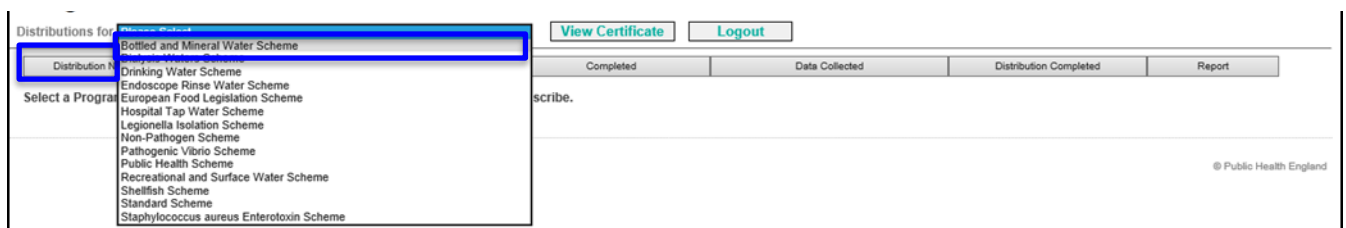
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

9.0 Download your individualised report

You will receive another e-mail notifying you that your report for a distribution is available online. Please enter the following website address directly into your internet browser: <http://www.phe-eqa.org.uk/> and Login in as shown in section 1.0.

10.0 Accessing your individualised report

Go to the 'Distributions for' drop down menu then select the appropriate scheme – in this case the 'Bottled and Mineral Water Scheme'.



The list of distributions for the scheme will appear on the screen. This list includes previous distributions and the current distribution (depending on your distribution selections for participation).

11.0 Selecting the distribution number for the report

Select the distribution number for the report you require (BMW6 in the example below) by moving the cursor (mouse pointer) over the list of distributions; the dark grey shading shows which line is being selected. Confirm your selection by clicking anywhere on the dark grey shaded area (see below).

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015				
BMW8	04/08/2014	29/08/2014		✓	✓	✓
BMW7	14/04/2014	09/05/2014		✓	✓	✓
BMW6	03/02/2014	28/02/2014		✓	✓	✓
BMW5	05/08/2013	06/09/2013		✓	✓	✓
BMW4	22/04/2013	17/05/2013		✓	✓	✓
BMW3	18/03/2013	19/04/2013		✓	✓	✓
BMW2	01/10/2012	26/10/2012		✓	✓	✓
BMW1	11/06/2012	06/07/2012		✓	✓	✓

12.0 Selecting the report

After you have selected your distribution, the next screen will show the results that you reported before the distribution closed. **Do not try to amend any of your results as they have already been submitted.** Select 'Reports' (as shown below) and you will be directed to the 'Available Reports' screen.



Select the 'Distribution Report' link (as shown below). This link takes you to another website and opens your individualised report.



Summary of Results

External Quality Assessment of Water Microbiology

Bottled and Mineral Water Scheme

Distribution Number: BMW30

Sample Numbers: BMW30A, BMW30B

Distribution Date:	August 2022
Results Due:	26 August 2022
Report Date:	01 September 2022
Samples prepared and quality control tested by:	Divya George Cansev Katar Zak Prior Sidney Sandiford Jake Videlefsky
Data analysed by:	Joanna Donn Nita Patel
Report compiled by:	Joanna Donn

After you have viewed your report you can either print your report or save the report in your required file on your own computer.

'Logout' from the login screen by selecting 'Back' and you will be redirected to the 'Distribution List' screen.



Select 'Logout' to close your browser.

A screenshot of a web interface showing a distribution list. At the top, there is a dropdown menu set to "Bottled and Mineral Water Scheme" and two buttons: "View Certificate" and "Logout" (highlighted with a blue border). Below is a table with the following data:

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
BMW9	02/02/2015	27/02/2015				
BMW8	04/08/2014	29/08/2014		✓	✓	✓
BMW7	14/04/2014	09/05/2014		✓	✓	✓

End.