

## On-line web instructions for the Dialysis Water 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](mailto:foodeqa@ukhsa.gov.uk) if you experience any difficulties.

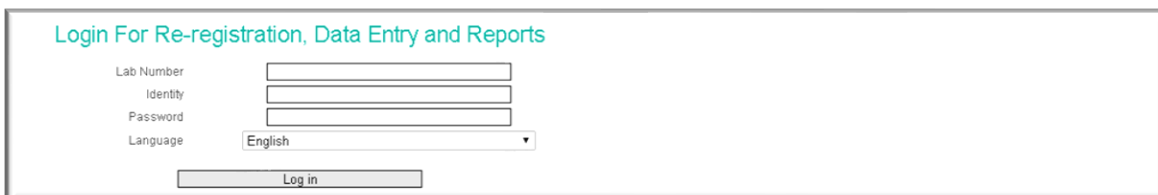
### 1.0 Opening the online results reporting service and logging-in

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: <https://www.phe-eqa.org.uk/>.

Contact us on [foodeqa@ukhsa.gov.uk](mailto: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 <https://www.phe-eqa.org.uk/> you will see the following screen:



Login For Re-registration, Data Entry and Reports

Lab Number

Identity

Password

Language

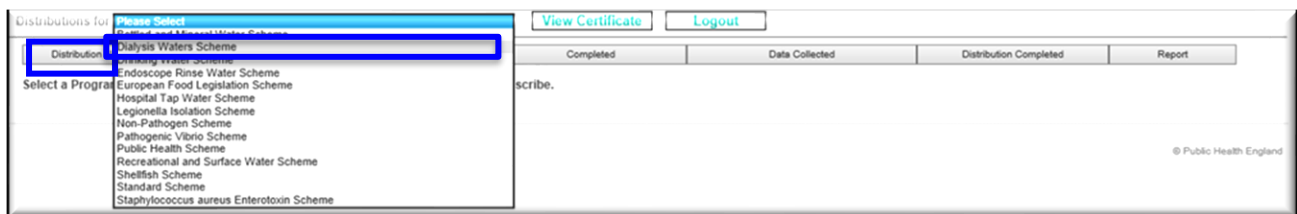
Enter your '**Lab Number**', your '**Identity**' and '**Password**'. You can navigate through the boxes using the tab key.

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 'Dialysis 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 now the dropdown menu is closed and the 'Distributions for' field shows 'Dialysis Waters Scheme'. The table below has data. The row for 'DW5' is highlighted with a dark grey background and a blue border. The table columns are: 'Distribution No.', 'Distribution Dates', 'Results Due Date', 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
DW5	05/10/2014	31/10/2014		✓	✓	✓
DW4	09/06/2014	04/07/2014		✓	✓	✓
DW3	10/03/2014	04/04/2014		✓	✓	✓
DW2	07/10/2013	01/11/2013		✓	✓	✓
DW1	10/06/2013	05/07/2013	✓	✓	✓	✓

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 web interface as above. A blue rectangular box highlights the columns 'Completed', 'Data Collected', 'Distribution Completed', and 'Report' in the table. The data in the table is the same as in the previous screenshot.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
DW5	05/10/2014	31/10/2014		✓	✓	✓
DW4	09/06/2014	04/07/2014		✓	✓	✓
DW3	10/03/2014	04/04/2014		✓	✓	✓
DW2	07/10/2013	01/11/2013		✓	✓	✓
DW1	10/06/2013	05/07/2013	✓	✓	✓	✓

## 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](mailto: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.

The screenshot shows a web form titled 'Sample Entry Details'. At the top, there are navigation buttons: 'Back', 'Print', 'Reports', and 'Trend'. Below these, the form contains several fields: 'DISTRIBUTION No: DW4', 'EXAMINATION DATE: 09/06/2014 - 04/07/2014', and 'LABORATORY No: 0'. Below these are two input boxes for 'Date Received' and 'Date Examined'. A section titled 'Samples' contains a table with two rows: one with a dark turquoise bar and the sample number 'DW4A' in bold white font, and another with a pale grey bar and the sample number 'DW4B' in black font. Below the table, it says 'Sample Type: Final rinse water' and 'Please examine the sample by determining the Examination using your routine testing procedure.' At the bottom, there are four tabs: 'Examination', 'Not Examined', 'Result', and 'Conclusion'.

## 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.

If you did not examine a sample click in the check box as shown below and a tick (✓) will appear to confirm 'Not Examined'.

Please note that up to three sets of results can be returned.

Enter your nominated laboratory results in field 'Lab Nominated result'. This result will be used to calculate the participants' consensus median. Enter any additional results in Result boxes 2 and 3.

Enter your enumeration result for Total Viable Counts 17°C – 23°C for 7 days in the results  
You must enter whole numbers without commas or units e.g. 13

- Do not enter scientific text (1.3x10E1) or log10 values
- You may enter censored values without units (e.g. <10 or >100)

The screenshot shows a web form for 'Examination' of 'Total Viable Counts 17°C - 23°C for 7 days'. It includes sections for 'Nominated Result', 'Result 2', and 'Result 3'. A 'Not Examined' checkbox is highlighted with a blue box. To its right, three 'Result' input fields are also highlighted with a blue box. Below these are sections for 'Please indicate the method used:' (with radio buttons for Pour, Membrane Filtration, Spread, Not Stated, Other and an 'Other' text field) and 'Please indicate the media used:' (with checkboxes for TGEA, YEA, R2A, TSA, Other and an 'Other' text field). A 'Standard Method' dropdown menu and a 'Comments' text area are also visible.

Select your conclusion on the sample from the options available from the drop down list. If you select 'Other, please state' enter information in the comments box at the bottom of the screen, please ensure you mark your comments to show they relate to conclusion.

This screenshot shows the same form as above, but with the 'Conclusion' dropdown menu open. The dropdown list is highlighted with a blue box and contains the following options: '-- Not Stated --', 'Satisfactory/Acceptable', 'Unsatisfactory/Unacceptable', 'Borderline', 'Breaches action level', 'Other, please state', 'Meets the maximum admitted value', 'Satisfactory/Triggers action level', and 'Not routinely reported'. The 'Comments' text area at the bottom is also highlighted with a blue box.

Please select the method used from the choices available. If you select 'Other' then please enter your method detail in the comments box marked 'Other'.

Please indicate the method used:  
 Pour  Membrane Filtration  Spread  Not Stated  Other  Other

Please indicate the test used:  
 TGEA  YEA  R2A  TSA  Other  Other

Standard Method  If Other selected then enter details here

Comments

Please select the media used to examine the samples from the choices available. If you select 'Other' then please enter the name of the media you used in the comments box marked 'Other'.

If you wish, enter additional microbiologist's comments in the blank text box area in the comments section at the bottom of the screen; please note the sample your comment refers to.

Please indicate the method used:  
 Pour  Membrane Filtration  Spread  Not Stated  Other  Other

Please indicate the test used:  
 TGEA  YEA  R2A  TSA  Other  Other

Standard Method  If Other selected then enter details 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

## 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.

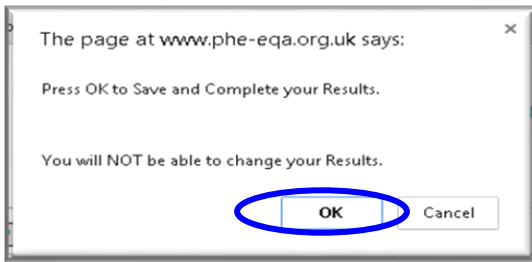
 *Please consider the environment before printing*

## 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**

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.

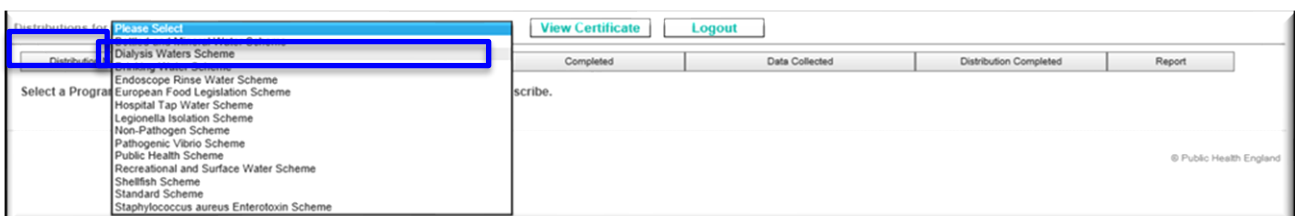
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

## 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: <https://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 'Dialysis 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 (DW4 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
DW5	06/10/2014	31/10/2014		✓	✓	✓
DW4	09/05/2014	04/07/2014		✓	✓	✓
DW3	10/03/2014	04/04/2014		✓	✓	✓
DW2	07/10/2013	01/11/2013		✓	✓	✓
DW1	10/06/2013	05/07/2013	✓	✓	✓	✓

## 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 Dialysis Water Scheme

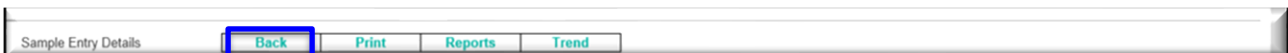
Distribution Number: DW28

Sample Numbers: DW28A, DW28B

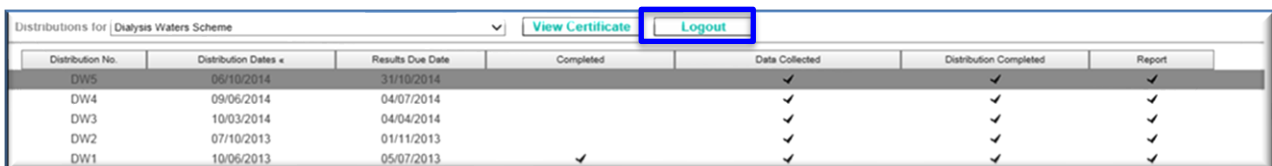
Distribution Date:	October 2022
Results Due:	28 October 2022
Report Date:	02 November 2022
Samples prepared and quality control tested by:	Divya George Nafeesa Hussain Cansev Katar Margaret Njenga Zak Prior Jake Videlefsky
Data analysed by:	Joanna Donn Nita Patel
Report compiled by:	Joanna Donn Nita Patel

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.



Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
DW5	05/10/2014	31/10/2014		✓	✓	✓
DW4	09/06/2014	04/07/2014		✓	✓	✓
DW3	10/03/2014	04/04/2014		✓	✓	✓
DW2	07/10/2013	01/11/2013		✓	✓	✓
DW1	10/06/2013	05/07/2013	✓	✓	✓	✓

End.