

On-line web instructions for the Endoscope Rinse 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 if you experience any difficulties.

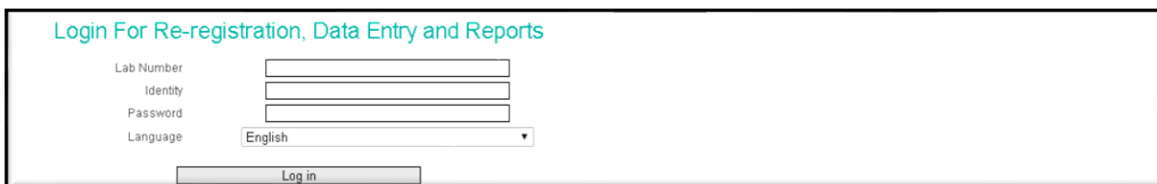
1.0 Opening the online results reporting service and logging-in

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

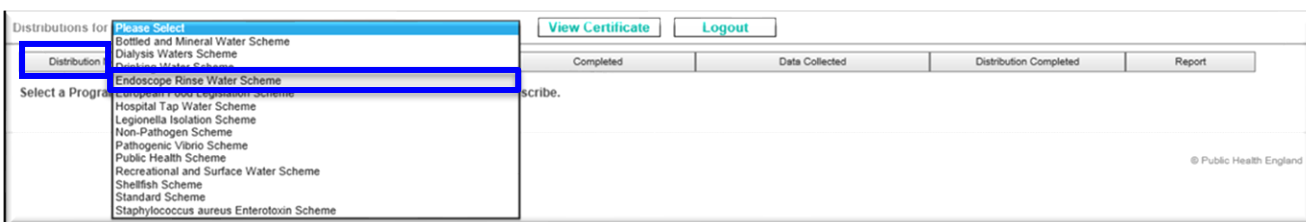
Enter your 'Lab Number', your 'Identity' and 'Password'. You can navigate through the boxes using the tab key.

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 'Endoscope Rinse 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 a table of distributions for the 'Endoscope Rinse Water Scheme'. The table has columns for Distribution No., Distribution Dates, Results Due Date, Completed, Data Collected, Distribution Completed, and Report. The first row (EW9) is highlighted with a dark grey background and a blue border. A blue box highlights the 'Completed' column for the first few rows.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014		✓	✓	✓
EW7	14/04/2014	02/05/2014		✓	✓	✓
EW6	03/02/2014	28/02/2014		✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013		✓	✓	✓
EW3	04/02/2013	01/03/2013		✓	✓	✓
EW2	13/08/2012	14/09/2012		✓	✓	✓

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.

This screenshot is identical to the previous one, but with a blue box highlighting the 'Data Collected', 'Distribution Completed', and 'Report' columns for all rows. This highlights the use of tick marks (✓) to indicate the status of each distribution.

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

DISTRIBUTION No: EWS EXAMINATION DATE: 04/08/2014 - 22/08/2014 LABORATORY No: 0

Date Received: Date Examined:

Samples

EWSA	EWSB
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Sample Type: Final rinse water

Please examine the sample by determining the Examination using your routine testing procedure.

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

DISTRIBUTION No: EWS EXAMINATION DATE: 04/08/2014 - 22/08/2014 LABORATORY No: 0

Date Received: Date Examined:

Samples

EWSA	EWSB
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Sample Type: Final rinse water

Please examine the sample by determining the Examination using your routine testing procedure.

If you do not examine a parameter then click in the box (□) under the 'Not Examined' column and a tick (✓) 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. 13

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

For the **conclusion** enter your selection from the drop-down list.

For '**Did the sample contain *P. aeruginosa*?**'- select your option from the drop-down list.

For '**OPTIMAL identification of predominant organism if >10**' enter your information in the free text box.

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.

Indicate method used for enumeration test by selecting the options, if you select 'Other' enter details of the method used in the free text box.

If you additionally undertake other tests on this type of sample then click in the box () and a tick () will appear to confirm the selection, if you select 'Other' enter details in the free text box.

Note any comments that you wish to submit for any of the samples in the blank text box area. Note the sample number that your comments refer to.

[FEPTU's website](#)

Sample Entry Details

DISTRIBUTION No: EW22 EXAMINATION DATE: 13/05/2019 - 07/06/2019 LABORATORY No: 0

Date Received: Date Examined:

Samples

EW22A	EW22B
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Sample Type: Final rinse water

Please examine the sample by determining the Examination using your routine testing procedure.

Examination		Not Examined	Result	Conclusion	Did this sample contain <i>P.aeruginosa</i> ?	OPTIONAL Identification of predominant organism if >10
Total Viable Counts 28°C - 32°C for 5 days	Nominated Result	<input type="checkbox"/>	40	Satisfactory	Yes	<input type="text"/>
	Result 2		20		No	
	Result 3		1		No	

Please indicate the method used:

CFPP-01-06:2013 ISO 15883 HTM 01-06: 2016 Other If Other selected then enter method here

Please indicate if you would additionally undertake other tests on this type of sample:

Pseudomonas spp *P.aeruginosa* Yeast Mould Mycobacterium Other If Other selected then enter details here

Comments

Add any **additional microbiologist's comments** in the blank text box area.

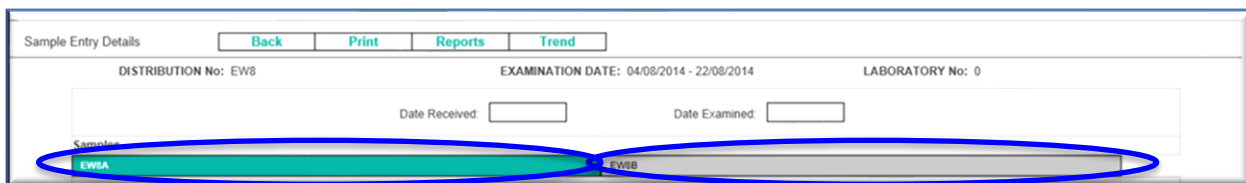
You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.



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

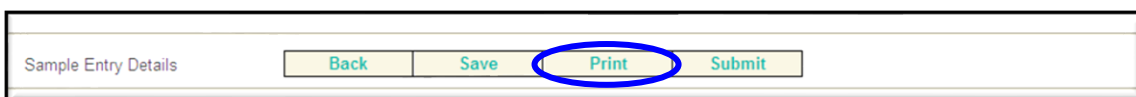
To enter the data for your next sample number, click on the light grey shaded area to change to the next data entry screen. The current bar will change to dark turquoise shaded bar with the sample number in bold white font. Enter and save your results as described in 5.0



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.

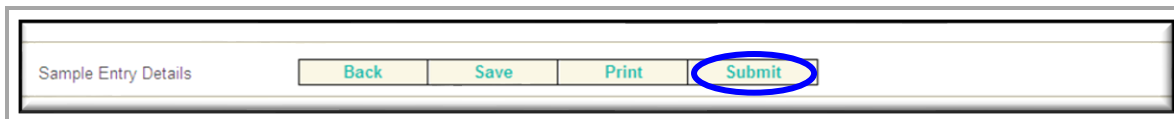
 Please consider the environment before printing



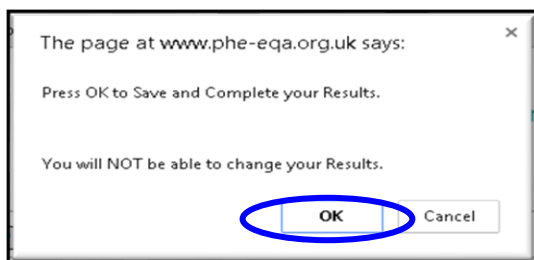
8.0 Submitting your results

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.

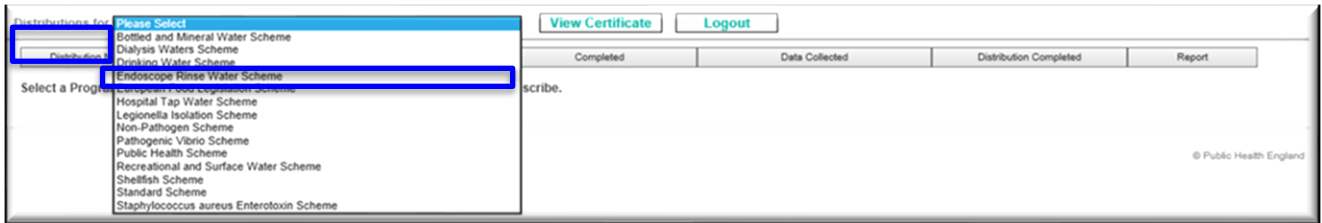
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

9.0 Download your individualised report

You will receive another e-mail notifying you that your report for a distribution is available on-line. 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 'Endoscope Rinse 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 (EW8 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).

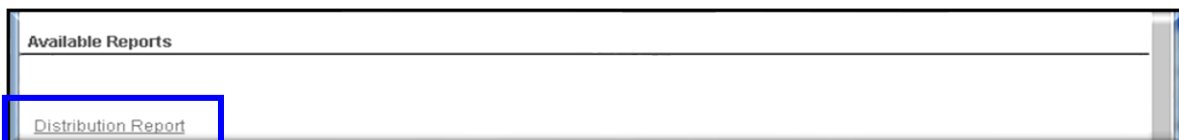
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014		✓	✓	✓
EW7	14/04/2014	02/05/2014		✓	✓	✓
EW6	03/02/2014	28/02/2014		✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013		✓	✓	✓
EW3	04/02/2013	01/03/2013		✓	✓	✓
EW2	13/08/2012	14/09/2012		✓	✓	✓

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

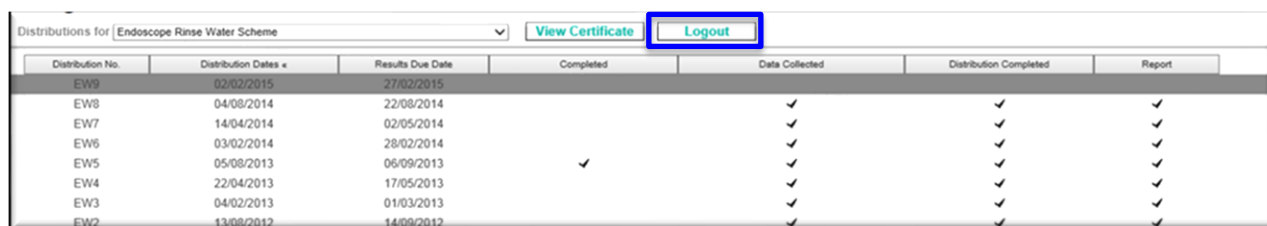
Distribution Date:	August 2022
Results Due:	26 August 2022
Report Date:	01 September 2022
Samples prepared and quality control tested by:	Divya George Cansev Katar Zak Prior Sidney Sandiford Jake Videlefsky
Data analysed by:	Joanna Donn Nita Patel
Report compiled by:	Joanna Donn Nita Patel

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
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014		✓	✓	✓
EW7	14/04/2014	02/05/2014		✓	✓	✓
EW6	03/02/2014	28/02/2014		✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013		✓	✓	✓
EW3	04/02/2013	01/03/2013		✓	✓	✓
EW2	13/08/2012	14/09/2012		✓	✓	✓

End.