

## On-line web instructions for the Environmental Swab 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: <http://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 <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 'Environmental Swab Scheme'.



The screenshot shows a web interface with a dropdown menu titled 'Distributions for'. The menu is open, displaying a list of schemes. The 'Environmental Swab Scheme' is highlighted with a blue box. Other visible schemes include 'Bottled and Mineral Water Scheme', 'Amphybacter Detection/Enumeration in Food Scheme', 'Dialysis Waters Scheme', 'Drinking Water Scheme', 'European Food Legislation Scheme', 'Hospital Tap Water Scheme', 'Legionella Isolation Scheme', 'Non-Pathogen Scheme', 'Pathogenic Vibrio Scheme', 'Public Health Scheme', 'Recreational and Surface Water Scheme', 'Shellfish Scheme', 'Standard Scheme', and 'Staphylococcus aureus Enterotoxin Scheme'. The background shows a table with columns for 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'.

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).

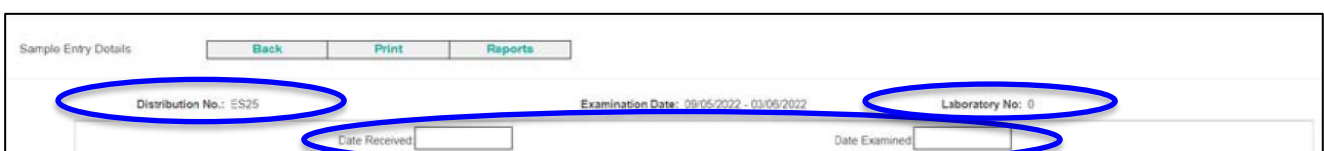


The screenshot shows a table with the following columns: 'Distribution No.', 'Distribution Dates', 'Results Due Date', 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'. The first row is highlighted in dark grey. The data in the first row is: 'ES1', '31/08/2015', '25/09/2015', '✓', '✓', '✓', and '✓'.

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.

## 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.**



The screenshot shows a 'Sample Entry Details' form. The fields are: 'Distribution No.: ES25', 'Examination Date: 09/05/2022 - 03/06/2022', 'Laboratory No.: 0', 'Date Received', and 'Date Examined'. The 'Distribution No.', 'Examination Date', and 'Laboratory No.' fields are circled in blue.

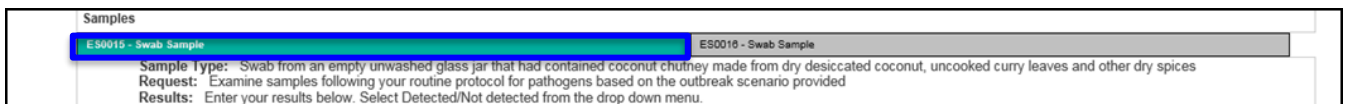
Check that the distribution number that you selected is correct. If not select the 'Back' button and then select the correct distribution as described in 3.0.

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.

## 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.

### For distributions containing enumeration of hygiene indicator organisms:

For **enumeration** enter 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** log<sub>10</sub> values
- You may enter censored values **without** units (e.g. <10 or >100)

Do not enter text in the boxes for enumeration results

Please enter your method and any additional information in the 'Additional Details' box

If you do not examine a sample then click 'Not Examined' box and a tick (✓) will appear

For examinations IO1, IO2, and IO3 enter your results for the examination shown on the screen.

Ref	Hygiene Indicator Organisms (up to four can be listed)	Enumeration results	Additional details; enter the method used e.g. VRBG/37°C/pour	<input type="checkbox"/> Not Examined
IO1	Aerobic Colony Count (30°C)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
IO2	Enterobacteriaceae	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
IO3	Escherichia coli	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
IO4	<div style="border: 1px solid blue; padding: 2px;">           -- Select --            Aerobic Colony Count (30°C)            Coagulase-positive staphylococci            Coliform            Enterobacteriaceae            Enterobacteriaceae            Escherichia coli            Lactic acid bacteria            Listeria spp.            Pseudomonas spp.            Staphylococcus aureus         </div>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

For IO4 select your indicator organism from the drop down list.

If you wish, enter additional microbiologist's comments in the blank text box area in the comments section at the bottom of the screen.

### Distributions for pathogens detected using an enrichment or enumeration method:

The outbreak scenario will be displayed under the distribution number for both samples.

If you do not examine a sample then click the 'Not Examined' box and a tick (✓) will appear.

If your laboratory does not examine for a certain pathogen/s that potentially maybe implicated in an outbreak you must return a result of 'Not examined' for that pathogen when entering your results on-line.

1000 items left over from the festival have also been taken for further examination.

Outbreak details for ES0016:  
This was taken following a complaint from sixteen members of the public reporting nausea and vomiting, where symptoms started between 30 minutes to six hours after consuming a vegetarian taco and salsa salad. A had stated that they had eaten at the restaurant on the evening of 31 July.

**Samples**

ES0016 - Swab Sample	ES0016 - Swab Sample			
<b>Sample Type:</b> Swab from an empty unwashed glass jar that had contained coconut chutney made from dry desiccated coconut, uncooked curry leaves and other dry spices <b>Request:</b> Examine samples following your routine protocol for pathogens based on the outbreak scenario provided <b>Results:</b> Enter your results below. Select Detected/Not detected from the drop down menu.				
Ref	Examinations for Pathogens (up to four can be listed)	Detection results	Enumeration results	<input type="checkbox"/> Not Examined

Select the pathogens from the drop down that you are reporting results for based on the scenario. Select 'Detected' or 'Not Detected' from the drop down list. Enter your enumeration results (if routinely done) if the organism has been isolated using an enumeration method.

Ref	Examinations for Pathogens (up to four can be listed)	Detection results	Enumeration results	<input type="checkbox"/> Not Examined
PE1	Coagulase-positive staphylococci	-- Select --	200	<input type="checkbox"/>
PE2	-- Select --	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE3	E.coli O157	-- Select --	<input type="text"/>	<input checked="" type="checkbox"/>
PE4	-- Select --	-- Select --	<input type="text"/>	<input type="checkbox"/>

Enter additional microbiologist's comments if you wish to do so

If you wish, enter additional microbiologist's comments in the blank text box area in the comments section at the bottom of the screen.

Date Received  Date Examined

**Outbreak Details:** Outbreak details for ES0015:  
At least 28 members of the public reported food poisoning of diarrhoea and vomiting on Monday 31 July 2017 to the local Health Authority. All had attended an outdoor food festival event between 29 and 30 July 2017. Other food items left over from the festival have also been taken for further examination.

Outbreak details for ES0016:  
This was taken following a complaint from sixteen members of the public reporting nausea and vomiting, where symptoms started between 30 minutes to six hours after consuming a vegetarian taco and salsa salad. All had stated that they had eaten at the restaurant on the evening of 31 July.

**Samples**

ES0015 - Swab Sample ES0016 - Swab Sample

**Sample Type:** Swab from an empty unwashed glass jar that had contained coconut chutney made from dry desiccated coconut, uncooked curry leaves and other dry spices

**Request:** Examine samples following your routine protocol for pathogens based on the outbreak scenario provided

**Results:** Enter your results below. Select Detected/Not detected from the drop down menu.

Ref	Examinations for Pathogens (up to four can be listed)	Detection results	Enumeration results	Not Examined
PE1	-- Select --	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE2	Listeria monocytogenes	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE3	Salmonella spp.	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE4	Coagulase-positive staphylococci	-- Select --	<input type="text"/>	<input type="checkbox"/>
	B.cereus	-- Select --	<input type="text"/>	<input type="checkbox"/>
	Cronobacter sakazakii			
	Campylobacter spp.			
	E.coli O157			
	Vibrio cholerae			
	Vibrio parahaemolyticus			
	Clostridium perfringens			

Enter ad:

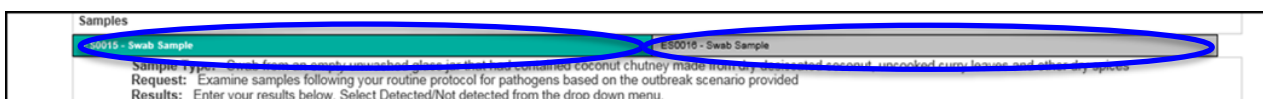
You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.



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

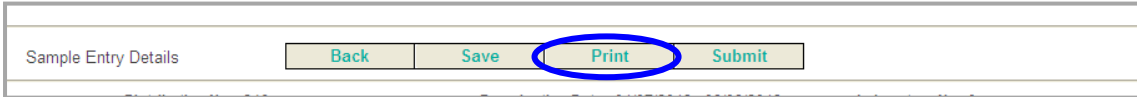
To enter the data for your next sample number, click on the light grey shaded area to change to the next data entry screen. The current bar will change to dark turquoise shaded bar with the sample number in bold white font. Enter and save your results as described in 5.0



## 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.

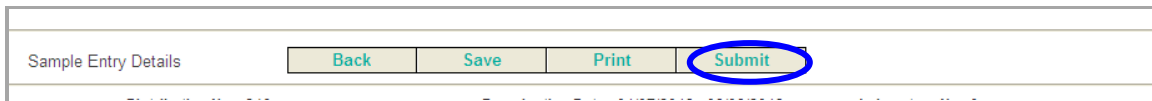
 Please consider the environment before printing



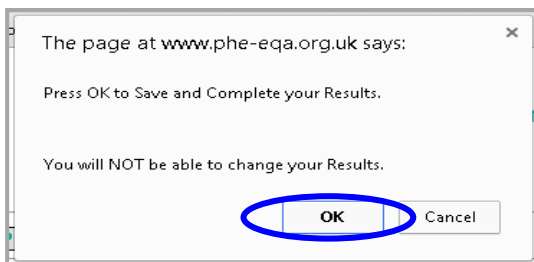
## 8.0 Submitting your results

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.



Distribution No	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
ES27	07/11/2022	30/12/2022		✓	✓	✓
ES26	05/09/2022	30/09/2022		✓	✓	✓
ES25	09/06/2022	03/06/2022		✓	✓	✓
ES24	14/03/2022	08/04/2022		✓	✓	✓
ES23	01/11/2021	26/11/2021		✓	✓	✓
ES22	06/09/2021	01/10/2021		✓	✓	✓
ES21	10/05/2021	04/05/2021		✓	✓	✓

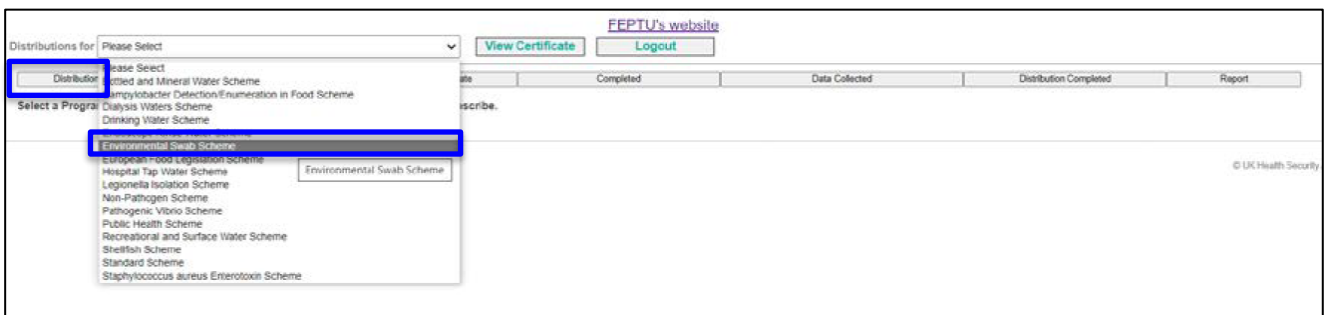
You will now receive an e-mail from notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

## 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 'Environmental Swab 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 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).

Distributions for: Environmental Seab Scheme [View Certificate](#) [FEPTU's website](#) [Logout](#)

Distribution No	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
ES27	07/11/2022	02/12/2022		✓	✓	✓
ES26	05/09/2022	30/09/2022		✓	✓	✓
ES25	09/05/2022	03/06/2022		✓	✓	✓
ES24	14/03/2022	08/04/2022		✓	✓	✓
ES23	01/11/2021	26/11/2021		✓	✓	✓
ES22	06/09/2021	01/10/2021		✓	✓	✓
ES21	10/05/2021	04/06/2021		✓	✓	✓
ES20	25/01/2021	19/02/2021		✓	✓	✓
ES19	06/07/2020	24/07/2020		✓	✓	✓
ES18	17/02/2020	13/03/2020		✓	✓	✓

## 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 Food/Environmental Microbiology

### Environmental Swab Scheme

Distribution Number: ES26

Sample Numbers: ES0051, ES0052

Distribution Date:	September 2022
Results Due:	30 September 2022
Report Date:	14 October 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.



A screenshot of a web application interface. At the top, there's a dropdown menu for "Distributions for Environmental Swab Scheme" and a "View Certificate" button. To the right, a "Logout" button is circled in blue. Below this is a table with columns: Distribution No, Distribution Dates, Results Due Date, Complete, Data Collected, Distribution Completed, and Report. The table contains three rows of data for distribution numbers ES27, ES26, and ES25.

Distribution No	Distribution Dates	Results Due Date	Complete	Data Collected	Distribution Completed	Report
ES27	07/11/2022	05/12/2022		✓	✓	✓
ES26	05/09/2022	30/09/2022		✓	✓	✓
ES25	09/05/2022	03/06/2022		✓	✓	✓

End.