

## On-line web instructions for the European Food Microbiology Legislation 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.

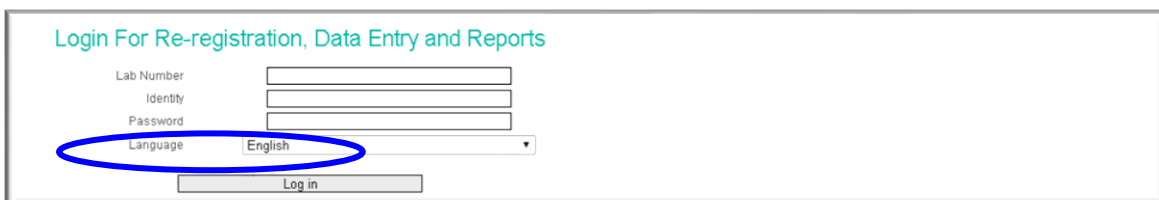
### 1.0 Opening the online results reporting service and logging-in

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 'European Food Legislation Scheme'.

The screenshot shows a web interface with a dropdown menu titled 'Distributions for'. The menu is open, showing a list of schemes. The 'European Food Legislation Scheme' is highlighted in blue. Other visible schemes include Bottled and Mineral Water Scheme, Dialysis Waters Scheme, Drinking Water Scheme, European Food Legislation Scheme, Food Safety Scheme, Legionella Isolation Scheme, Non-Pathogen Scheme, Pathogenic Vibrio Scheme, Public Health Scheme, Recreational and Surface Water Scheme, Shellfish Scheme, Standart Scheme, and Staphylococcus aureus Enterotoxin Scheme. Above the dropdown are buttons for 'View Certificate' and 'Logout'. Below the dropdown is a progress bar with four stages: '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 titled 'Distributions for' with the 'European Food Legislation Scheme' selected in the dropdown. The table has columns for 'Distribution No.', 'Distribution Dates', 'Results Due Date', 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'. The table contains 14 rows of data, with the first row (EFL34) highlighted in dark grey. Tick marks (✓) are present in the 'Data Collected', 'Distribution Completed', and 'Report' columns for most rows.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EFL34	31/08/2015	02/10/2015		✓	✓	✓
EFL33	11/05/2015	12/06/2015		✓	✓	✓
EFL32	23/02/2015	20/03/2015		✓	✓	✓
EFL31	12/01/2015	13/02/2015		✓	✓	✓
EFL30	01/09/2014	03/10/2014		✓	✓	✓
EFL29	12/05/2014	13/06/2014		✓	✓	✓
EFL28	24/02/2014	21/03/2014		✓	✓	✓
EFL27	13/01/2014	14/02/2014		✓	✓	✓
EFL26	02/09/2013	04/10/2013		✓	✓	✓
EFL25	13/05/2013	14/06/2013	✓	✓	✓	✓
FL24	25/02/2013	22/03/2013		✓	✓	✓
FL23	14/01/2013	15/02/2013	✓	✓	✓	✓
FL22	03/09/2012	05/10/2012	✓			

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.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EFL34	31/08/2015	02/10/2015				
EFL33	11/05/2015	12/06/2015		✓	✓	✓
EFL32	23/02/2015	20/03/2015		✓	✓	✓
EFL31	12/01/2015	13/02/2015		✓	✓	✓
EFL30	01/09/2014	03/10/2014		✓	✓	✓
EFL29	12/05/2014	13/06/2014		✓	✓	✓
EFL28	24/02/2014	21/03/2014		✓	✓	✓
EFL27	13/01/2014	14/02/2014		✓	✓	✓
EFL26	02/09/2013	04/10/2013		✓	✓	✓
EFL25	13/05/2013	14/06/2013	✓	✓	✓	✓
FL24	25/02/2013	22/03/2013		✓	✓	✓
FL23	14/01/2013	15/02/2013	✓	✓	✓	✓
FL22	03/09/2012	05/10/2012	✓	✓	✓	✓

## 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](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.

Sample Entry Details		
<a href="#">Back</a>	<a href="#">Print</a>	
<b>DISTRIBUTION No:</b> EFL34	<b>EXAMINATION DATE:</b> 31/08/2015 - 02/10/2015	<b>LABORATORY No:</b> 0
Date Received: <input type="text"/>	Date Examined: <input type="text"/>	
Samples		
<b>EFL100</b>	EFL101	EFL102
Sample Details: Garlic and sage butter made from milk that has undergone lower heat treatment than pasteurisation – product placed on the market during their shelf-life.		
Request: Test to determine whether this sample complies with the relevant criteria stipulated in Commission Regulation (EC) No. 2073/2005 as amended.		
Results: Enter your results below. Indicate which examinations were undertaken, the results and provide additional information as requested.		

## 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.

Sample Entry Details [Back](#) [Print](#)

DISTRIBUTION No: EFL34      EXAMINATION DATE: 31/08/2015 - 02/10/2015      LABORATORY No: 0

Date Received:       Date Examined:

Samples

EFL100	EFL101	EFL102
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Sample Details: Garlic and sage butter made from milk that has undergone lower heat treatment than pasteurisation – product placed on the market during their shelf-life.

Request: Test to determine whether this sample complies with the relevant criteria stipulated in Commission Regulation (EC) No. 2073/2005 as amended.

Results: Enter your results below. Indicate which examinations were undertaken, the results and provide additional information as requested.

The number of examination required for the European Food Legislation Scheme is based on the sample details and the time of sampling. You can enter up to three examination results. If the sample type is not tested enter your results as 'Not Examined'.

## 5.1 Entering results for the first sample - Examination 1

samples

EFL100	EFL101	EFL102
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Sample Details: Garlic and sage butter made from milk that has undergone lower heat treatment than pasteurisation – product placed on the market during their shelf-life.

Request: Test to determine whether this sample complies with the relevant criteria stipulated in Commission Regulation (EC) No. 2073/2005 as amended.

Results: Enter your results below. Indicate which examinations were undertaken, the results and provide additional information as requested.

**Examination 1**

Not Examined

Indicate the applicable food category for this sample (i.e. 1.18)

Name of examination

Method used (e.g. ISO number)

Amount of sample examined  g or ml

Detection Result  Units

Enumeration Result  Units

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

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

For 'Indicate the applicable food category for this sample (i.e. 1.18)' enter the category number as listed in the Commission Regulation document (EC) No 2073/2005 as amended.

For 'Name of examination' select your examination by choosing from the '\*Select from the list\*' drop down menu.

For 'Method used' select your method used by choosing from the \*Select from the list\* drop down menu.

Enter 'Amount of sample examined' in the free text box.

- You must enter whole numbers **without** commas or units e.g. 100

For 'Detection Result' select your examination by choosing from the \*Select\* drop down menu.

Enter 'Enumeration Result' 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)

For 'Units' select your examination by choosing from the \*Select from the list\* drop down menu.

Enter 'How many samples from the batch are required for compliance with EC No. 2073/2005' in the free text box. You must enter whole numbers.

For 'What conclusion can you draw from your results for this examination?' select the option from the drop down list. Your selected conclusion will appear in red. Please note this conclusion is based on your result obtained for examination 1 only.

How many samples from the batch are required for compliance with EC No. 2073/2005 as amended	<input type="text"/>
What conclusion can you draw from your result for this examination?	<input type="text" value="Satisfactory. The batch complies with the legislation"/>
	You selected: <b>Satisfactory. The batch complies with the legislation</b>

## 5.2 Entering results for Examination 2 and Examination 3

Enter your examination 2 and Examination 3 results as described in 5.1.

Indicate the applicable food category for this sample (i.e. 1.18)

Name of examination

Method used (e.g. ISO number)

Amount of sample examined  g or ml

Detection Result  Units

Enumeration Result  Units

How many samples from the batch are required for compliance with EC No. 2073/2005 as amended

What conclusion can you draw from your result for this examination?

Selected:

**Examination 2**

Not Examined

Indicate the applicable food category for this sample (i.e. 1.18)

Name of examination

Method used (e.g. ISO number)

Amount of sample examined  g or ml

Detection Result  Units

Enumeration Result  Units

How many samples from the batch are required for compliance with EC No. 2073/2005 as amended

What conclusion can you draw from your result for this examination?

Selected:

Enumeration Result  Units

How many samples from the batch are required for compliance with EC No. 2073/2005 as amended

What conclusion can you draw from your result for this examination?

Selected:

What is your overall batch conclusion for this sample

Selected:

At the bottom of screen enter your overall batch conclusion for this sample by selecting from the \*Select from the list\* drop down menu. The selected conclusion will appear in red. Please note this conclusion is for the batch based on your results for all the examinations .

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 and third samples

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.

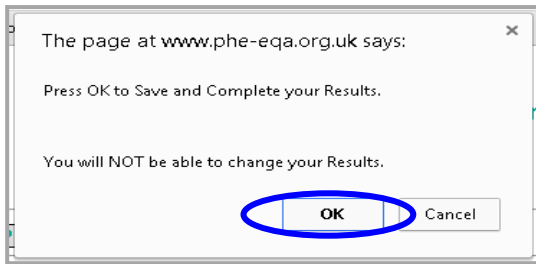


## 8.0 Submitting your results

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
EFL34	31/08/2015	02/10/2015		✓	✓	
EFL33	11/05/2015	12/06/2015		✓	✓	✓
EFL32	23/02/2015	20/03/2015		✓	✓	✓
EFL31	12/01/2015	13/02/2015		✓	✓	✓
EFL30	01/09/2014	03/10/2014		✓	✓	✓
EFL29	12/05/2014	13/06/2014		✓	✓	✓
EFL28	24/02/2014	21/03/2014		✓	✓	✓
EFL27	13/01/2014	14/02/2014		✓	✓	✓
EFL26	02/09/2013	04/10/2013		✓	✓	✓
EFL25	13/05/2013	14/06/2013	✓	✓	✓	✓
FL24	25/02/2013	22/03/2013		✓	✓	✓
FL23	14/01/2013	15/02/2013	✓	✓	✓	✓
FL22	03/09/2012	05/10/2012	✓			

You will now receive an e-mail from DONOTREPLY@ukhsa.gov.uk 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

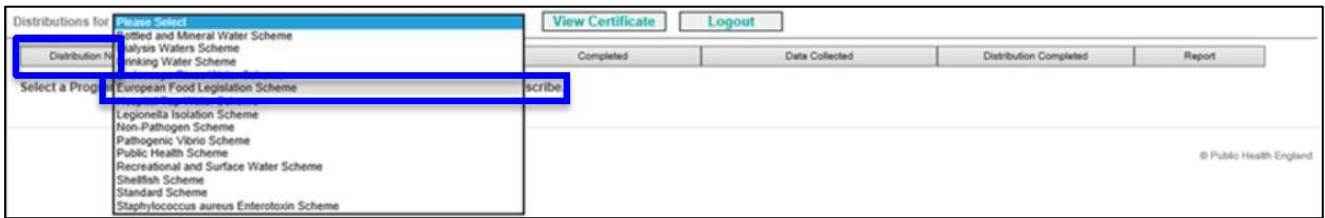
You will receive another e-mail notifying you that your report for a distribution is available on-line. Please enter the following website address directly into your internet browser:

<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 'European Food Legislation 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 (EFL34 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).

The screenshot shows a web interface with a dropdown menu titled 'Distributions for' set to 'European Food Legislation Scheme'. Below the dropdown is a table with columns: Distribution No., Distribution Dates, Results Due Date, Completed, Data Collected, Distribution Completed, and Report. The row for EFL34 is highlighted in dark grey.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EFL34	31/05/2015	02/10/2015		✓	✓	
EFL33	11/05/2015	12/06/2015		✓	✓	✓
EFL32	23/02/2015	20/03/2015		✓	✓	✓
EFL31	12/01/2015	13/02/2015		✓	✓	✓
EFL30	01/09/2014	03/10/2014		✓	✓	✓
EFL29	12/05/2014	13/06/2014		✓	✓	✓
EFL28	24/02/2014	21/03/2014		✓	✓	✓
EFL27	13/01/2014	14/02/2014		✓	✓	✓
EFL26	02/09/2013	04/10/2013		✓	✓	✓
EFL25	13/05/2013	14/06/2013	✓	✓	✓	✓
FL24	25/02/2013	22/03/2013		✓	✓	✓
FL23	14/01/2013	15/02/2013	✓	✓	✓	✓
FL22	03/09/2012	05/10/2012	✓	✓	✓	✓

## 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.

Available Reports

Distribution Report

# Summary of Results

## External Quality Assessment for Food Microbiology European Food Microbiology Legislation Scheme

Distribution Number: EFL60  
Sample Numbers: EFL178, EFL179 & EFL180

Distribution Date:	November 2022
Results Due:	9 December 2022
Report Date:	21 December 2022
Samples prepared and quality control tested by:	Divya George Nafeesa Hussain Cansev Katar Zak Prior Jake Videlefsky
Data analysed by:	Joanna Donn Nita Patel
Report compiled by:	Nita Patel
Authorised by:	Melody Greenwood 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.

Sample Entry Details

[Back](#) [Print](#) [Reports](#) [Trend Analysis](#)

Select 'Logout' to close your browser.

Distributions for: European Food Legislation Scheme

[View Certificate](#) [Logout](#)

Distribution No	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EFL60	07/11/2022	09/12/2022		✓	✓	✓
EFL59	04/07/2022	05/08/2022		✓	✓	✓
EFL58	14/03/2022	15/04/2022		✓	✓	✓
EFL57	31/01/2022	04/03/2022		✓	✓	✓
EFL56	01/11/2021	03/12/2021		✓	✓	✓
EFL55	05/07/2021	06/08/2021		✓	✓	✓
EFL54	08/03/2021	09/04/2021		✓	✓	✓
EFL53	31/08/2020	02/10/2020		✓	✓	✓
EFL52	17/02/2020	20/03/2020		✓	✓	✓
EFL51	06/01/2020	07/02/2020		✓	✓	✓
EFL50	30/09/2019	01/11/2019		✓	✓	✓
EFL49	03/06/2019	05/07/2019		✓	✓	✓
EFL48	18/02/2019	22/03/2019		✓	✓	✓

End.