

## On-line web instructions for the Hospital Tap 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.

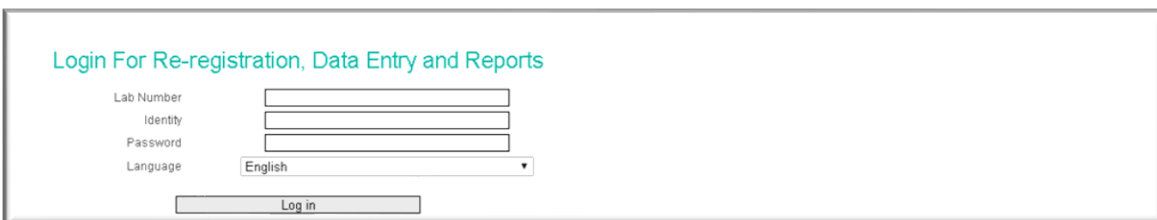
### 1.0 Opening the online results reporting service and logging-in

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

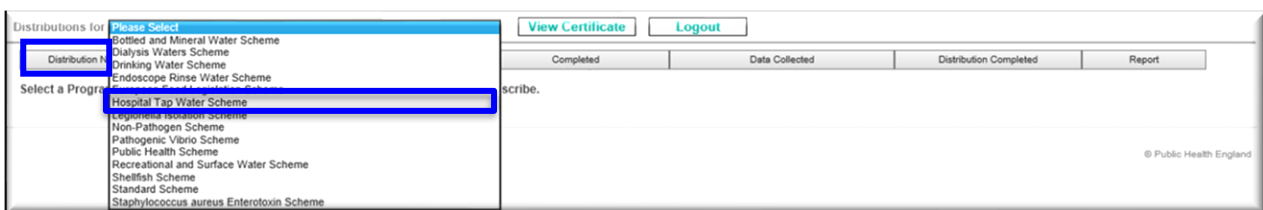
Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

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 'Hospital Tap 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 'Distributions for' dropdown menu set to 'Hospital Tap Water Scheme'. Below it is a table with the following data:

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
HTW2	05/10/2014	07/11/2014	✓	✓	✓	✓
HTW1	09/06/2014	11/07/2014		✓	✓	✓

The HTW2 row is highlighted with a dark grey background and a blue border. Buttons for 'View Certificate' and 'Logout' are visible above the table.

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 box highlighting the 'Completed', 'Data Collected', 'Distribution Completed', and 'Report' columns for the HTW2 row. The 'Completed' column contains a tick mark (✓).

## 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

Back Print Reports Trend

DISTRIBUTION No: HTW1 EXAMINATION DATE: 09/06/2014 - 11/07/2014 LABORATORY No: 0

Date Received: [ ] Date Examined: [ ]

Samples

HTW1A HTW1B

Sample Type: Final rinse water

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

Examination	Not Examined	Result	Conclusion
<i>Pseudomonas aeruginosa</i>	<input type="checkbox"/>	120	Satisfactory

## 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 Reports Trend

DISTRIBUTION No: HTW1 EXAMINATION DATE: 09/06/2014 - 11/07/2014 LABORATORY No: 0

Date Received: [ ] Date Examined: [ ]

Samples

**HTW1A** HTW1B

Sample Type: Final rinse water

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

Examination	Not Examined	Result	Conclusion
<i>Pseudomonas aeruginosa</i>	<input type="checkbox"/>	120	Satisfactory

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.

For **enumeration** enter results in the free text box see below:

- You must enter whole numbers **without** commas or units e.g. 13
- **Do not** enter scientific text (1.3x10E1) or log<sub>10</sub> values
- You may enter censored values **without** units (e.g. <10 or >100)

To enter your conclusion please select the appropriate option from the drop down list.

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 select the media or method used from the choices available. If you select 'Other' then please enter relevant details in the comments box marked 'Other'.

To enter your Standard Method please select from the 'Select' drop down list. If the Standard Method you use is not on this list enter details in the box to the right.

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.

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

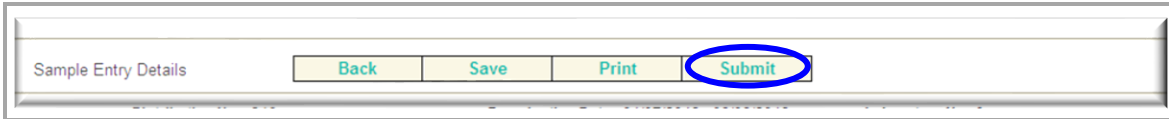
If you wish to keep a paper copy of your results select the 'Print' button. You will need to do this separately for each sample number.

 *Please consider the environment before printing*

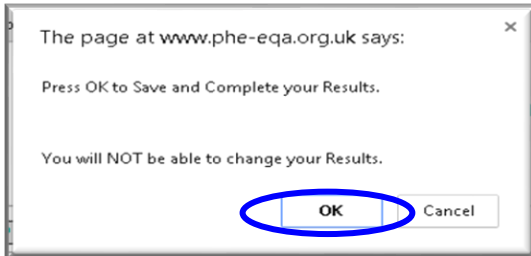
## 8.0 Submitting your results

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.

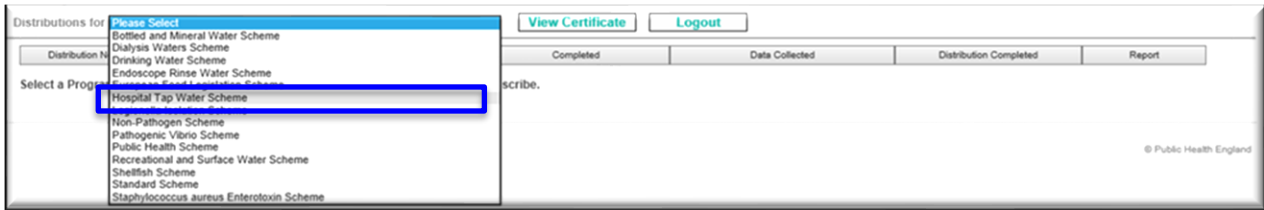
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

## 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: <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 'Hospital Tap 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 (HTW2 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).



### 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 Hospital Tap Water Scheme

Distribution Number: HTW25

Sample Numbers: HTW25A, HTW25B

Distribution Date:	October 2022
Results Due:	28 October 2022
Report Date:	01 November 2022
Samples prepared and quality control tested by:	Divya George 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.

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

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
HTW2	06/10/2014	07/11/2014	✓	✓	✓	✓
HTW1	09/06/2014	11/07/2014		✓	✓	✓

End.