

On-line web instructions for the *Legionella* Isolation 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.

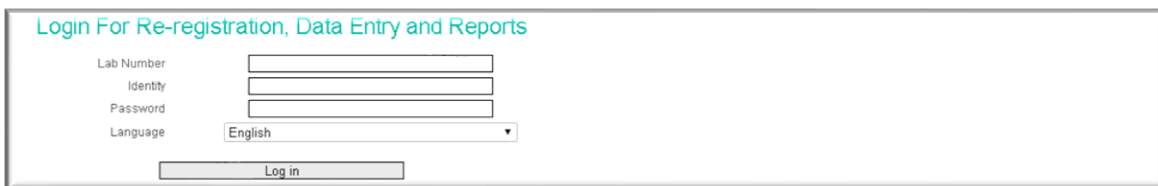
1.0 Opening the online results reporting service and logging-in

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

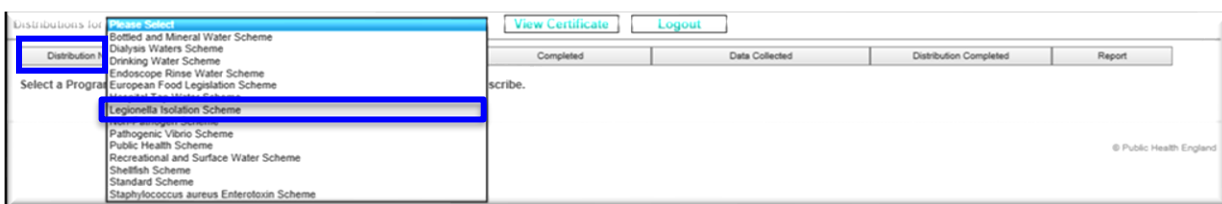
Enter your 'Lab Number', your 'Identity' and 'Password'. You can navigate through the boxes using the tab key.

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 'Legionella Isolation 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 with the following columns: Distribution No., Distribution Dates, Results Due Date, Completed, Data Collected, Distribution Completed, and Report. Row G93 is highlighted with a dark grey background and a blue border. The table contains the following data:

| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| G93 | 02/02/2015 | 13/03/2015 | | | | |
| G92 | 06/10/2014 | 14/11/2014 | | ✓ | ✓ | ✓ |
| G91 | 04/08/2014 | 12/09/2014 | | ✓ | ✓ | ✓ |
| G90 | 09/06/2014 | 18/07/2014 | | ✓ | ✓ | ✓ |
| G89 | 14/04/2014 | 23/05/2014 | | ✓ | ✓ | ✓ |
| G88 | 10/03/2014 | 11/04/2014 | | ✓ | ✓ | ✓ |

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 'Data Collected', 'Distribution Completed', and 'Report' columns. The table contains the following data:

| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| G93 | 02/02/2015 | 13/03/2015 | | | | |
| G92 | 06/10/2014 | 14/11/2014 | | ✓ | ✓ | ✓ |
| G91 | 04/08/2014 | 12/09/2014 | | ✓ | ✓ | ✓ |
| G90 | 09/06/2014 | 18/07/2014 | | ✓ | ✓ | ✓ |
| G89 | 14/04/2014 | 23/05/2014 | | ✓ | ✓ | ✓ |
| G88 | 10/03/2014 | 11/04/2014 | | ✓ | ✓ | ✓ |
| G87 | 03/02/2014 | 14/03/2014 | | ✓ | ✓ | ✓ |

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.

5.0 Entering your results

Results for both samples are entered on the same data-entry screen. Enter all your results before going to the 'submit' button.

The sample numbers for the data-entry screen are indicated by the dark grey shaded bar with the sample numbers shown in bold white font.

| | | G90A | G90B |
|--|--|--|--|
| Recommended dilutions | Neat | ✓ | ✓ |
| | 1:10 | ✓ | ✓ |
| | 1:100 | ✓ | X |
| Enter your laboratory results in the table below. | | G90A | G90B |
| | | <input type="checkbox"/> Not Examined | <input type="checkbox"/> Not Examined |
| | Isolation of Legionellae (enter Detected or Not Detected or Not Examined) | Please Select ▼ | Please Select ▼ |

Entering the results for the 'A' sample is shown as an example – use the sample procedure for the 'B' sample.

The recommended dilutions for this distribution are listed on the screen for both samples see below.

Request:

- (i) Examine for the presence of legionellae
- (ii) Identify any legionellae detected (including serogroup(s) if relevant)
- (iii) Determine the levels of legionellae

The recommended dilutions for each sample are indicated below.

| | | G93A | G93B |
|--|-------|---------------------------------------|---------------------------------------|
| Recommended dilutions | Neat | ✓ | ✓ |
| | 1:10 | ✓ | ✓ |
| | 1:100 | X | X |
| Enter your laboratory results in the table below. | | G93A | G93B |
| | | <input type="checkbox"/> Not Examined | <input type="checkbox"/> Not Examined |

You can navigate through the results boxes using the cursor (mouse pointer) or tab key. If you do not examine a sample then click in the box () labelled as 'Not Examined' and a tick (✓) will appear to confirmed 'Not Examined'.

Report Isolation / detection of *Legionella* results using the drop down list and selecting from the options.

| | | G90A | G90B |
|--|--|---|---------------------------------------|
| Recommended dilutions | Neat | ✓ | ✓ |
| | 1:10 | ✓ | ✓ |
| | 1:100 | ✓ | X |
| Enter your laboratory results in the table below. | | G90A | G90B |
| | | <input type="checkbox"/> Not Examined | <input type="checkbox"/> Not Examined |
| | Isolation of Legionellae (enter Detected or Not Detected or Not Examined) | Please Select Detected Not Detected Not Examined | Please Select |
| | How many species did you isolate from the sample | None | None |

You will need to indicate how many different species of *Legionella* were isolated. Select your result from the drop down list). If you did not detect *Legionella* and selected 'None' then your data entry for that sample is complete and you should proceed to the next sample.

| | | G90A | G90B |
|--|--|---------------------------------------|---------------------------------------|
| Recommended dilutions | Neat | ✓ | ✓ |
| | 1:10 | ✓ | ✓ |
| | 1:100 | ✓ | X |
| Enter your laboratory results in the table below. | | G90A | G90B |
| | | <input type="checkbox"/> Not Examined | <input type="checkbox"/> Not Examined |
| | Isolation of Legionellae (enter Detected or Not Detected or Not Examined) | Please Select | Please Select |
| | How many species did you isolate from the sample | None 1 - ONE only 2 - TWO | None |

If you isolated one or two species of *Legionella* then enter results for 'Identification1' by selecting from the *Select* drop down list. In addition to a list of species names, the options also include 'not pneumophila', 'not examined' and 'other'.

| Enter your laboratory results in the table below. | | G90A | G90B |
|---|---|---|---------------------------------------|
| | | <input type="checkbox"/> Not Examined | <input type="checkbox"/> Not Examined |
| Final Results (these are the data to be used for the results analysis) | Isolation of Legionellae (enter Detected or Not Detected or Not Examined) | Please Select | Please Select |
| | How many species did you isolate from the sample | None | None |
| | Identification 1 | <div style="border: 2px solid blue; padding: 2px;"> Please Select L. anisa L. bozemanii L. dumoffii L. gormanii L. jamestowniensis L. jordanis L. longbeachae L. micdadei L. oakridgensis L. pneumophila L. rubrilucens L. sainthelensii Legionella spp. Legionella spp. not L. pneumophila not examined Other </div> | Please Select |
| | Serogroup 1 | | Please Select |
| | Identification 2 | | Please Select |
| Enumeration cfu L ⁻¹ | (If Isolation of Legionellae is Not Detected enter your limit of detection as a censored value (-)) | | |

Enter your results for the serogroup for 'Identification1' by selecting from the drop down list.

| Enter your laboratory results in the table below. | | G90A | G90B |
|---|--|---|---------------------------------------|
| | | <input type="checkbox"/> Not Examined | <input type="checkbox"/> Not Examined |
| Final Results (these are the data to be used for the results analysis) | Isolation of Legionellae (enter Detected or Not Detected or Not Examined) | Please Select | Please Select |
| | How many species did you isolate from the sample | None | None |
| | Identification 1 | Please Select | Please Select |
| | Serogroup 1 | <div style="border: 2px solid blue; padding: 2px;"> Please Select Not applicable Not Examined Serogroup 1 Serogroup 2 - 15 </div> | Please Select |
| | Identification 2 | | Please Select |

If your laboratory detected a second species of *Legionella* then got to 'Identification 2' and continue using the same procedure used for 'Identification 1'. If you did not isolate a second species then proceed to entering the enumeration results.

| | | | |
|---|------------------|--|---------------|
| Final Results (these are the data to be used for the results analysis) | Identification 1 | Please Select | Please Select |
| | Serogroup 1 | Please Select | Please Select |
| | Identification 2 | <div style="border: 2px solid blue; padding: 2px;"> Please Select </div> | Please Select |
| | Serogroup 2 | Please Select | Please Select |

Enter *Legionella* enumeration 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 log₁₀ values
- You may enter censored values **without** units (e.g. <10 or >100)

| | | | |
|--|---|---|---------------|
| | Serogroup 2 | Please Select | Please Select |
| Enumeration cfu L ⁻¹ | (If Isolation of Legionellae is Not Detected enter your limit of detection as a censored value (<)) | | |
| Culture On | GVPC <input type="radio"/> BCYE with antibiotics <input type="radio"/> BCYE agar without antibiotics <input type="radio"/> PCR <input type="radio"/> Other <input type="radio"/> If Other selected then enter culture here | | |
| Indicate for each sample, the method used to obtain the enumeration result | | ISO 11731:1998 <input type="radio"/> ISO 11731-2:2004 <input type="radio"/> Other <input type="radio"/> If Other selected then enter method here | |

Select the culture used and enter brief details of the method used for the enumeration of the *Legionella* by the selection of buttons labelled as Not Selected / ISO 11731:1998 / ISO 11731-2:12004 / Other.

| | |
|--|---|
| Culture On | GVPC <input type="radio"/> BCYE with antibiotics <input type="radio"/> BCYE agar without antibiotics <input type="radio"/> PCR <input type="radio"/> Other <input type="radio"/> If Other selected then enter culture here |
| Indicate for each sample, the method used to obtain the enumeration result | ISO 11731:1998 <input type="radio"/> ISO 11731-2:2004 <input type="radio"/> Other <input type="radio"/> If Other selected then enter method here |

Enter and additional microbiologist's 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.

| | |
|----------|--|
| 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 'B' sample

To enter the data for your next sample move to the appropriate sample number. Enter and save your results as described in 5.0.

| Enter your laboratory results in the table below. | | G90A | G90B |
|---|--|---------------------------------------|---------------------------------------|
| | | <input type="checkbox"/> Not Examined | <input type="checkbox"/> Not Examined |
| Final Results (these are the data to be used for the results analysis) | Isolation of Legionellae (enter Detected or Not Detected or Not Examined) | Please Select | Please Select |
| | How many species did you isolate from the sample | None | None |
| | Identification 1 | Please Select | Please Select |
| | Serogroup 1 | Please Select | Please Select |
| | Identification 2 | Please Select | Please Select |

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.



| | | | | |
|----------------------|------|------|-------|--------|
| Sample Entry Details | Back | Save | Print | Submit |
|----------------------|------|------|-------|--------|

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

| | | | | |
|----------------------|------|------|-------|--------|
| Sample Entry Details | Back | Save | Print | Submit |
|----------------------|------|------|-------|--------|

The following prompt box will appear to confirm your result submission

The page at www.phe-eqa.org.uk says:

Press OK to Save and Complete your Results.

You will NOT be able to change your Results.

OK Cancel

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.

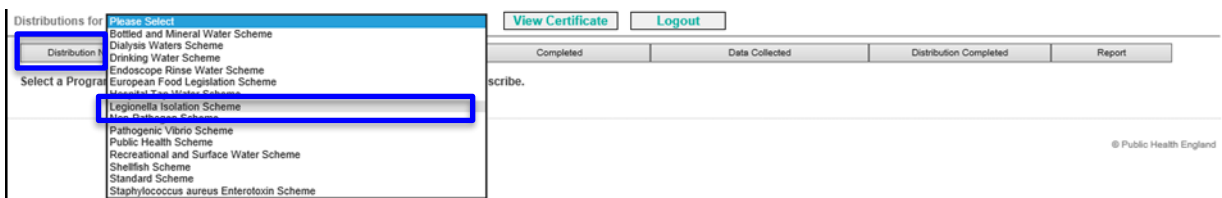
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

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 'Legionella Isolation 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).

| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| G93 | 02/02/2015 | 13/03/2015 | | | | |
| G92 | 06/10/2014 | 14/11/2014 | | ✓ | ✓ | ✓ |
| G91 | 04/08/2014 | 13/09/2014 | | ✓ | ✓ | ✓ |
| G90 | 09/06/2014 | 18/07/2014 | | ✓ | ✓ | ✓ |
| G89 | 14/04/2014 | 23/05/2014 | | ✓ | ✓ | ✓ |
| G88 | 10/03/2014 | 11/04/2014 | | ✓ | ✓ | ✓ |

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.



| | |
|--|--|
| <h1>Summary of Results</h1> | |
| <h2>External Quality Assessment of Water Microbiology</h2> | |
| <h3><i>Legionella</i> Isolation from Water Samples</h3> | |
| Distribution Number: G128 | Sample Numbers: G128A, G128B |
| Distribution Date: | October 2022 |
| Results Due: | 11 November 2022 |
| Report Date: | 08 December 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 |

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 is a dropdown menu labeled 'Distributions for Legionella Isolation Scheme' and two buttons: 'View Certificate' and 'Logout' (highlighted with a blue box). Below this is a table with the following columns: 'Distribution No.', 'Distribution Dates', 'Results Due Date', 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'. The table contains 13 rows of data, with checkmarks in the 'Data Collected', 'Distribution Completed', and 'Report' columns for most entries. The 'Completed' column has a checkmark for distribution G84.

| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| G93 | 02/02/2015 | 13/03/2015 | | | | |
| G92 | 06/10/2014 | 14/11/2014 | | ✓ | ✓ | ✓ |
| G91 | 04/08/2014 | 12/09/2014 | | ✓ | ✓ | ✓ |
| G90 | 09/06/2014 | 18/07/2014 | | ✓ | ✓ | ✓ |
| G89 | 14/04/2014 | 23/05/2014 | | ✓ | ✓ | ✓ |
| G88 | 10/03/2014 | 11/04/2014 | | ✓ | ✓ | ✓ |
| G87 | 03/02/2014 | 14/03/2014 | | ✓ | ✓ | ✓ |
| G86 | 07/10/2013 | 15/11/2013 | | ✓ | ✓ | ✓ |
| G85 | 05/08/2013 | 13/09/2013 | | ✓ | ✓ | ✓ |
| G84 | 10/06/2013 | 19/07/2013 | ✓ | ✓ | ✓ | ✓ |
| G83 | 22/04/2013 | 31/05/2013 | | ✓ | ✓ | ✓ |
| G82 | 18/03/2013 | 03/05/2013 | | ✓ | ✓ | ✓ |
| G81 | 04/02/2013 | 15/03/2013 | | ✓ | ✓ | ✓ |
| G80 | 01/10/2012 | 09/11/2012 | | ✓ | ✓ | ✓ |

End