On-line web instructions for the Recreational and Surface 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.
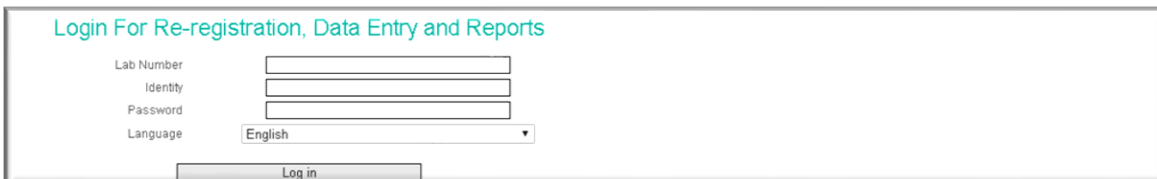
1.0   Opening the online results reporting service and logging-in

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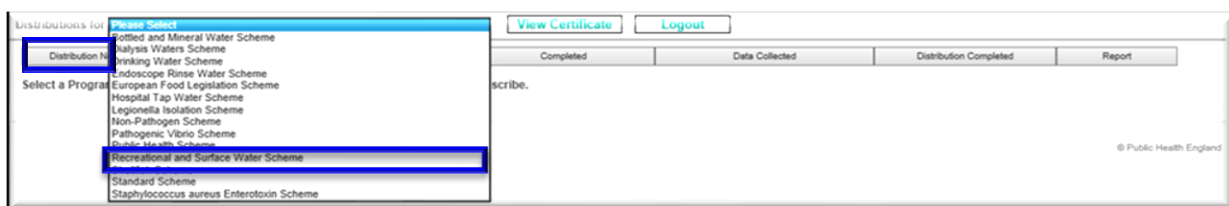
Enter your '**Lab Number',** your '**Identity'** and **'Password'.** You can navigate through the boxes using the tab key.

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 'Recreational and Surface 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 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.

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 each examination not examined, click in the box area (□) under the 'Not Examined' column and a tick (✔) will appear.

Enter **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** $\log_{10}$ values
- You may enter censored values **without** units (e.g. <10 or >100)
- Do not enter text in the boxes for enumeration results.

Select the method used for coliform bacteria and *E. coli* enumerations. If 'Other' has been selected enter specific method details in the blank box.

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

Note: Some distributions such as river, lake or steam and marine waters require *Salmonella* spp. detection test. For detection tests (presence / absence tests) enter your result by selecting from the drop down list (detected / not detected) <u>only</u>.
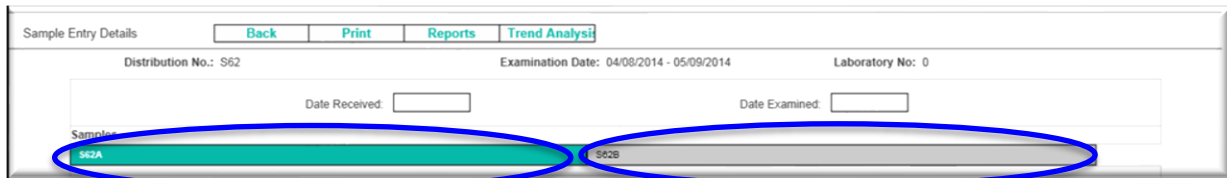
You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.

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
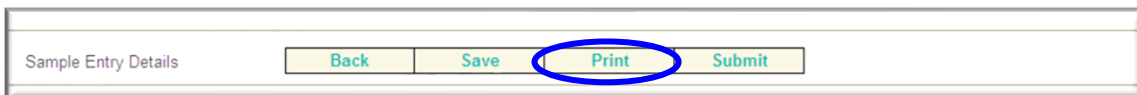

7.0 Printing your results

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.

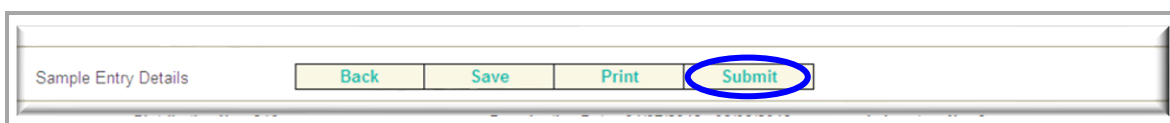*Please consider the environment before printing*

8.0 Submitting your results

Once you are ready to send us your results select the 'Submit' button.
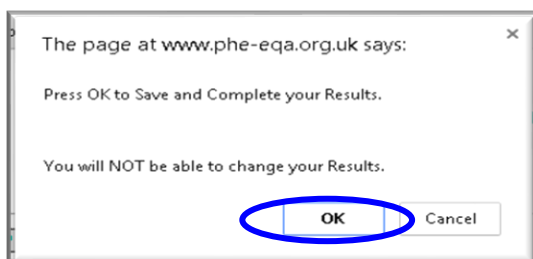
You will not be able to change your results after submission

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 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 'Recreational and Surface Water Scheme'.
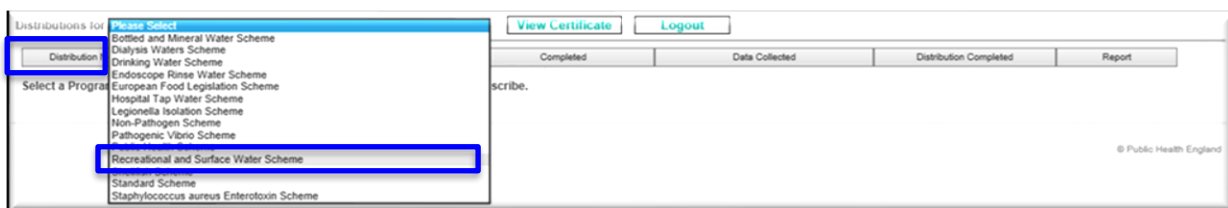
The list of distributions for the scheme will appear on the screen. This list includes previous distributions and the current distribution (depending on your distribution selections for participation).

11.0 Selecting the distribution number for the report

Select the distribution number for the report you require (S62 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.
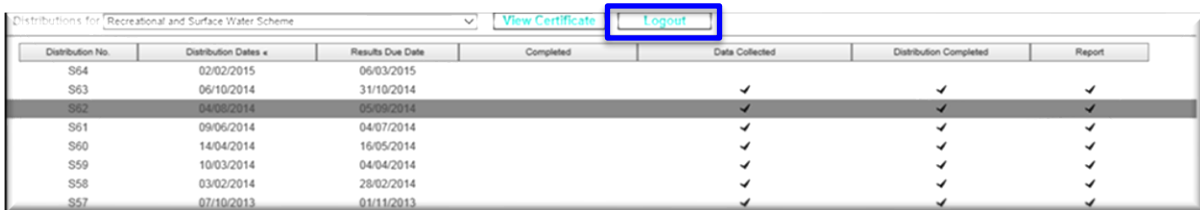

Summary of Results

External Quality Assessment of Water Microbiology

Recreational and Surface Water Scheme

Distribution Number: S108   **Sample Numbers: S108A, S108B**

Distribution Date:	October 2022
Results Due:	04 November 2022
Report Date:	08 November 2022
Samples prepared and quality control tested by:	Divya George Cansev Katar Margaret Njenga Nafeesa Hussain 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.

| Sample Entry Details | Back | Print | Reports | Trend Analysis |

Select 'Logout' to close your browser.

Distributions for Recreational and Surface Water Scheme   View Certificate   Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
S64	02/02/2015	06/03/2015				
S63	06/10/2014	31/10/2014		✔	✔	✔
S62	04/08/2014	05/09/2014		✔	✔	✔
S61	09/06/2014	04/07/2014		✔	✔	✔
S60	14/04/2014	16/05/2014		✔	✔	✔
S59	10/03/2014	04/04/2014		✔	✔	✔
S58	03/02/2014	28/02/2014		✔	✔	✔
S57	07/10/2013	01/11/2013		✔	✔	✔

End.