

On-line web instructions for the Shellfish 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.

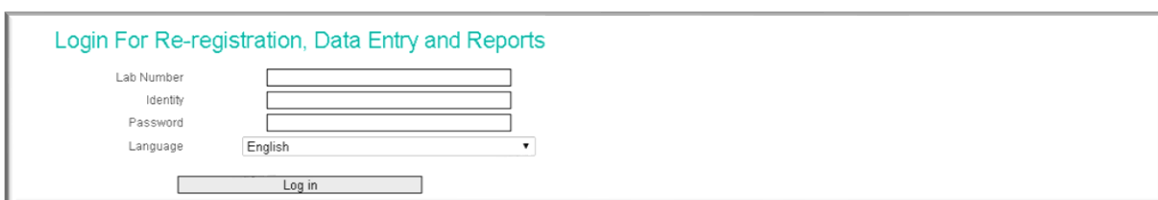
1.0 Opening the online results reporting service and logging-in

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

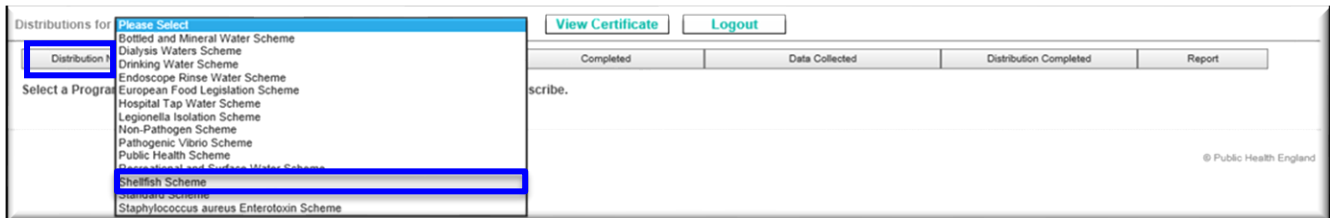
Enter your 'Lab Number', your 'Identity' and 'Password'. You can navigate through the boxes using the tab key.

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 'Shellfish 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 Shellfish Scheme' dropdown menu. Below it is a table with the following data:

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
SF049	03/11/2014	05/12/2014	✓	✓	✓	✓
SF048	30/06/2014	01/08/2014	✓	✓	✓	✓
SF047	24/02/2014	28/03/2014	✓	✓	✓	✓
SF046	04/11/2013	06/12/2013	✓	✓	✓	✓
SF045	01/07/2013	02/08/2013	✓	✓	✓	✓
SF044	25/02/2013	05/04/2013	✓	✓	✓	✓
SF043	05/11/2012	30/11/2012	✓	✓	✓	✓

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	Date Collected	Distribution Completed	Report
SF049	03/11/2014	05/12/2014		✓	✓	✓
SF048	30/06/2014	01/08/2014		✓	✓	✓
SF047	24/02/2014	28/03/2014		✓	✓	✓
SF046	04/11/2013	06/12/2013		✓	✓	✓
SF045	01/07/2013	02/08/2013		✓	✓	✓
SF044	25/02/2013	05/04/2013		✓	✓	✓
SF043	05/11/2012	30/11/2012		✓	✓	✓
SF042	02/07/2012	03/08/2012		✓	✓	✓
SF036	28/06/2010	30/07/2010				
SF035	16/02/2010	19/03/2010				
SF034	27/10/2009	27/11/2009	✓			

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

Before entering your results indicate if your laboratory is an 'Official Control Laboratory' or a 'National Reference Laboratory' for your Country by selecting an option from the dropdown box.

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 Analysis](#)

Distribution No.: SF048 Laboratory No: 0

Date Received: Date Examined:

Please indicate if your laboratory is an 'Official Control Laboratory' or a 'National Reference Laboratory' for your Country

SF0104 SF0105

Results:
 Salmonella spp. (report as detected or not detected in 25g)
 Replicate 1

If you cannot examine this sample for *E. coli* tick this box.

	Primary Broth						Growth of <i>E. coli</i> on chromogenic agar							
	Tube Number						Segment Number							
	1	2	3	4	5	No. Pos	1	2	3	4	5	No. Pos		
	Acid Production													
1g	-	✓	-	✓	-	✓	0	-	✓	-	✓	-	✓	0
0.1g	-	✓	-	✓	-	✓	0	-	✓	-	✓	-	✓	0
0.01g	-	✓	-	✓	-	✓	0	-	✓	-	✓	-	✓	0
0.001g	-	✓	-	✓	-	✓	0	-	✓	-	✓	-	✓	0

Select the Dilution used to determine the MPN

* Result combination used to determine MPN from MPN tables

E. coli MPN per 100g

5.1 Entering results for *Salmonella* detection test

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

For *Salmonella* spp. detection test enter your results by selecting from the drop down list (Detected / Not Detected / Not Examined).

Date Received: Date Examined:

Please indicate if your laboratory is an 'Official Control Laboratory' or a 'National Reference Laboratory' for your Country

SF0104 SF0105

Results:
 Salmonella spp. (report as detected or not detected in 25g)
 Replicate 1

If you cannot examine this sample for *E. coli* tick this box.

5.2 Entering results for *E. coli* MPN Replicate 1

If you did not examine a sample for *E. coli*, click the check box as shown below and a tick (✓) will appear to confirm 'Not Examined'. Proceed to the next sample (see section 6.0) or, if you have no more results to enter, submit your results as described in section (8.0).

Sample Entry Details Back Print Reports Trend Analysis

Distribution No.: SF048 Laboratory No: 0

Date Received: Date Examined:

Please indicate if your laboratory is an 'Official Control Laboratory' or a 'National Reference Laboratory' for your Country: -- Not Stated --

SF0104 SF0105

Results:
Salmonella spp. Please Select (report as detected or not detected in 25g)

Replicate 1

If you cannot examine this sample for *E. coli* tick this box.

	Primary Broth					No. Pos	Growth of <i>E. coli</i> on chromogenic agar					No. Pos
	Tube Number						Segment Number					
	1	2	3	4	5		1	2	3	4	5	
	Acid Production											
1g	-	-	-	-	-	0	-	-	-	-	-	0
0.1g	-	-	-	-	-	0	-	-	-	-	-	0
0.01g	-	-	-	-	-	0	-	-	-	-	-	0
0.001g	-	-	-	-	-	0	-	-	-	-	-	0

Enter your results from the primary broth for every tube at every dilution by selecting '+' or '-' from the drop down lists as shown below. You should not leave any drop down boxes unselected. The number of positive results for each dilution will calculate automatically and be displayed in the text boxes under the 'No. Pos' column heading.

Replicate 1

If you cannot examine this sample for *E. coli* tick this box.

	Primary Broth					No. Pos	Growth of <i>E. coli</i> on chromogenic agar					No. Pos
	Tube Number						Segment Number					
	1	2	3	4	5		1	2	3	4	5	
	Acid Production											
1g	+	+	+	+	+	5	-	-	-	-	-	0
0.1g	+	+	+	+	+	5	-	-	-	-	-	0
0.01g	+	+	+	+	+	4	-	-	-	-	-	0
0.001g	-	-	-	-	-	0	-	-	-	-	-	0

Select the Dilution used to determine the MPN: Please Select

Enter your results for the growth of *E. coli* using the same instructions as for primary broth.

Replicate 1

If you cannot examine this sample for *E. coli* tick this box.

	Primary Broth					No. Pos	Growth of <i>E. coli</i> on chromogenic agar					No. Pos
	Tube Number						Segment Number					
	1	2	3	4	5		1	2	3	4	5	
	Acid Production											
1g	+	+	+	+	+	5	+	+	+	+	+	5
0.1g	+	+	+	+	+	5	+	+	+	+	+	5
0.01g	+	+	+	+	+	4	+	+	+	+	+	4
0.001g	-	-	-	-	-	0	-	-	-	-	-	0

Select the Dilution used to determine the MPN: Please Select

Select the dilution combination used to determine your final MPN result from the *Please Select* drop down list as shown below. Then enter the tube combination that you looked up in the MPN tables (554 in the example below).

Primary Broth						Growth of <i>E. coli</i> on chromogenic agar						
Tube Number						Segment Number						
	1	2	3	4	5	No. Pos	1	2	3	4	5	No. Pos
Acid Production												
1g	+	+	+	+	+	5	+	+	+	+	+	5
0.1g	+	+	+	+	+	5	+	+	+	+	+	5
0.01g	+	+	+	+	+	4	+	+	+	+	+	4
0.001g	-	-	-	-	-	0	-	-	-	-	-	0

Select the Dilution used to determine the MPN

* Result combination used to determine MPN from MPN tables

E. coli MPN per 100g

- The free text box allows you to enter upto five digits.
- You must enter whole numbers without commas, slashes or hyphens.

Enter your *E. coli* final MPN result, determined from the MPN tables or from using the on-line calculator, in the free text box.

- 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)

Primary Broth						Growth of <i>E. coli</i> on chromogenic agar						
Tube Number						Segment Number						
	1	2	3	4	5	No. Pos	1	2	3	4	5	No. Pos
Acid Production												
1g	+	+	+	+	+	5	+	+	+	+	+	5
0.1g	+	+	+	+	+	5	+	+	+	+	+	5
0.01g	+	+	+	+	+	4	+	+	+	+	+	4
0.001g	-	-	-	-	-	0	-	-	-	-	-	0

Select the Dilution used to determine the MPN

* Result combination used to determine MPN from MPN tables

E. coli MPN per 100g

5.3 Entering results for *E. coli* MPN Replicate 2

Replicate 2 results are entered in the boxes in the section below the replicate 1 results.

Enter your results as described in section 5.2.

Replicate 2

If you did not examine Replicate 2 for *E. coli* tick this box.

Primary Broth						Growth of <i>E. coli</i> on chromogenic agar						
Tube Number						Segment Number						
	1	2	3	4	5	No. Pos	1	2	3	4	5	No. Pos
Acid Production												
1g	-	-	-	-	-	0	-	-	-	-	-	0
0.1g	-	-	-	-	-	0	-	-	-	-	-	0
0.01g	-	-	-	-	-	0	-	-	-	-	-	0
0.001g	-	-	-	-	-	0	-	-	-	-	-	0

Select the Dilution used to determine the MPN

* Result combination used to determine MPN from MPN tables

E. coli MPN per 100g

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.

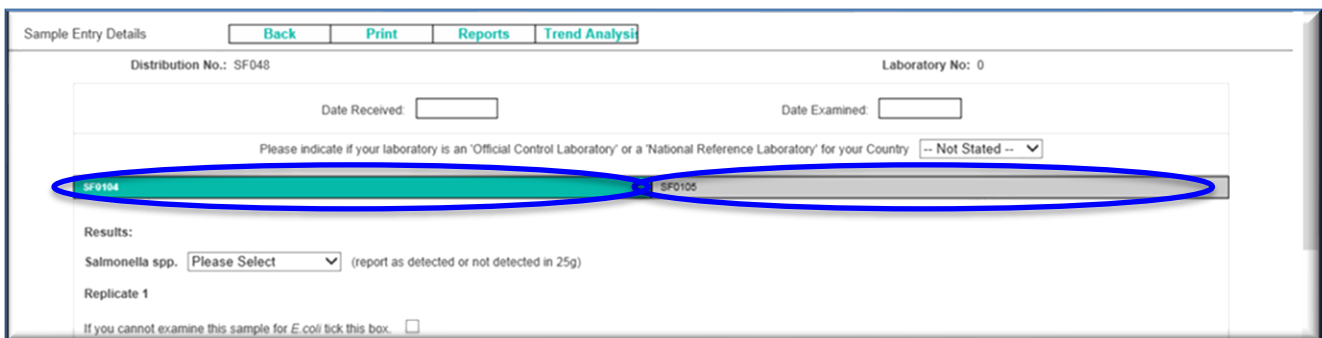


Results can be changed at any time until you have selected the 'Submit' button or the distribution has been closed.


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



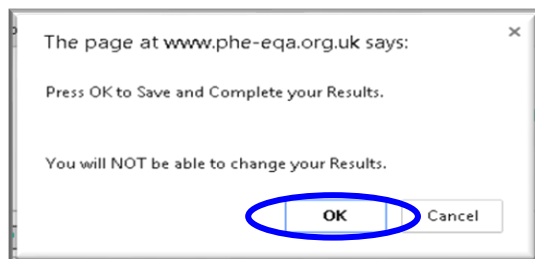
8.0 Submitting your results

Once you are ready to send us your results select the 'Submit' button.

You will not be able to change your results after submission



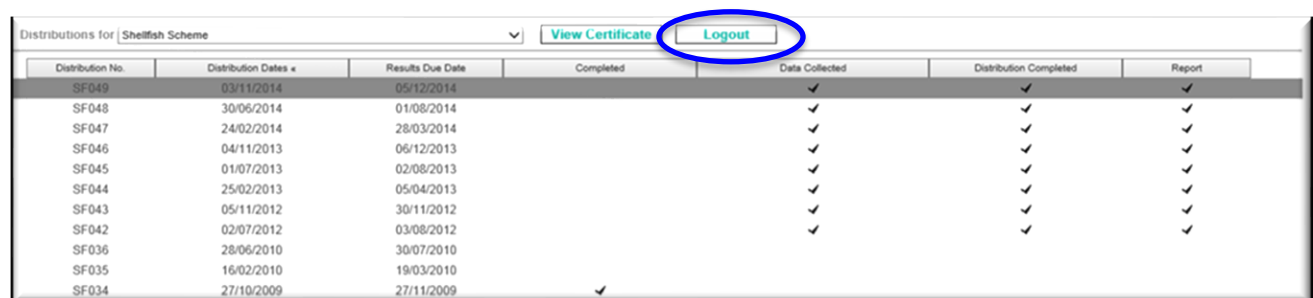
The following prompt box will appear to confirm your result submission



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.



A screenshot of a table titled 'Distributions for Shellfish Scheme'. The table has columns for 'Distribution No.', 'Distribution Dates', 'Results Due Date', 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'. The 'Logout' button is circled in blue. The table contains 13 rows of data.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
SF049	03/11/2014	05/12/2014		✓	✓	✓
SF048	30/06/2014	01/08/2014		✓	✓	✓
SF047	24/02/2014	28/03/2014		✓	✓	✓
SF046	04/11/2013	06/12/2013		✓	✓	✓
SF045	01/07/2013	02/08/2013		✓	✓	✓
SF044	25/02/2013	05/04/2013		✓	✓	✓
SF043	05/11/2012	30/11/2012		✓	✓	✓
SF042	02/07/2012	03/08/2012		✓	✓	✓
SF036	28/06/2010	30/07/2010				
SF035	16/02/2010	19/03/2010				
SF034	27/10/2009	27/11/2009	✓			

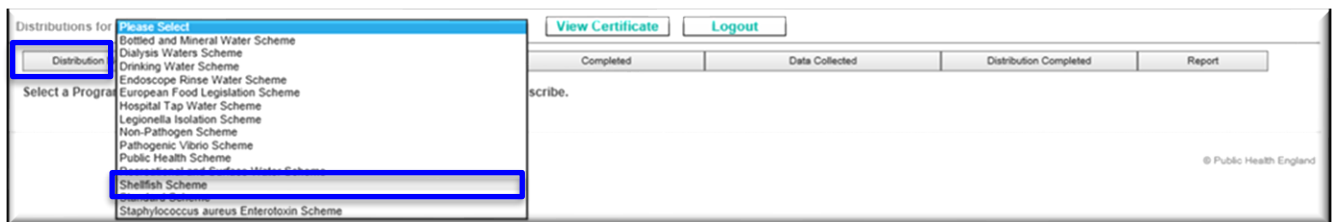
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

9.0 Download your individualised report

You will receive another e-mail notifying you that your report for a distribution is available online. 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

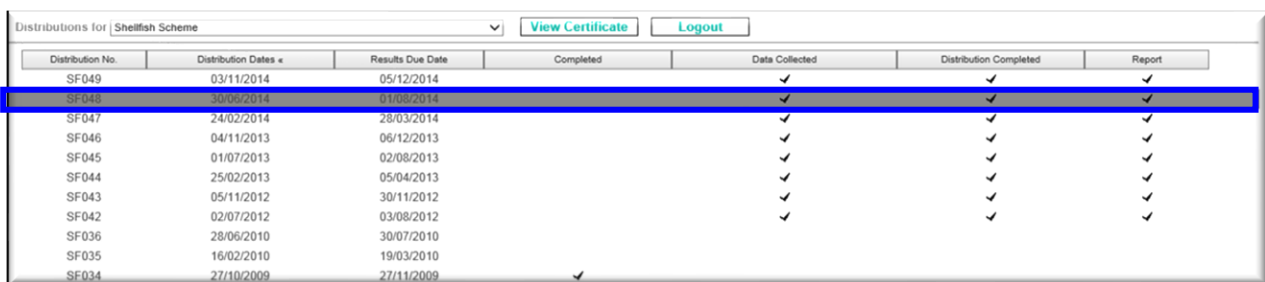
Go to the 'Distributions for' drop down menu then select the appropriate scheme – in this case the 'Shellfish Scheme'.



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 (SF048 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 table titled 'Distributions for Shellfish Scheme'. The table has columns for Distribution No., Distribution Dates, Results Due Date, Completed, Data Collected, Distribution Completed, and Report. The row for SF048 is highlighted with a dark grey background. The 'Data Collected' and 'Distribution Completed' columns for SF048 have checkmarks.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
SF049	03/11/2014	05/12/2014		✓	✓	✓
SF048	30/06/2014	01/08/2014		✓	✓	✓
SF047	24/02/2014	28/03/2014		✓	✓	✓
SF046	04/11/2013	06/12/2013		✓	✓	✓
SF045	01/07/2013	02/08/2013		✓	✓	✓
SF044	25/02/2013	05/04/2013		✓	✓	✓
SF043	05/11/2012	30/11/2012		✓	✓	✓
SF042	02/07/2012	03/08/2012		✓	✓	✓
SF036	28/06/2010	30/07/2010				
SF035	16/02/2010	19/03/2010				
SF034	27/10/2009	27/11/2009	✓			

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 Food Microbiology</h2>	
<h3>Shellfish Scheme</h3>	
Distribution Number: SF072	Sample Numbers: SF0152, SF0153
Distribution Date:	November 2022
Results Due:	09 December 2022
Report Date:	14 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 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.

The image shows a table titled 'Distributions for Shellfish Scheme'. At the top right of the table area, there are two buttons: 'View Certificate' and 'Logout'. The 'Logout' button is highlighted with a blue rectangular box. Below the buttons is a table with the following data:

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
SF049	03/11/2014	05/12/2014		✓	✓	✓
SF048	30/06/2014	01/08/2014		✓	✓	✓
SF047	24/02/2014	28/03/2014		✓	✓	✓
SF046	04/11/2013	06/12/2013		✓	✓	✓
SF045	01/07/2013	02/08/2013		✓	✓	✓
SF044	25/02/2013	05/04/2013		✓	✓	✓
SF043	05/11/2012	30/11/2012		✓	✓	✓
SF042	02/07/2012	03/08/2012		✓	✓	✓
SF036	28/06/2010	30/07/2010				
SF035	16/02/2010	19/03/2010				
SF034	27/10/2009	27/11/2009	✓			

End