

On-line web instructions for the Standard 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.

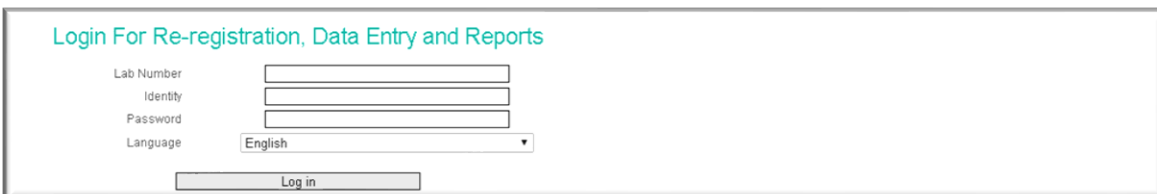
1.0 Opening the online results reporting service and logging-in

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

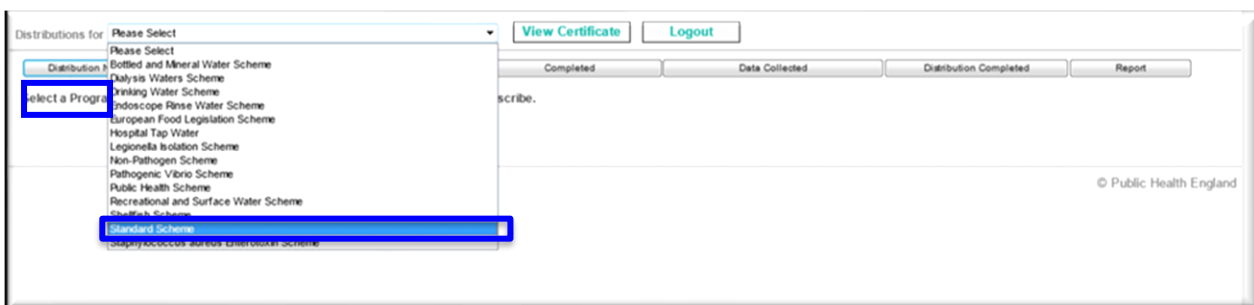
Enter your 'Lab Number', your 'Identity' and 'Password'. You can navigate through the boxes using the tab key.

Select the 'Log in' button or press 'enter' on your keyboard.

2.0 Selecting the scheme for data entry

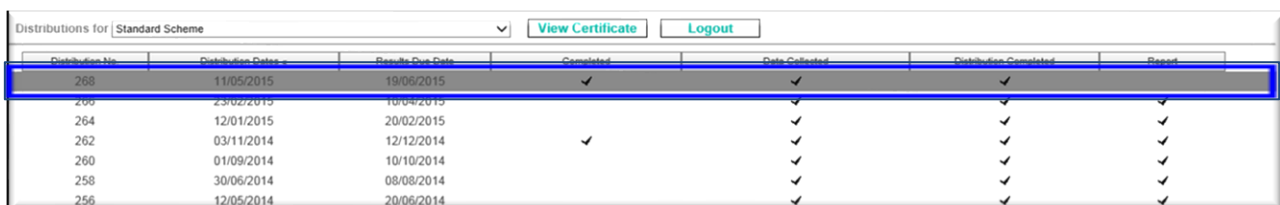
Select the appropriate scheme from the 'Distributions for' drop-down menu – in this case the 'Standard Scheme'.

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, Date Collected, Distribution Completed, and Report. The table contains several rows of data, with the first row (Distribution No. 268) highlighted in dark grey. A blue border highlights the first row and the 'Completed' and 'Date Collected' columns.

Distribution No.	Distribution Dates	Results Due Date	Completed	Date Collected	Distribution Completed	Report
268	11/05/2015	19/06/2015	✓	✓	✓	✓
269	23/02/2015	10/04/2015		✓	✓	✓
264	12/01/2015	20/02/2015		✓	✓	✓
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓

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.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Repor
268	11/05/2015	19/06/2015	✓	✓	✓	
266	23/02/2015	10/04/2015		✓	✓	✓
264	12/01/2015	20/02/2015		✓	✓	✓
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓
254	24/02/2014	11/04/2014		✓	✓	✓
252	13/01/2014	21/02/2014	✓	✓	✓	✓

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.

Sample Entry Details Back Print

Distribution No.: 268 Examination Date: 11/05/2015 - 19/06/2015 Laboratory No: 0

Date Received: Date Examined:

Samples

58573 S0574

Results: Enter your results below. Enter levels of enumeration test OR select Detected/Not detected from the drop down menu. DO NOT SELECT BOTH

Presumptive <i>B.cereus</i> cfu g ⁻¹	Conditions of Incubation	Media Used	Method Used
Lab Nominated Result: <input type="text"/> Please Select	<input type="checkbox"/> 30°C/18-48h	<input type="checkbox"/> Bacillus cereus selective agar (MYP)	<input type="checkbox"/> ISO 7932
Result 2: <input type="text"/> Please Select	<input checked="" type="checkbox"/> 37°C/18-48h	<input type="checkbox"/> Bacillus cereus selective agar (PEMBA formulation)	<input type="checkbox"/> Other <input type="text"/>
Result 3: <input type="text"/> Please Select	<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Chromogenic agar - please state <input type="text"/>	

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.: 268 Examination Date: 11/05/2015 - 19/06/2015 Laboratory No: 0

Date Received: Date Examined:

Samples	
S0573	S0574

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

For **enumeration** enter 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)

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.

If you do not examine a parameter then click in the box () under the 'Not Examined' column and a tick (a) will appear within the box

For detection tests (presence/absence tests) enter your results by selecting from the *Select* drop down list (detected/not detected) only. Do not enter text in the boxes for enumeration results.

Select or check the information of the condition of incubation, enrichment media, media used and the method used. If you select 'Other', enter details in the free text boxes.

Please note that this information will be stored in the system and the selected information will be displayed for next time.

56973 50574

Results: Enter your results below. Enter levels of enumeration test OR select Detected/Not detected from the drop down menu. DO NOT SELECT BOTH

	Conditions of Incubation	Media Used	Method Used
<p>Presumptive <i>B.cereus</i> cfu g⁻¹</p> <p>Lab Nominated Result: <input type="text"/> Please Select</p> <p>Result 2: <input type="text"/> Not Detected</p> <p>Result 3: <input type="text"/> Please Select</p> <p><input type="checkbox"/> Not Examined</p>	<p><input type="checkbox"/> 30°C/18-48h</p> <p><input checked="" type="checkbox"/> 37°C/18-48h</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input type="checkbox"/> Bacillus cereus selective agar (MYP)</p> <p><input type="checkbox"/> Bacillus cereus selective agar (PEMBA formulation)</p> <p><input type="checkbox"/> Chromogenic agar - please state <input type="text"/></p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input type="checkbox"/> ISO 7932</p> <p><input type="checkbox"/> Other <input type="text"/></p>
<p><i>Clostridium perfringens</i> cfu g⁻¹</p> <p>Lab Nominated Result: <input type="text"/> Please Select</p> <p>Result 2: <input type="text"/> Please Select</p> <p>Result 3: <input type="text"/> Please Select</p> <p><input type="checkbox"/> Not Examined</p>	<p><input type="checkbox"/> 37°C/18-24h</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input type="checkbox"/> Sulfite-cycloserine (SC) agar</p> <p><input type="checkbox"/> Tryptose sulphite- cycloserine (TSC) agar</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input type="checkbox"/> ISO 7937</p> <p><input type="checkbox"/> Other <input type="text"/></p>
<p><i>Listeria</i> spp. (including <i>L.mono</i>)</p> <p>Lab Nominated Result: <input type="text"/> Please Select</p> <p>Result 2: <input type="text"/> Please Select</p> <p>Result 3: <input type="text"/> Please Select</p> <p><input type="checkbox"/> Not Examined</p>	<p><input checked="" type="checkbox"/> Fraser broth (half followed by full)</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input type="checkbox"/> BBL TM CHROMagar TM Listeria agar</p> <p><input checked="" type="checkbox"/> Brilliance Listeria agar</p> <p><input type="checkbox"/> Other chromogenic agar <input type="text"/></p> <p><input type="checkbox"/> Ottaviani and Agosti agar (ALOA)</p> <p><input type="checkbox"/> Oxford Listeria selective agar</p> <p><input type="checkbox"/> PALCAM Listeria selective agar</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input checked="" type="checkbox"/> ISO 11290 - 1</p> <p><input type="checkbox"/> PCR</p> <p><input type="checkbox"/> VIDAS</p> <p><input type="checkbox"/> Other <input type="text"/></p>

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

	Conditions of Incubation	Media Used	Method Used
<p><i>Escherichia coli</i> cfu g⁻¹</p> <p>Lab Nominated Result: <input type="text"/> Please Select</p> <p>Result 2: <input type="text"/> Not Detected</p> <p>Result 3: <input type="text"/> Not Detected</p> <p><input type="checkbox"/> Not Examined</p>	<p><input type="checkbox"/> 37°C/24h</p> <p><input type="checkbox"/> 37°C/4h then 44°C/20h</p> <p><input type="checkbox"/> 44°C/18-24h</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input type="checkbox"/> Other chromogenic agar <input type="text"/></p> <p><input type="checkbox"/> TBX pour plate</p> <p><input type="checkbox"/> TBX spread plate</p> <p><input type="checkbox"/> Violet red bile lactose agar (VRBL)</p> <p><input type="checkbox"/> Other <input type="text"/></p>	<p><input type="checkbox"/> ISO 16649-1</p> <p><input type="checkbox"/> ISO 16649-2</p> <p><input type="checkbox"/> ISO 16649-3</p> <p><input type="checkbox"/> ISO 7251</p> <p><input type="checkbox"/> MPN - TEMPO</p> <p><input type="checkbox"/> MPN - Tube combination</p> <p><input type="checkbox"/> Other <input type="text"/></p>
<p>Enter additional microbiologist's comments if you wish to do so.</p>			

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.

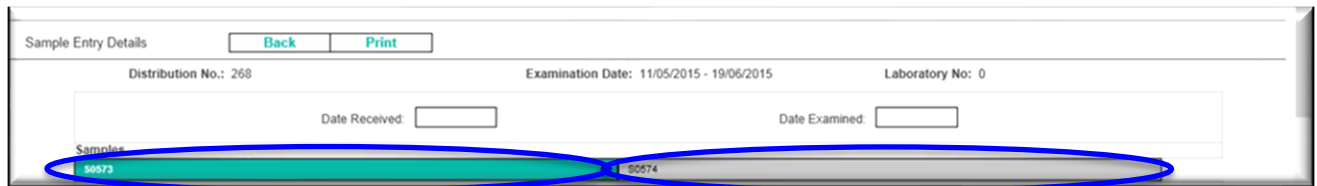


Results can be changed at any time until you have selected the 'Submit' button or the distribution has been closed.


6.0 Entering results for the second sample

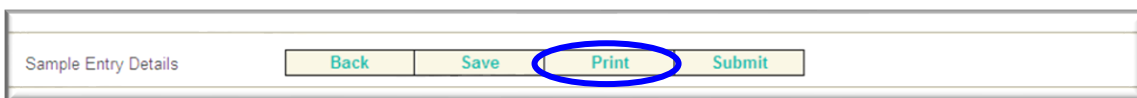
To enter the data for your next sample number, click on the light grey shaded area to change to the next data entry screen. The current bar will change to dark turquoise shaded bar with the sample number in bold white font. Enter and save your results as described in 5.0

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



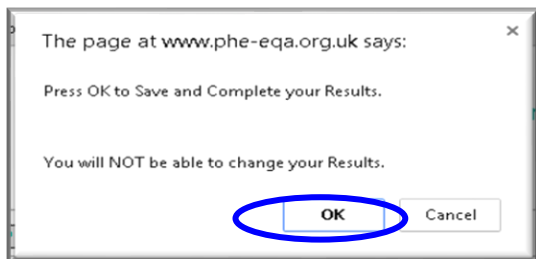
8.0 Submitting your results

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.

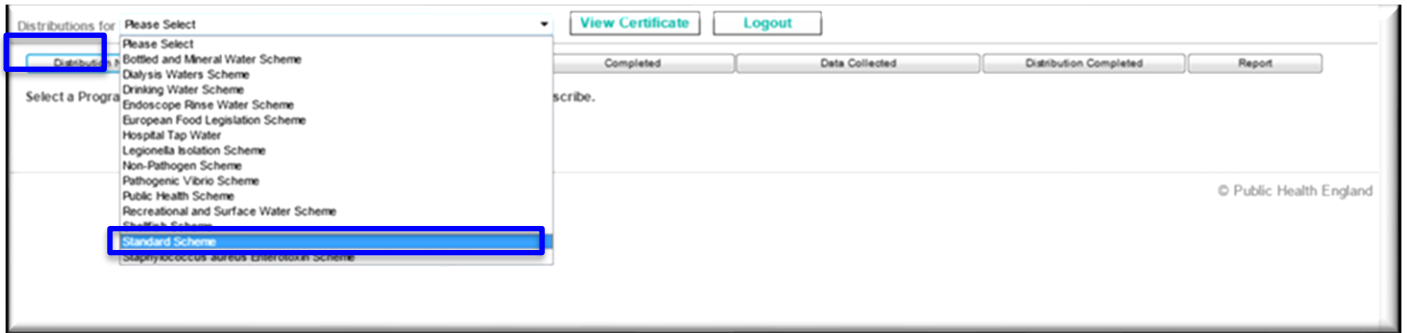
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

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: <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 'Standard 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 Date	Results Due Date	Completed	Data Collected	Distribution Completed	Report
268	11/09/2015	19/06/2015	✓	✓	✓	✓
266	23/02/2015	10/04/2015		✓	✓	✓
264	12/01/2015	20/02/2015		✓	✓	✓
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓
254	24/02/2014	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.



Summary of Results

External Quality Assessment of Food Microbiology Standard Scheme

Distribution Number: 354 Sample Numbers: S0745, S0746

Distribution Date:	November 2022
Results Due:	16 December 2022
Report Date:	20 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. Close the applications by selecting the 'X' box in the top right hand corner of the screen.

'Logout' from the login screen by selecting 'Back' and you will be redirected to the 'Distribution List' screen.



Select 'Logout' to close your browser.

Distributions for Standard Scheme **View Certificate** Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
254	12/01/2015	20/02/2015				
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓

End