

On-line web instructions for the *Staphylococcus aureus* Enterotoxin 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.

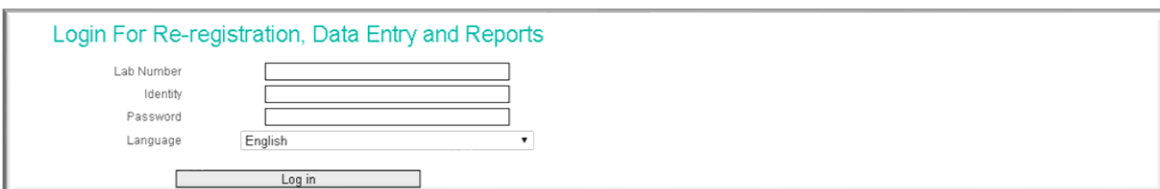
1.0 Opening the online results reporting service and logging-in

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: 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 www.phe-eqa.org.uk/ you will see the following screen:



Login For Re-registration, Data Entry and Reports

Lab Number

Identity

Password

Language

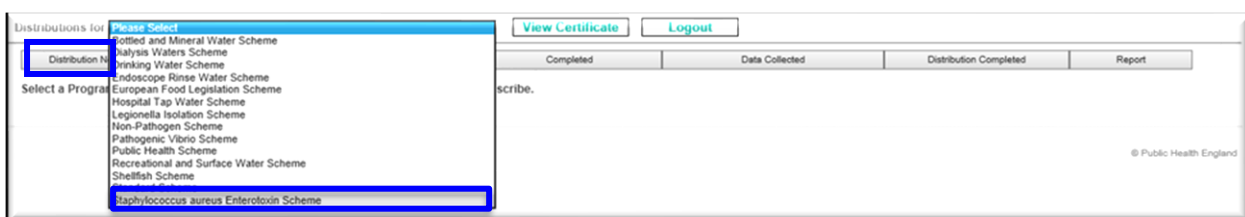
Enter your 'Lab Number', your 'Identity' and 'Password'. You can navigate through the boxes using the tab key.

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 'Staphylococcus aureus Enterotoxin 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.

The screenshot shows a web interface with a dropdown menu titled 'Distributions for' set to 'Staphylococcus aureus Enterotoxin Scheme'. The menu is open, displaying a list of distributions. The 'Staphylococcus aureus Enterotoxin Scheme' is highlighted with a blue box. The background shows a table with columns 'Completed', 'Data Collected', 'Distribution Completed', and 'Report', and buttons for 'View Certificate' and 'Logout'.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
STA030	31/08/2015	02/10/2015	✓	✓	✓	✓
STA029	11/05/2015	12/06/2015	✓	✓	✓	✓
STA028	12/01/2015	13/02/2015	✓	✓	✓	✓
STA027	01/09/2014	03/10/2014	✓	✓	✓	✓
STA026	12/05/2014	20/06/2014	✓	✓	✓	✓
STA025	13/01/2014	14/02/2014	✓	✓	✓	✓
STA024	02/09/2013	04/10/2013	✓	✓	✓	✓
STA023	13/05/2013	21/06/2013	✓	✓	✓	✓
STA022	14/01/2013	15/02/2013	✓	✓	✓	✓
STA021	03/09/2012	05/10/2012	✓	✓	✓	✓
STA020	14/05/2012	22/06/2012	✓	✓	✓	✓
STA014	28/04/2009	05/06/2009	✓	✓	✓	✓

Distributions for Staphylococcus aureus Enterotoxin Scheme				View Certificate	Logout	
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
STA030	31/08/2015	02/10/2015	✓	✓	✓	✓
STA029	11/05/2015	12/06/2015	✓	✓	✓	✓
STA028	12/01/2015	13/02/2015		✓	✓	✓
STA027	01/09/2014	03/10/2014		✓	✓	✓
STA026	12/05/2014	20/06/2014		✓	✓	✓
STA025	13/01/2014	14/02/2014		✓	✓	✓
STA024	02/09/2013	04/10/2013		✓	✓	✓
STA023	13/05/2013	21/06/2013		✓	✓	✓
STA022	14/01/2013	15/02/2013	✓	✓	✓	✓
STA021	03/09/2012	05/10/2012		✓	✓	✓
STA020	14/05/2012	22/06/2012	✓	✓	✓	✓
STA014	28/04/2009	05/06/2009		✓	✓	✓

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.

Sample Entry Details [Back](#) [Print](#) [Reports](#)

DISTRIBUTION No: STA030 LABORATORY No: 0

Date Received: Date Examined:

Samples

ST0000 ST0000

Request: (i) Reconstitute the sample as described in the sample instruction sheet (ii) Incubate the reconstituted sample at 37°C for 22±2 hours (iii) Use your routine method to test for Staphylococcus aureus enterotoxins in the sample, and state which toxins are present if your method determines this. (iv) Add comments in the space provided below if you wish to do so

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.

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

For detection tests (presence/absence tests) enter your results by selecting from the *Select* drop down menu.

Enter your method used by putting a tick (✓) in the box next to the method name; please note you may select more than one method. If you select 'Other – please specify' enter your method information in the text box.

Results: Enter your results below.

Not Examined

Present/Absent

Method/Kit used for the detection of *S. aureus* enterotoxins

- RIDASCREEN® SET Total (Enzyme-linked immunosorbent assay)
- RIDASCREEN® SET A, B, C, D, E
- 3M™ Tecra™ Staph Enterotoxins ID Test
- 3M™ Tecra™ Staph Enterotoxins Visual Immunoassay
- TRANSIA® Plate Staphylococcal Enterotoxins
- VIDAS® Staphylococcal enterotoxins
- SET-RPLA Kit (Reversed passive latex agglutination)
- Multiplex PCR assay (Polymerase chain reaction)
- PCR (Polymerase chain reaction)
- EURL (Community Laboratory Reference Method)
- RIA (Solid-phase radioimmunoassay)
- Other - please specify

Select the 'Toxin Group' you identified in the sample by clicking the box relevant to your result, a tick (✓) will appear to confirm your selection. Please note you may select more than one toxin group for each sample. If you did not detect a toxin group in the sample select the 'Not Detected' option. If your laboratory does not examine for a specific toxin group select the 'Not examined' option. If your laboratory does not examine for a toxin group due to the limitation of the kit/method used select the 'Not applicable' option.

Toxin Group identified

- A
- B
- C
- D
- E
- G
- H
- I
- J
- K
- R
- B and D
- Not Detected
- Not examined
- Not applicable

Enter any 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.

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.

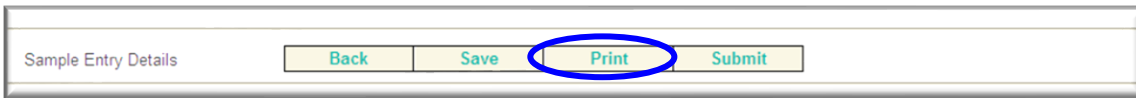
6.0 Entering results for the second sample

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.

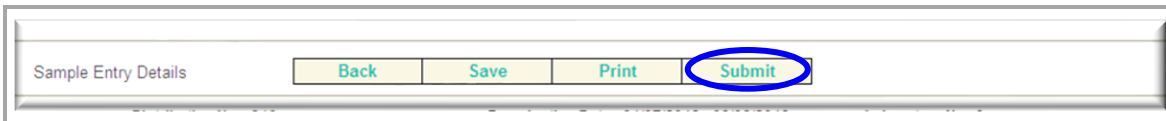
 Please consider the environment before printing



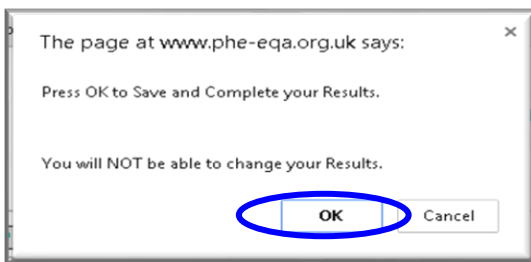
8.0 Submitting your results

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.



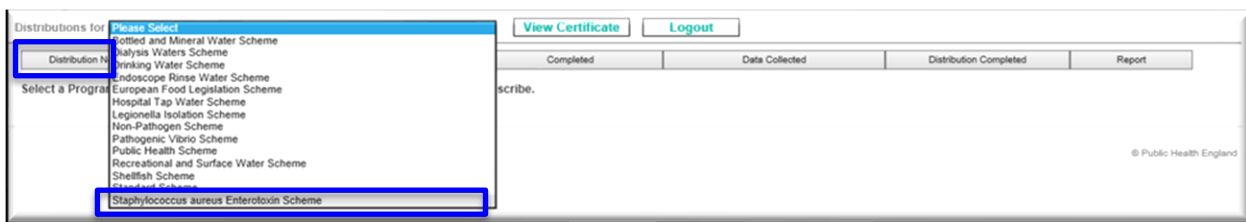
You will now receive an e-mail notifying you that UKHSA have received your submitted results. The subject line will confirm the scheme and distribution number.

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: 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 '*Staphylococcus aureus* Enterotoxin 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).

The screenshot shows a table with the following columns: 'Distribution No.', 'Distribution Dates', 'Results Due Date', 'Completed', 'Data Collected', 'Distribution Completed', and 'Report'. The row for 'STA029' is highlighted with a blue border. The 'Completed' column contains checkmarks for STA029, STA028, STA027, STA026, STA025, STA024, STA023, STA022, STA021, STA020, and STA014. The 'Data Collected' column contains checkmarks for STA029, STA028, STA027, STA026, STA025, STA024, STA023, STA022, STA021, STA020, and STA014. The 'Distribution Completed' column contains checkmarks for STA029, STA028, STA027, STA026, STA025, STA024, STA023, STA022, STA021, STA020, and STA014. The 'Report' column contains checkmarks for STA029, STA028, STA027, STA026, STA025, STA024, STA023, STA022, STA021, STA020, and STA014.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
STA029	11/05/2015	12/06/2015	✓	✓	✓	✓
STA028	12/01/2015	13/02/2015	✓	✓	✓	✓
STA027	01/09/2014	03/10/2014	✓	✓	✓	✓
STA026	12/05/2014	20/06/2014	✓	✓	✓	✓
STA025	13/01/2014	14/02/2014	✓	✓	✓	✓
STA024	02/09/2013	04/10/2013	✓	✓	✓	✓
STA023	13/05/2013	21/06/2013	✓	✓	✓	✓
STA022	14/01/2013	15/02/2013	✓	✓	✓	✓
STA021	03/09/2012	05/10/2012	✓	✓	✓	✓
STA020	14/05/2012	22/06/2012	✓	✓	✓	✓
STA014	28/04/2009	05/06/2009	✓	✓	✓	✓

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><i>Staphylococcus aureus</i> Enterotoxin Scheme</h3>	
Distribution Number: STA048 Sample Numbers: ST0095, ST0096	
Distribution Date:	September 2022
Results Due:	07 October 2022
Report Date:	11 October 2022
Samples prepared and quality control tested by:	Divya George Cansev Katar Zak Prior Sidney Sandiford 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.

Distribution No.	Distribution Dates «	Results Due Date	Completed	Data Collected	Distribution Completed	Report
STA030	31/08/2015	02/10/2015	✓	✓	✓	✓
STA029	11/05/2015	12/06/2015	✓	✓	✓	✓
STA028	12/01/2015	13/02/2015		✓	✓	✓
STA027	01/09/2014	03/10/2014		✓	✓	✓
STA026	12/05/2014	20/06/2014		✓	✓	✓
STA025	13/01/2014	14/02/2014		✓	✓	✓

End