



On-line web instructions for the Environmental Swab Scheme

Public Health England 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@phe.gov.uk if you experience any difficulties.

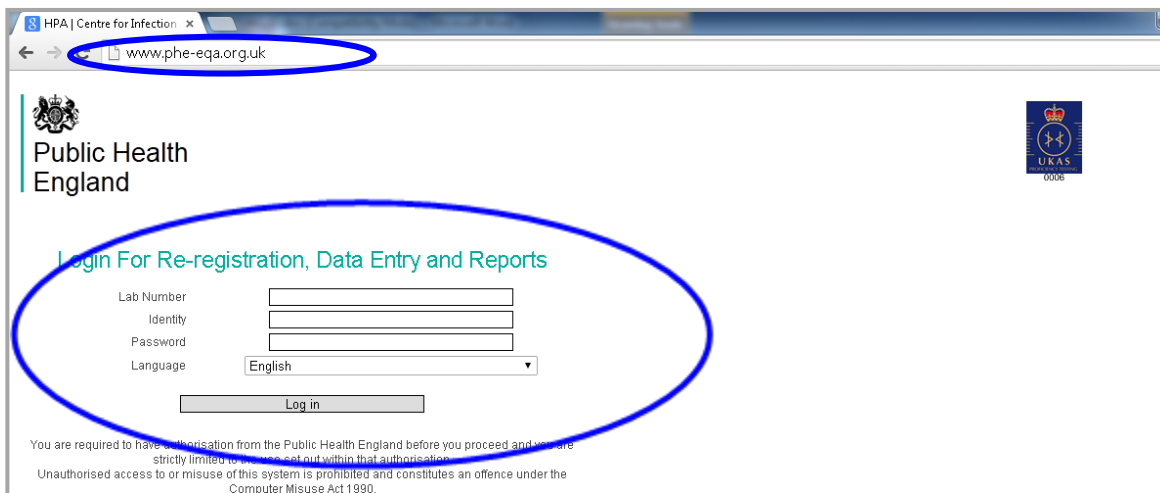
1.0 Opening the online results reporting service and logging-in

You will need your Laboratory registration details Lab number, Identity and Password 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 '**PHE 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@phe.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 www.phe-eqa.org.uk/ you will see the following screen:

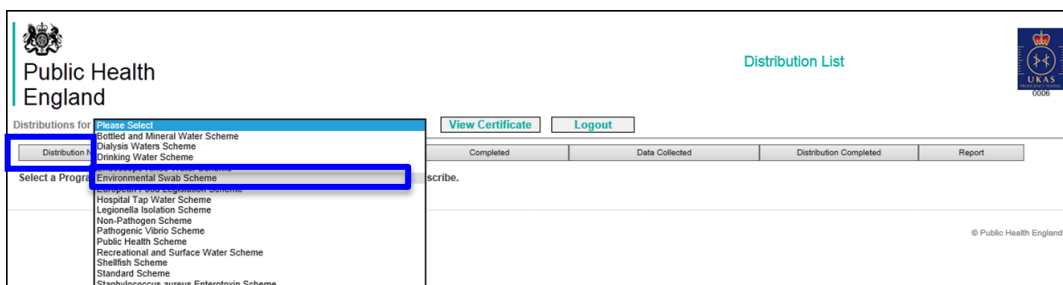


Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

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 **'Environmental Swab 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).



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Distribution List 

[FEPTU's website](#)

Distributions for: Environmental Swab Scheme View Certificate Logout


Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
ES8	31/07/2017	25/09/2017				
ES7	10/04/2017	05/05/2017	✓	✓	✓	✓
ES6	20/02/2017	17/03/2017		✓	✓	✓

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.



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Distribution List 

[FEPTU's website](#)

Distributions for: Environmental Swab Scheme View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
ES1	31/08/2015	25/09/2015	✓	✓	✓	✓

4.0 Entering sample receipt and examination dates

Check that your laboratory number is correct. **If not please notify us immediately on foodeqa@phe.gov.uk**



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Environmental Swab Scheme

[FEPTU's website](#)

Sample Entry Details Back Save Print Submit

Distribution No.: ES8 Examination Date: 31/07/2017 - 25/09/2017 Laboratory No: 0

Date Received: Date Examined:

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 PHE 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.

Samples

ES0015 - Swab Sample ES0016 - Swab Sample

Sample Type: Swab from an empty unwashed glass jar that had contained coconut chutney made from dry desiccated coconut, uncooked curry leaves and other dry spices
Request: Examine samples following your routine protocol for pathogens based on the outbreak scenario provided
Results: Enter your results below. Select Detected/Not detected from the drop down menu.

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

For distributions containing enumeration of hygiene indicator organisms:

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)

Do not enter text in the boxes for enumeration results

Please enter your method and any additional information in the 'Additional Details' box

If you do not examine a sample then click 'Not Examined' box and a tick (✓) will appear

For examinations IO1, IO2, and IO3 enter your results for the examination shown on the screen.

For IO4 select your indicator organism from the drop down list.

Ref	Hygiene Indicator Organisms (up to four can be listed)	Enumeration results	Additional details; enter the method used e.g. VRBG/37°C/pour	<input type="checkbox"/> Not Examined
I01	Aerobic Colony Count (30°C)	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
I02	Enterobacteriaceae	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
I03	Escherichia coli	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
I04	-- Select --	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Enter additional microbiologist's comments if you wish to do so:

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

Distributions for pathogens detected using an enrichment or enumeration method:

The outbreak scenario will be displayed under the distribution number for both samples.

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

If your laboratory does not examine for a certain pathogen/s that potentially maybe implicated in an outbreak you must return a result of 'Not examined' for that pathogen when entering your results on-line.

Outbreak details for ES0016:
This was taken following a complaint from sixteen members of the public reporting nausea and vomiting, where symptoms started between 30 minutes to six hours after consuming a vegetarian taco and salsa salad. A had stated that they had eaten at the restaurant on the evening of 31 July.

Samples

Ref	Examinations for Pathogens (up to four can be listed)	Detection results	Enumeration results	<input type="checkbox"/> Not Examined
ES0015 - Swab Sample				<input type="checkbox"/>
ES0016 - Swab Sample				<input type="checkbox"/>

Sample Type: Swab from an empty unwashed glass jar that had contained coconut chutney made from dry desiccated coconut, uncooked curry leaves and other dry spices
Request: Examine samples following your routine protocol for pathogens based on the outbreak scenario provided
Results: Enter your results below. Select Detected/Not detected from the drop down menu.

Select the pathogens from the drop down that you are reporting results for based on the scenario. Select 'Detected' or 'Not Detected' from the drop down list. Enter your enumeration results (if routinely done) if the organism has been isolated using an enumeration method.

Ref	Examinations for Pathogens (up to four can be listed)	Detection results	Enumeration results	<input type="checkbox"/> Not Examined
PE1	Coagulase-positive staphylococci	-- Select --	200	<input type="checkbox"/>
PE2	-- Select --	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE3	E.coli O157	-- Select --	<input type="text"/>	<input checked="" type="checkbox"/>
PE4	-- Select --	-- Select --	<input type="text"/>	<input type="checkbox"/>

Enter additional microbiologist's comments if you wish to do so:

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

Date Received Date Examined

Outbreak Details: Outbreak details for ES0015:
At least 28 members of the public reported food poisoning of diarrhoea and vomiting on Monday 31 July 2017 to the local Health Authority. All had attended an outdoor food festival event between 29 and 30 July 2017. Other food items left over from the festival have also been taken for further examination.

Outbreak details for ES0016:
This was taken following a complaint from sixteen members of the public reporting nausea and vomiting, where symptoms started between 30 minutes to six hours after consuming a vegetarian taco and salsa salad. All had stated that they had eaten at the restaurant on the evening of 31 July.

Samples

ES0015 - Swab Sample | ES0016 - Swab Sample

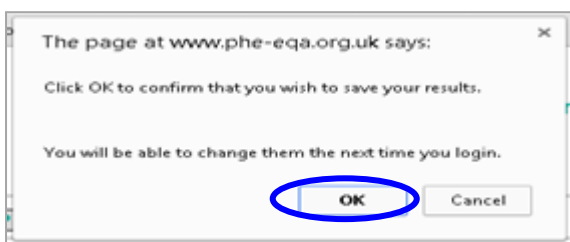
Sample Type: Swab from an empty unwashed glass jar that had contained coconut chutney made from dry desiccated coconut, uncooked curry leaves and other dry spices
Request: Examine samples following your routine protocol for pathogens based on the outbreak scenario provided
Results: Enter your results below. Select Detected/Not detected from the drop down menu.

Ref	Examinations for Pathogens <i>(up to four can be listed)</i>	Detection results	Enumeration results	Not Examined
PE1	-- Select --	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE2	Listeria monocytogenes	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE3	Salmonella spp.	-- Select --	<input type="text"/>	<input type="checkbox"/>
PE4	Coagulase-positive staphylococci	-- Select --	<input type="text"/>	<input type="checkbox"/>

Enter additional pathogens:

- Cronobacter sakazakii
- Campylobacter spp.
- E.coli O157
- Vibrio cholerae
- Vibrio parahaemolyticus
- Clostridium perfringens

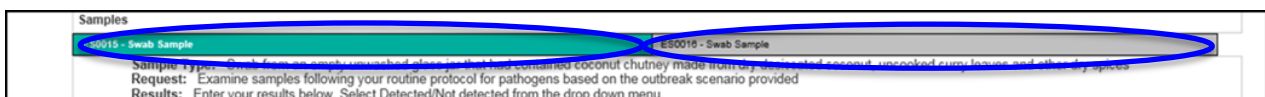
You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.



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.

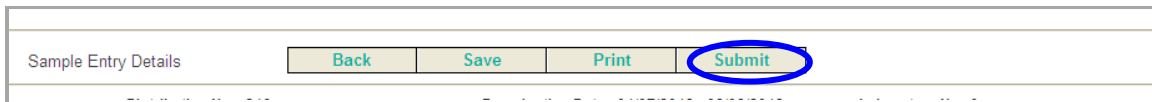
 Please consider the environment before printing

Sample Entry Details

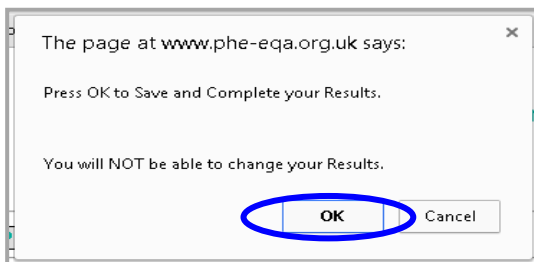
8.0 Submitting your results

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

You will not be able to change your results after submission



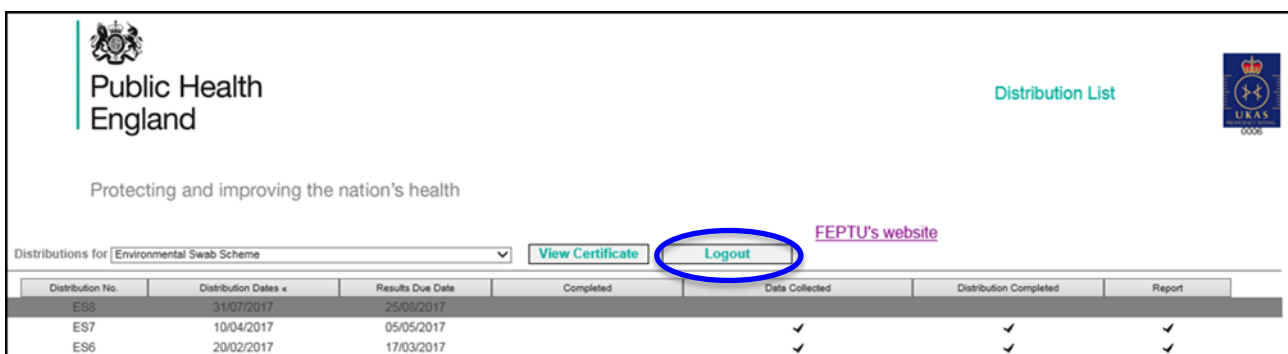
The following prompt box will appear to confirm your result submission



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 the 'Distribution List' page. The page header includes the Public Health England logo and the text 'Protecting and improving the nation's health'. The page title is 'Distribution List'. There is a dropdown menu for 'Distributions for' set to 'Environmental Swab Scheme'. Below this are buttons for 'View Certificate' and 'Logout' (circled in blue). A link for 'FEPTU's website' is also visible. A table shows the following data:

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
ES8	31/07/2017	25/09/2017				
ES7	10/04/2017	05/05/2017	✓	✓	✓	✓
ES6	20/02/2017	17/03/2017		✓	✓	✓

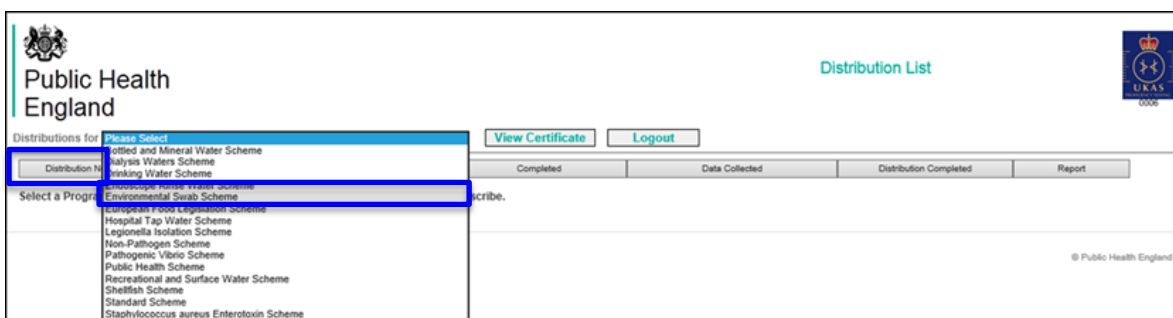
You will now receive an e-mail from DONOTREPLY@phe.gov.uk notifying you that PHE have received your submitted results. The subject line will confirm the scheme and distribution number.

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 'Environmental Swab Scheme'.

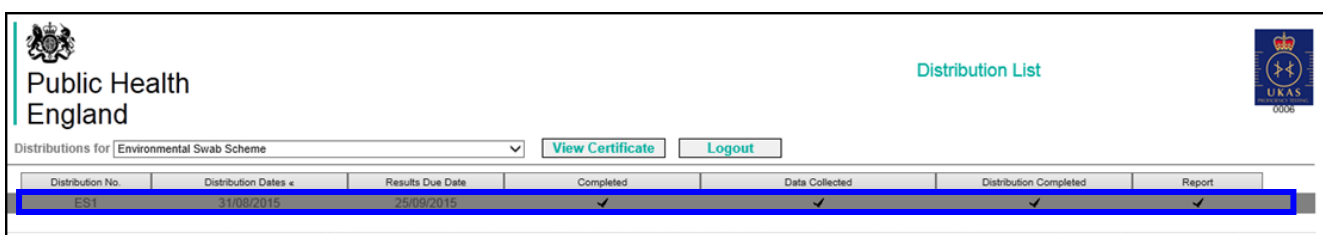


The screenshot shows the Public Health England website interface. The 'Distributions for' dropdown menu is open, displaying a list of schemes. The 'Environmental Swab Scheme' is highlighted in blue. The main page title is 'Distribution List'. There are buttons for 'View Certificate' and 'Logout'. A table with columns 'Completed', 'Data Collected', 'Distribution Completed', and 'Report' is visible below the dropdown.

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).

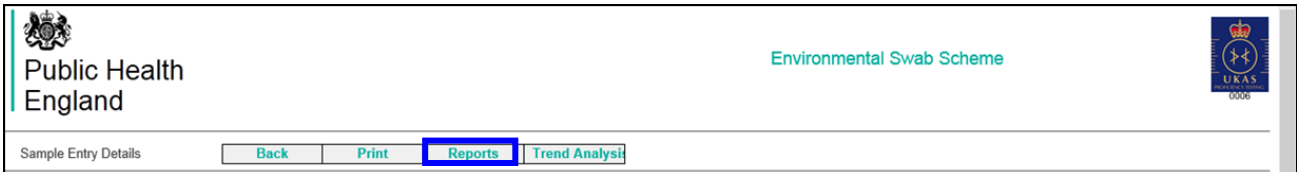


The screenshot shows the Public Health England website interface. The 'Distributions for' dropdown menu is set to 'Environmental Swab Scheme'. The 'Distribution List' table is displayed with the following data:

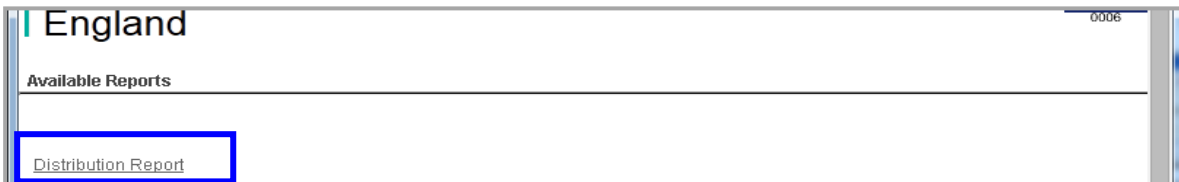
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
ES1	31/08/2015	25/09/2015	✓	✓	✓	✓

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.

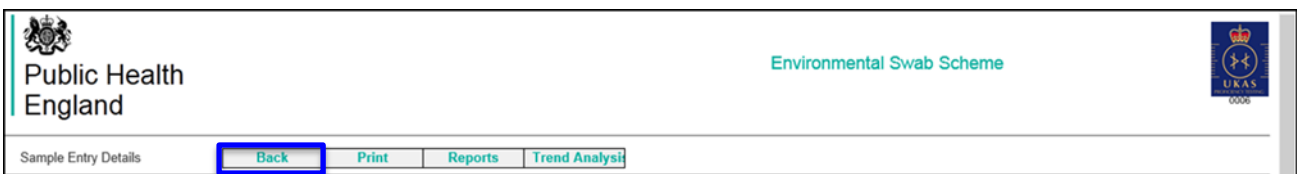


Select the 'Distribution Report' link (as shown below). This link takes you to another website and opens your individualised report.

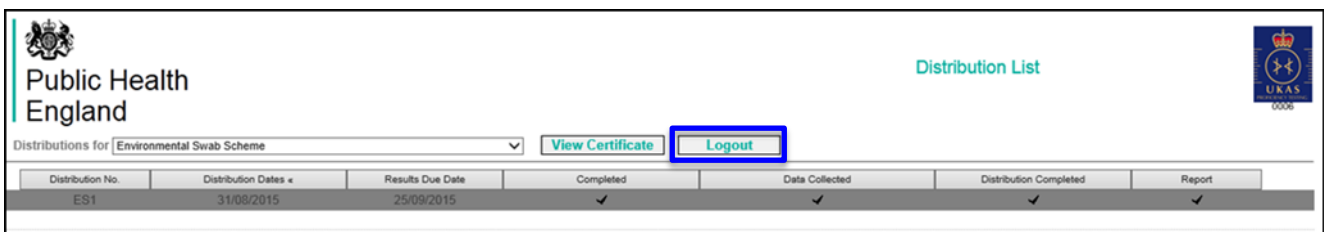


After you have viewed your report you can either print your report or save the report in your required file on your own computer.

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



Select 'Logout' to close your browser.



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