



## On-line web instructions for the Non-Pathogen 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](mailto:foodeqa@phe.gov.uk) if you experience any difficulties.

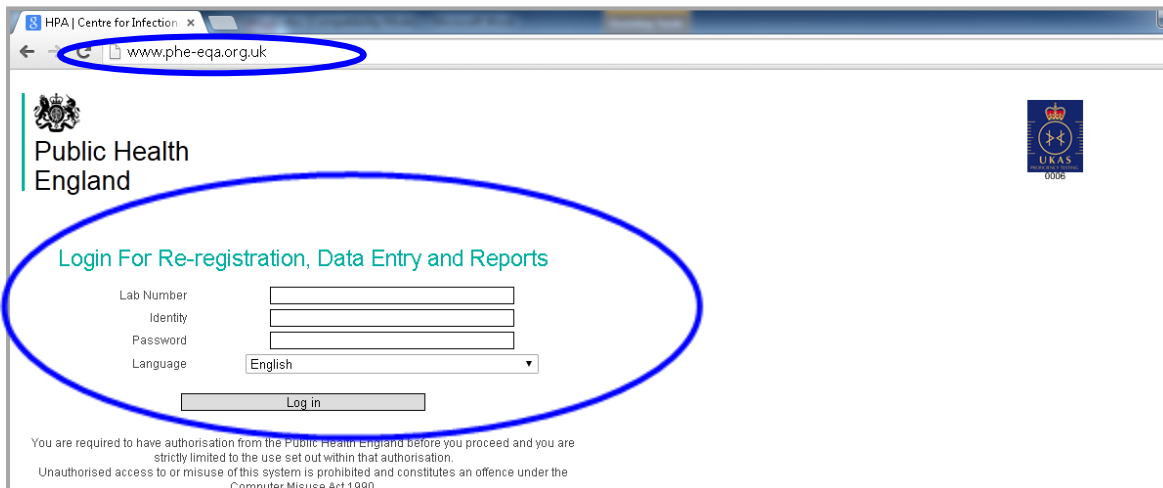
### 1.0 Opening the online results reporting service and logging-in

You will need your Laboratory registration details Lab number, Identity and Password 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 '**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: <http://www.phe-eqa.org.uk/>

Contact us on [foodeqa@phe.gov.uk](mailto: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 for <http://www.phe-eqa.org.uk/> you will see the following screen:

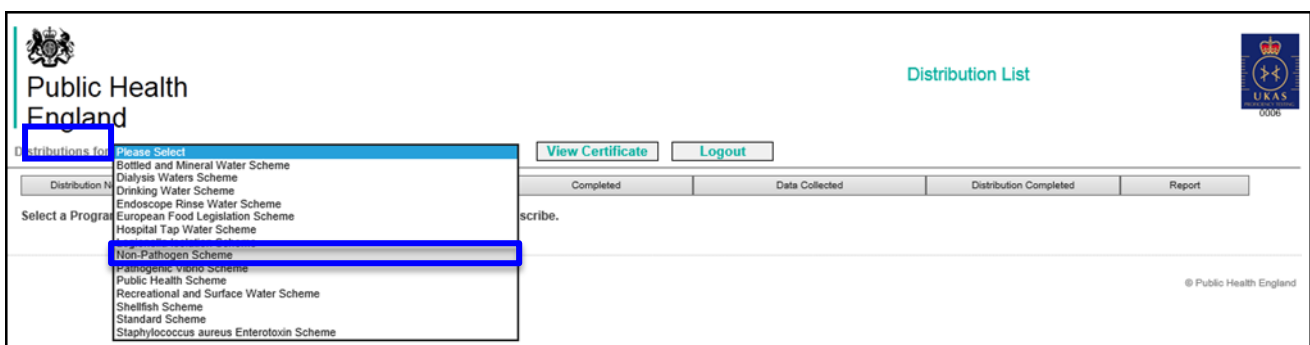


Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

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 'Non-Pathogen 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).

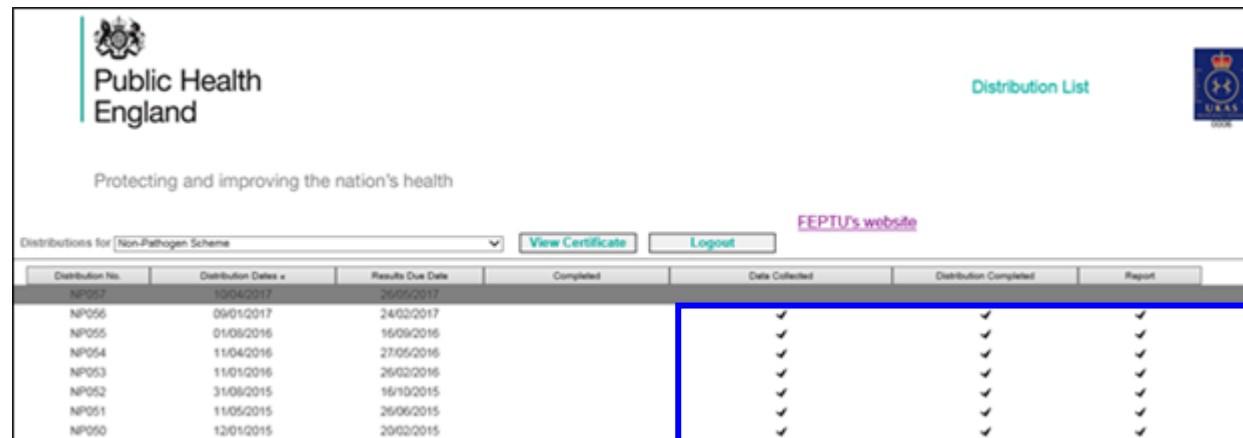
### 3.0 Selecting the distribution for data entry

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).



Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
NP057	10/04/2017	26/05/2017				
NP056	09/01/2017	24/02/2017		✓	✓	✓
NP055	01/08/2016	16/09/2016		✓	✓	✓
NP054	11/04/2016	27/05/2016		✓	✓	✓
NP053	11/01/2016	26/02/2016		✓	✓	✓
NP052	31/08/2015	16/10/2015		✓	✓	✓
NP051	11/05/2015	26/06/2015		✓	✓	✓
NP050	12/01/2015	20/02/2015		✓	✓	✓

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	Report
NP057	10/04/2017	26/05/2017				
NP056	09/01/2017	24/02/2017		✓	✓	✓
NP055	01/08/2016	16/09/2016		✓	✓	✓
NP054	11/04/2016	27/05/2016		✓	✓	✓
NP053	11/01/2016	26/02/2016		✓	✓	✓
NP052	31/08/2015	16/10/2015		✓	✓	✓
NP051	11/05/2015	26/06/2015		✓	✓	✓
NP050	12/01/2015	20/02/2015		✓	✓	✓

### 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**

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.

Public Health England  
Non-Pathogen Scheme  
UKAS  
Protecting and improving the nation's health  
FEPTU's website

Sample Entry Details [Back](#) [Save](#) [Print](#) [Submit](#)

Distribution No.: NP057 Examination Date: 10/04/2017 - 26/05/2017 Laboratory No: 0

Date Received:  Date Examined:

Examine the samples by performing enumerations for the groups of micro-organisms listed in the table below. Only perform those enumerations that you undertake routinely in your laboratory.

**Request:**

- (i) Record your enumerations as "per g" (1 ml reconstituted sample = 1g foodstuff).
- (ii) If you did not perform one or more of the examinations requested indicate this by checking the appropriate checkbox in the column labelled "Not Examined".
- (iii) Add comments in the space provided below if you wish to do so.
- (iv) Please indicate presumptive results in the column labelled "Presumptive"

## 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.

Examination	Not Examined	Presumptive	Count (cfu g <sup>-1</sup> )	Method Used
Presumptive <i>Pseudomonas</i> spp.	<input type="checkbox"/>	Nominated Result <input checked="" type="checkbox"/> Analyst 2 <input type="checkbox"/> Analyst 3 <input type="checkbox"/>	Nominated Result <input type="text" value="13"/> Analyst 2 <input type="text"/> Analyst 3 <input type="text"/>	PCFC/CFC (Pseudomonas CFC agar containing cetrinide, fucidin and cephaloridine) <input checked="" type="checkbox"/> PCN (Pseudomonas cetrinide sodium nalidixate agar) <input type="checkbox"/> Other <input type="checkbox"/> <input type="text"/>

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

Click in the box area () for each examination that was **Not Examined** (NE) and a tick (✓) will appear to confirm NE.

Click in the box area () for each examination that was **Presumptive** and a tick (a) will appear to confirm Presumptive.

Examination	Not Examined	Presumptive	Count (cfu g <sup>-1</sup> )	Method Used
Presumptive <i>Pseudomonas</i> spp.	<input type="checkbox"/>	<input checked="" type="checkbox"/> Nominated Result <input type="checkbox"/> Analyst 2 <input type="checkbox"/> Analyst 3	<input type="text" value="13"/> <input type="text"/> <input type="text"/>	<input checked="" type="checkbox"/> PCFC/CFC (Pseudomonas CFC agar containing cetrimide, fucidin and cephaloridine) <input type="checkbox"/> PCN (Pseudomonas cetrimide sodium nalidixate agar) <input type="text"/> Other
Yeasts	<input type="checkbox"/>	<input type="checkbox"/> Nominated Result <input type="checkbox"/> Analyst 2 <input checked="" type="checkbox"/> Analyst 3 <input type="checkbox"/>	<input type="text" value="23"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> DG (Dichloran glycerol chloramphenicol agar) <input type="checkbox"/> DRBC (Dichloran Rose Bengal Chloramphenicol agar) <input checked="" type="checkbox"/> OGYEA (Oxytetracycline glucose yeast extract agar) <input type="checkbox"/> YGC (Yeast Extract Glucose Chloramphenicol Agar) <input type="text"/> Other
Moulds	<input checked="" type="checkbox"/>	<input type="checkbox"/> Nominated Result <input type="checkbox"/> Analyst 2 <input type="checkbox"/> Analyst 3 <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> DG (Dichloran glycerol chloramphenicol agar) <input checked="" type="checkbox"/> DRBC (Dichloran Rose Bengal Chloramphenicol agar) <input type="checkbox"/> OGYEA (Oxytetracycline glucose yeast extract agar) <input type="checkbox"/> YGC (Yeast Extract Glucose Chloramphenicol Agar) <input type="text"/> Other
Coliform	<input type="checkbox"/>	<input checked="" type="checkbox"/> Nominated Result <input type="checkbox"/> Analyst 2 <input type="checkbox"/> Analyst 3 <input type="checkbox"/>	<input type="text" value="100"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Chromogenic agar - please state <input type="checkbox"/> MPN - Tempo <input type="checkbox"/> MPN - Tube combination <input type="checkbox"/> Petrifilm <input type="checkbox"/> VRBA (Violet red bile agar) <input checked="" type="checkbox"/> Other <input type="text" value="xxx"/>
Enterobacteriaceae	<input type="checkbox"/>	<input type="checkbox"/> Nominated Result <input type="checkbox"/> Analyst 2 <input type="checkbox"/> Analyst 3 <input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> Chromogenic agar - please state <input type="checkbox"/> MPN - Tempo <input type="checkbox"/> MPN - Tube combination <input type="checkbox"/> Petrifilm <input checked="" type="checkbox"/> VRBGA (Violet red bile glucose agar)

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<sub>10</sub> values
- You may enter censored values **without** units (e.g. <10 or >100)

Select the method used by put clicking in the relevant box and a tick (✓) will appear

Please note that up to three sets of results can be returned.

Enter your nominated laboratory results in field 'Nominated Result'. This result will be used to calculate the participants' consensus median. Enter any additional results in Result boxes 2 and 3.

Examination	Not Examined	Presumptive	Count (cfu g <sup>-1</sup> )	Method Used
Presumptive <i>Pseudomonas</i> spp.	<input type="checkbox"/>	<input type="checkbox"/> Nominated Result <input type="checkbox"/> Analyst 2 <input type="checkbox"/> Analyst 3	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> PCFC/CFC <input type="checkbox"/> PCN (P <input type="checkbox"/> Other

Add any **additional microbiologist's comments** in the blank text box area.

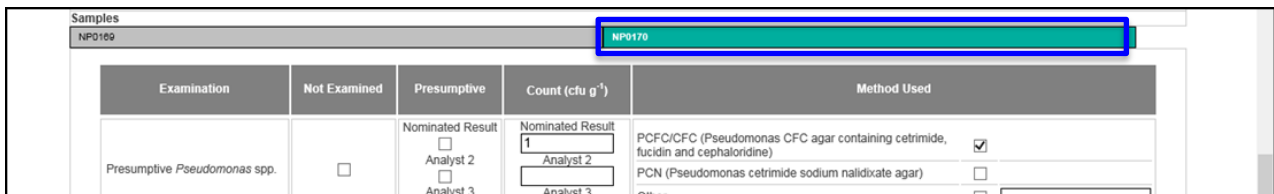
You can save your results at any time by clicking on the 'Save' button. This will save your data on our system, *not on your own computer*. A prompt box will appear giving you instructions about how to 'save' your results.



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 second 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.

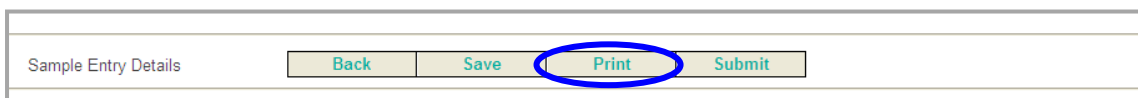


Examination	Not Examined	Presumptive	Count (cfu g <sup>-1</sup> )	Method Used
Presumptive <i>Pseudomonas</i> spp.	<input type="checkbox"/>	Nominated Result <input type="checkbox"/> Analyst 2 <input type="checkbox"/> Analyst 3	Nominated Result 1 Analyst 2 Analyst 3	PCFC/CFC (Pseudomonas CFC agar containing cetrимide, fucidin and cephaloridine) <input checked="" type="checkbox"/> PCN (Pseudomonas cetrимide sodium nalidixate agar) <input type="checkbox"/> Other <input type="checkbox"/>

## 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    Back    Save    **Print**    Submit

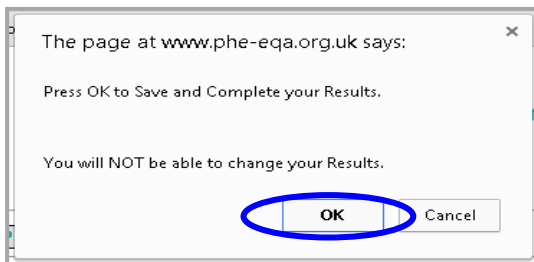
## 8.0 Submitting your results

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

**You will not be able to change your results after submission**



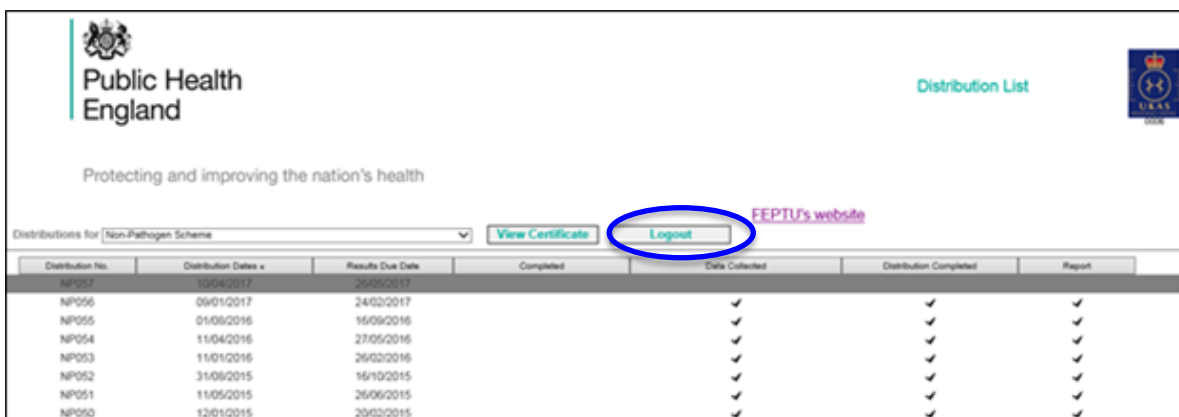
The following prompt box will appear to confirm your result submission



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.



The screenshot shows the 'Distribution List' page. At the top left is the Public Health England logo and the text 'Protecting and improving the nation's health'. At the top right is the 'Distribution List' title and a UKAS logo. Below the header, there is a dropdown menu for 'Distributions for Non-Pathogen Scheme', a 'View Certificate' button, and a 'Logout' button circled in blue. A link to 'FEPTU's website' is also visible. Below this is a table with the following columns: Distribution No., Distribution Dates, Results Due Date, Completed, Data Collected, Distribution Completed, and Report. The 'Completed' column contains checkmarks for all listed distributions.

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
NP007	10/04/2017	26/05/2017				
NP056	09/01/2017	24/02/2017	✓	✓	✓	✓
NP055	01/08/2016	16/09/2016	✓	✓	✓	✓
NP054	11/04/2016	27/05/2016	✓	✓	✓	✓
NP053	11/01/2016	26/02/2016	✓	✓	✓	✓
NP052	31/08/2015	16/10/2015	✓	✓	✓	✓
NP051	11/05/2015	26/06/2015	✓	✓	✓	✓
NP050	12/01/2015	20/02/2015	✓	✓	✓	✓

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: <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 'Non-Pathogen Scheme'.

Public Health England

Distributions for: **Non-Pathogen Scheme**

View Certificate Logout

Completed	Data Collected	Distribution Completed	Report

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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 (NP045 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).

Public Health England

Distributions for: **Non-Pathogen Scheme**

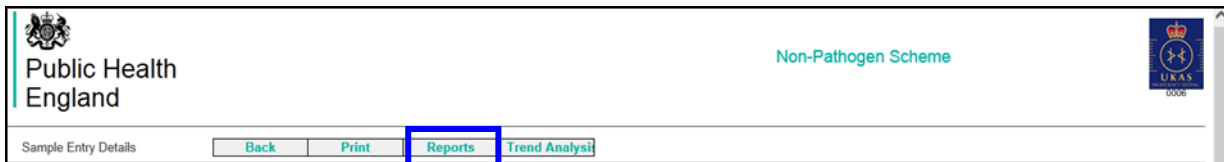
View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
NP050	12/01/2015	20/02/2015				
NP049	01/09/2014	17/10/2014		✓	✓	✓
NP048	12/05/2014	27/06/2014		✓	✓	✓
NP047	13/01/2014	21/02/2014		✓	✓	✓
NP046	02/09/2013	18/10/2013	✓	✓	✓	✓
NP045	13/05/2013	20/06/2013	✓	✓	✓	✓
NP044	14/01/2013	01/03/2013		✓	✓	✓
NP043	03/09/2012	19/10/2012		✓	✓	✓
NP042	14/05/2012	29/06/2012		✓	✓	✓
NP033	28/04/2009	12/06/2009	✓			

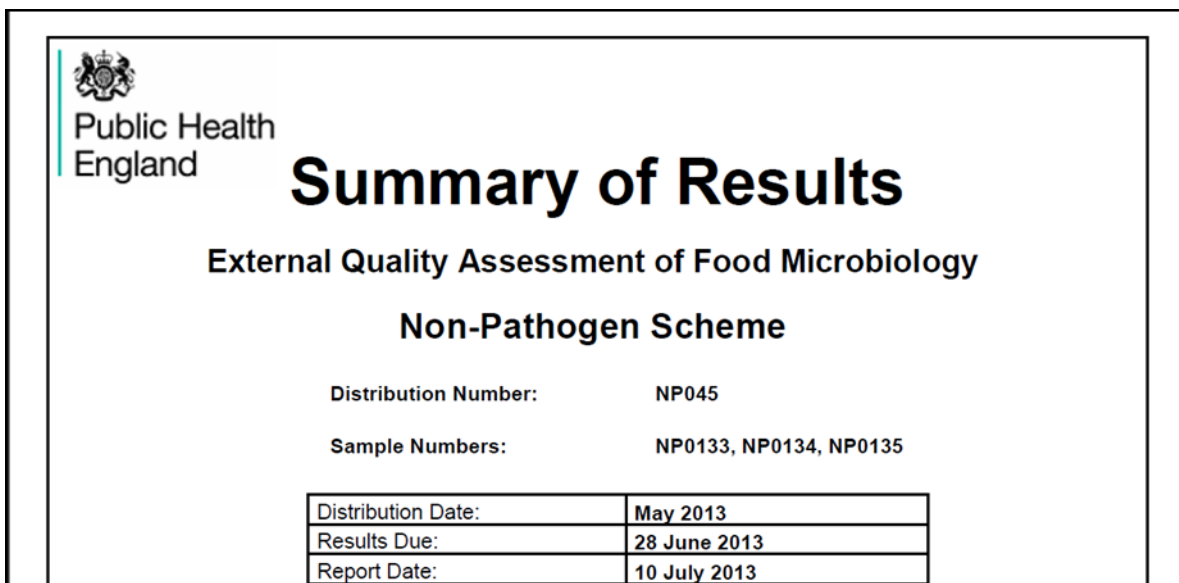
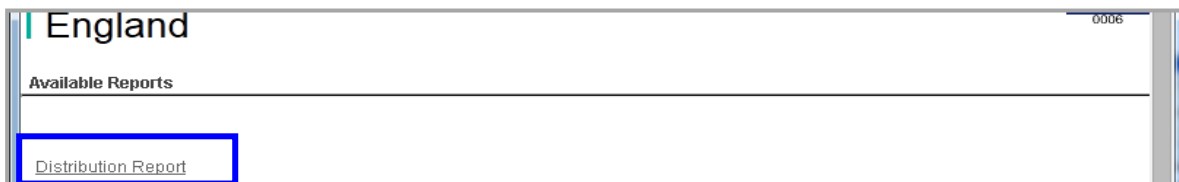
## 12.0 Selecting the report



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.



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 Date	Results Due Date	Completed	Date Collected	Distribution Completed	Report
NP057	12/04/2017	26/02/2017				
NP056	09/01/2017	24/02/2017		✓	✓	✓
NP055	01/09/2016	16/09/2016		✓	✓	✓
NP054	11/04/2016	27/05/2016		✓	✓	✓
NP053	11/01/2016	26/02/2016		✓	✓	✓
NP052	31/08/2015	19/10/2015		✓	✓	✓
NP051	11/05/2015	26/06/2015		✓	✓	✓
NP050	12/01/2015	29/02/2015		✓	✓	✓

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