



## On-line web instructions for the Endoscope Rinse Water 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.

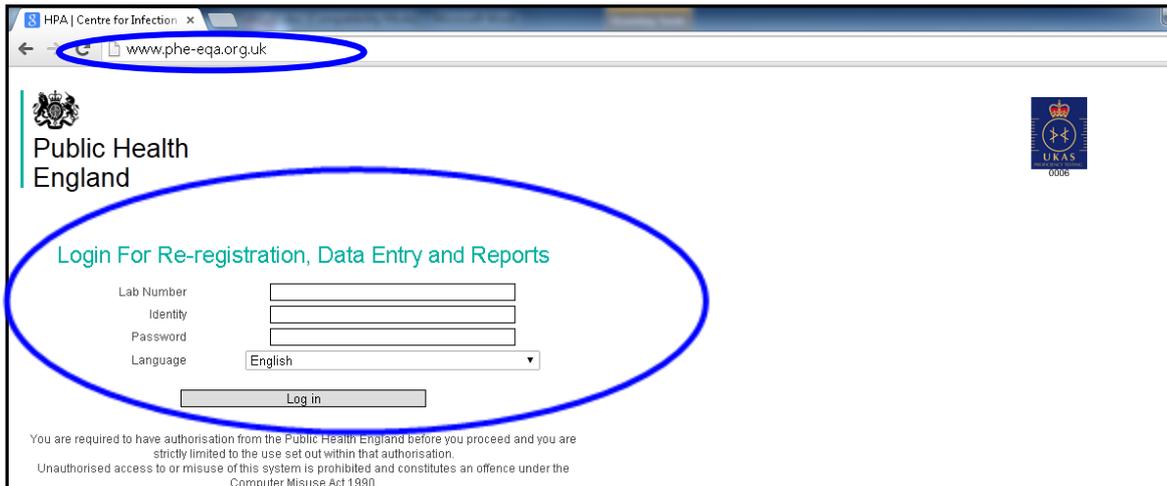
### 1.0 Opening the online results reporting service and logging-in

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:



HPA | Centre for Infection

www.phe-eqa.org.uk

Public Health England

Login For Re-registration, Data Entry and Reports

Lab Number

Identity

Password

Language

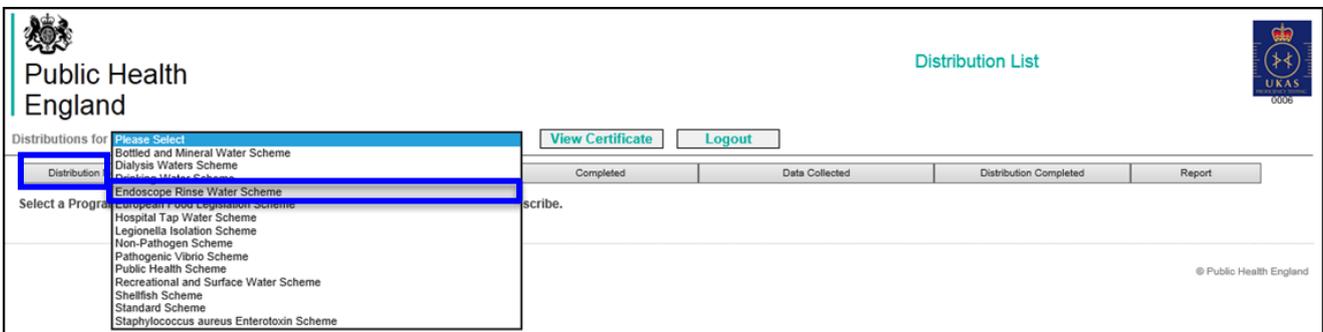
You are required to have authorisation from the Public Health England before you proceed and you are strictly limited to the use set out within that authorisation. Unauthorised access to or misuse of this system is prohibited and constitutes an offence under the Computer Misuse Act 1990.

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 'Endoscope Rinse Water Scheme'.



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Distribution List

Distributions for

Completed	Data Collected	Distribution Completed	Report

Select a Program

- Bottled and Mineral Water Scheme
- Dialysis Waters Scheme
- Drinking Water Scheme
- Endoscope Rinse Water Scheme
- European Food Legislation Scheme
- Hospital Tap Water Scheme
- Legionella Isolation Scheme
- Non-Pathogen Scheme
- Pathogenic Vibrio Scheme
- Public Health Scheme
- Recreational and Surface Water Scheme
- Shellfish Scheme
- Standard Scheme
- Staphylococcus aureus Enterotoxin Scheme

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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



Distributions for: Endoscope Rinse Water Scheme [View Certificate](#) [Logout](#)

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014		✓	✓	✓
EW7	14/04/2014	02/05/2014		✓	✓	✓
EW6	03/02/2014	28/02/2014		✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013		✓	✓	✓
EW3	04/02/2013	01/03/2013		✓	✓	✓
EW2	13/08/2012	14/09/2012		✓	✓	✓

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.



Public Health England

Distribution List



Distributions for: Endoscope Rinse Water Scheme [View Certificate](#) [Logout](#)

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014		✓	✓	✓
EW7	14/04/2014	02/05/2014		✓	✓	✓
EW6	03/02/2014	28/02/2014		✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013		✓	✓	✓
EW3	04/02/2013	01/03/2013		✓	✓	✓
EW2	13/08/2012	14/09/2012		✓	✓	✓

#### 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.



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Endoscope Rinse Water Scheme



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

DISTRIBUTION No: EW8 EXAMINATION DATE: 04/08/2014 - 22/08/2014 LABORATORY No: 0

Date Received:  Date Examined:

Samples

EW8A	EW8B
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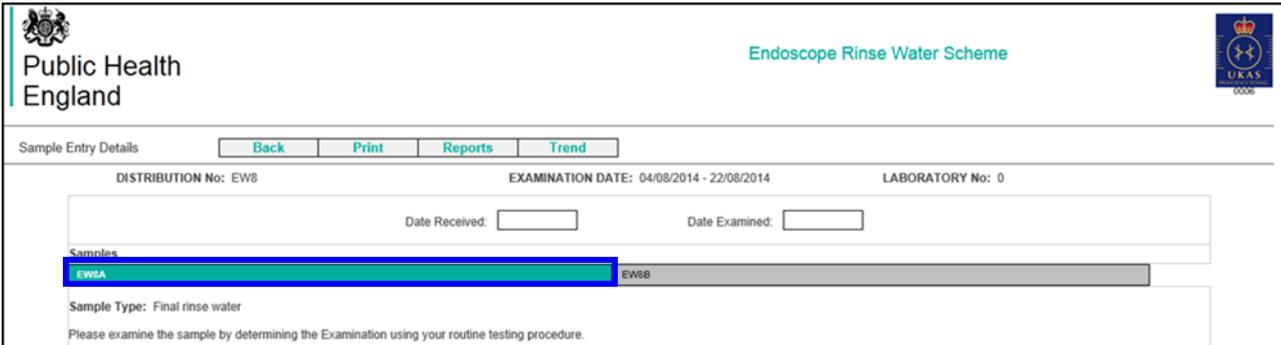
Sample Type: Final rinse water

Please examine the sample by determining the Examination using your routine testing procedure.

## 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.



The screenshot shows the 'Endoscope Rinse Water Scheme' data entry interface. At the top left is the Public Health England logo. At the top right is the UKAS logo. Below the logos is a navigation bar with buttons for 'Back', 'Print', 'Reports', and 'Trend'. The main content area displays 'Sample Entry Details' with the following information: DISTRIBUTION No: EW8, EXAMINATION DATE: 04/08/2014 - 22/08/2014, LABORATORY No: 0. There are two input fields for 'Date Received' and 'Date Examined'. Below this is a table of samples. The first sample, 'EWSA', is highlighted with a dark turquoise bar and has 'EW8B' next to it. The second sample is 'EWSB' and is highlighted with a grey bar. Below the table, it says 'Sample Type: Final rinse water' and 'Please examine the sample by determining the Examination using your routine testing procedure.'

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

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

Enter **enumeration** results in the free text box for each examination see below.

- You must enter whole numbers **without** commas or units e.g. 13
- **Do not** enter scientific text (1.3x10E1) **or** log<sub>10</sub> values
- You may enter censored values **without** units (e.g. <10 or >100)

For the **conclusion** enter your selection from the drop-down list.

For '**Did the sample contain *P. aeruginosa*?**'- select your option from the drop-down list.

For '**OPTIMAL identification of predominant organism if >10**' enter your information in the free text box.

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.

Indicate method used for enumeration test by selecting the options, if you select 'Other' enter details of the method used in the free text box.

If you additionally undertake other tests on this type of sample then click in the box (☐) and a tick (☑) will appear to confirm the selection, if you select 'Other' enter details in the free text box.

Note any 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.

Public Health England  
Endoscope Rinse Water Scheme  
UKAS 0006

Protecting and improving the nation's health  
[FEPTU's website](#)

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

DISTRIBUTION No: EW22 EXAMINATION DATE: 13/05/2019 - 07/06/2019 LABORATORY No: 0

Date Received:  Date Examined:

Samples  
EW22A EW22B

Sample Type: Final rinse water  
Please examine the sample by determining the Examination using your routine testing procedure.

Examination		Not Examined	Result	Conclusion	Did this sample contain <i>P.aeruginosa</i> ?	OPTIONAL Identification of predominant organism if >10
Total Viable Counts 28°C - 32°C for 5 days	Nominated Result	<input type="checkbox"/>	40	Satisfactory	Yes	
	Result 2		20		No	
	Result 3		1		No	

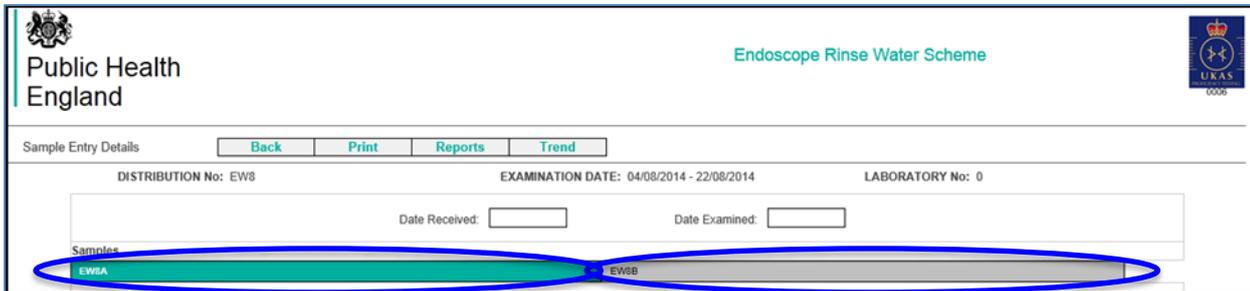
Please indicate the method used:  
CFPP-01-06:2013  ISO 15883  HTM 01-06: 2016  Other  If Other selected then enter method here

Please indicate if you would additionally undertake other tests on this type of sample:  
*Pseudomonas* spp  *P.aeruginosa*  Yeast  Mould  Mycobacterium  Other  If Other selected then enter details here

Comments

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



Public Health England Endoscope Rinse Water Scheme

Sample Entry Details: Back, Print, Reports, Trend

DISTRIBUTION No: EW8 EXAMINATION DATE: 04/08/2014 - 22/08/2014 LABORATORY No: 0

Date Received: [ ] Date Examined: [ ]

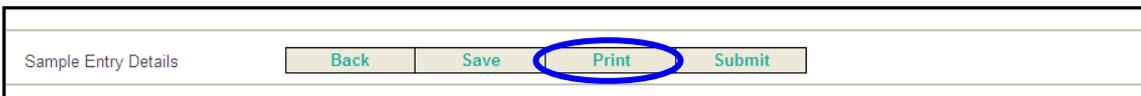
Samples
EW8A
EW8B

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: Back, Save, Print, Submit

## 8.0 Submitting your results

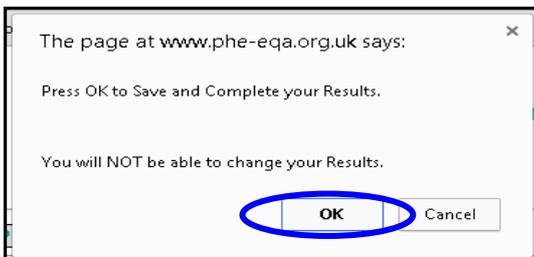
Once you are ready to send us your results select the 'Submit' button.

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



Sample Entry Details: Back, Save, Print, Submit

The following prompt box will appear to confirm your result submission



The page at www.phe-eqa.org.uk says:  
Press OK to Save and Complete your Results.  
You will NOT be able to change your Results.

OK Cancel

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.



Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014	✓	✓	✓	✓
EW7	14/04/2014	02/05/2014	✓	✓	✓	✓
EW6	03/02/2014	28/02/2014	✓	✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013	✓	✓	✓	✓
EW3	04/02/2013	01/03/2013	✓	✓	✓	✓
EW2	13/08/2012	14/09/2012	✓	✓	✓	✓

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

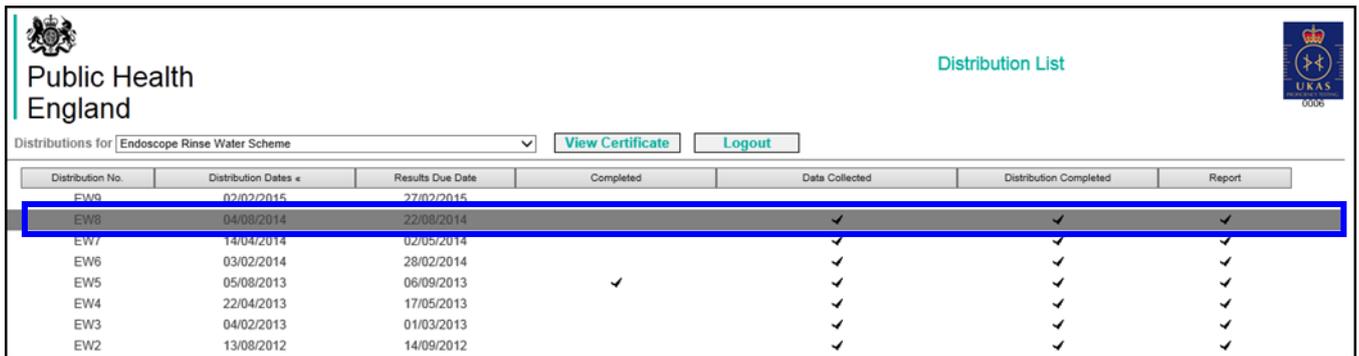
Go to the 'Distributions for' drop down menu then select the appropriate scheme – in this case the 'Endoscope Rinse Water Scheme'.



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 (EW8 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).



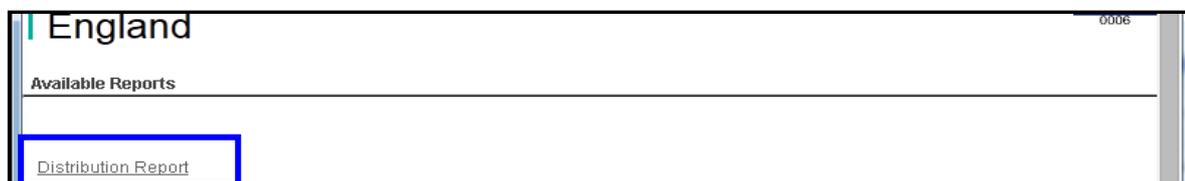
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014		✓	✓	✓
EW7	14/04/2014	02/05/2014		✓	✓	✓
EW6	03/02/2014	28/02/2014		✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013		✓	✓	✓
EW3	04/02/2013	01/03/2013		✓	✓	✓
EW2	13/08/2012	14/09/2012		✓	✓	✓

## 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.





Public Health  
England

# Summary of Results

## External Quality Assessment of Water Microbiology

### Endoscope Rinse Water Scheme

Distribution Number: EW8

Sample Numbers: EW8A, EW8B

Distribution Date:	August 2014
Results Due:	22 August 2014
Report Date:	19 September 2014

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.



Public Health  
England

Endoscope Rinse Water Scheme



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

Select 'Logout' to close your browser.



Public Health  
England

Distribution List



Distributions for Endoscope Rinse Water Scheme [View Certificate](#) [Logout](#)

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
EW9	02/02/2015	27/02/2015				
EW8	04/08/2014	22/08/2014		✓	✓	✓
EW7	14/04/2014	02/05/2014		✓	✓	✓
EW6	03/02/2014	28/02/2014		✓	✓	✓
EW5	05/08/2013	06/09/2013	✓	✓	✓	✓
EW4	22/04/2013	17/05/2013		✓	✓	✓
EW3	04/02/2013	01/03/2013		✓	✓	✓
EW2	13/08/2012	14/09/2012		✓	✓	✓

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