



## On-line web instructions for the European Food Microbiology Legislation 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.

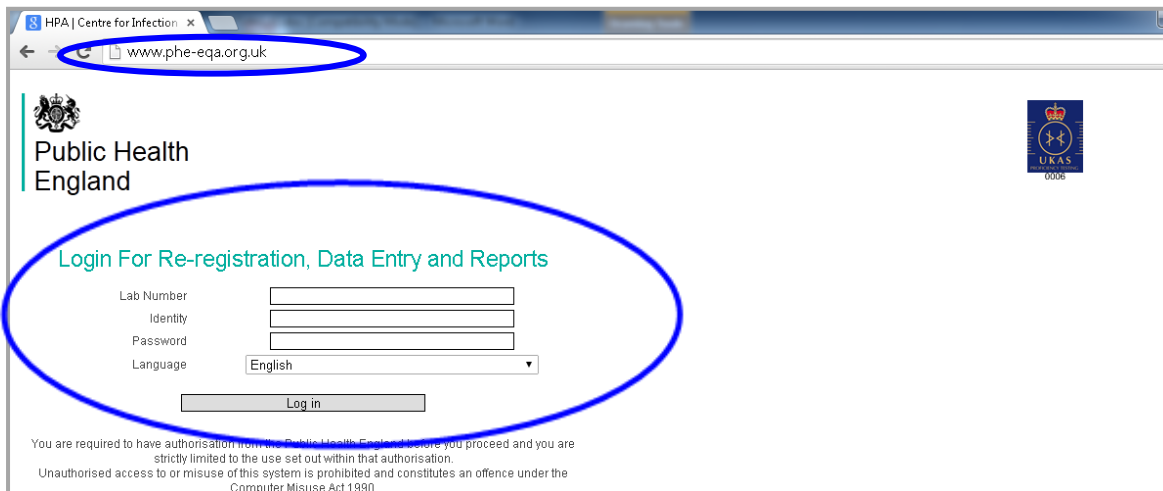
### 1.0 Opening the online results reporting service and logging-in

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: [www.phe-eqa.org.uk/](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 [www.phe-eqa.org.uk/](http://www.phe-eqa.org.uk/) you will see the following screen:

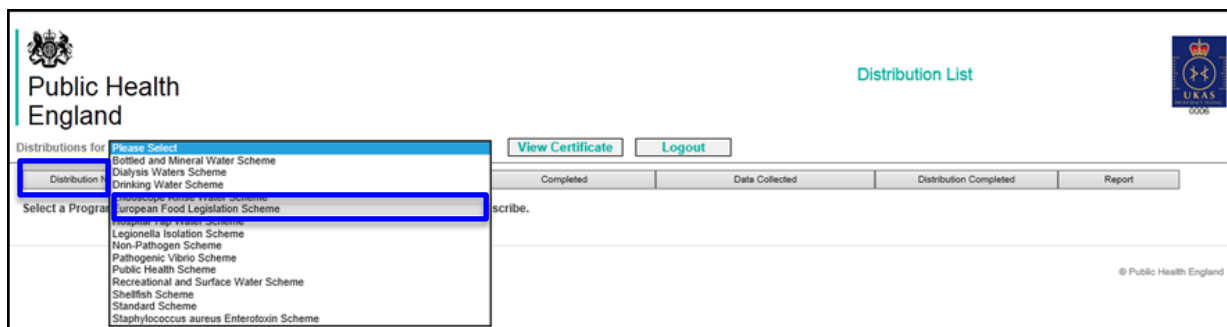


Enter your **'Lab Number'**, your **'Identity'** and **'Password'**. You can navigate through the boxes using the tab key.

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 'European Food Legislation 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 |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| EFL34            | 31/08/2015         | 02/10/2015       |           | ✓              | ✓                      |        |
| EFL33            | 11/05/2015         | 12/06/2015       |           | ✓              | ✓                      | ✓      |
| EFL32            | 23/02/2015         | 20/03/2015       |           | ✓              | ✓                      | ✓      |
| EFL31            | 12/01/2015         | 13/02/2015       |           | ✓              | ✓                      | ✓      |
| EFL30            | 01/09/2014         | 03/10/2014       |           | ✓              | ✓                      | ✓      |
| EFL29            | 12/05/2014         | 13/06/2014       |           | ✓              | ✓                      | ✓      |
| EFL28            | 24/02/2014         | 21/03/2014       |           | ✓              | ✓                      | ✓      |
| EFL27            | 13/01/2014         | 14/02/2014       |           | ✓              | ✓                      | ✓      |
| EFL26            | 02/09/2013         | 04/10/2013       |           | ✓              | ✓                      | ✓      |
| EFL25            | 13/05/2013         | 14/06/2013       | ✓         | ✓              | ✓                      | ✓      |
| FL24             | 25/02/2013         | 22/03/2013       |           | ✓              | ✓                      | ✓      |
| FL23             | 14/01/2013         | 15/02/2013       | ✓         | ✓              | ✓                      | ✓      |
| FL22             | 03/09/2012         | 05/10/2012       | ✓         |                |                        |        |

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.

| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| EFL34            | 31/08/2015         | 02/10/2015       |           | ✓              | ✓                      |        |
| EFL33            | 11/05/2015         | 12/06/2015       |           | ✓              | ✓                      | ✓      |
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| EFL28            | 24/02/2014         | 21/03/2014       |           | ✓              | ✓                      | ✓      |
| EFL27            | 13/01/2014         | 14/02/2014       |           | ✓              | ✓                      | ✓      |
| EFL26            | 02/09/2013         | 04/10/2013       |           | ✓              | ✓                      | ✓      |
| EFL25            | 13/05/2013         | 14/06/2013       | ✓         | ✓              | ✓                      | ✓      |
| FL24             | 25/02/2013         | 22/03/2013       |           | ✓              | ✓                      | ✓      |
| FL23             | 14/01/2013         | 15/02/2013       | ✓         | ✓              | ✓                      | ✓      |
| FL22             | 03/09/2012         | 05/10/2012       | ✓         |                |                        |        |

#### 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](mailto: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

European Food Legislation Scheme

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

DISTRIBUTION No: EFL34 EXAMINATION DATE: 31/08/2015 - 02/10/2015 LABORATORY No: 0

Date Received:  Date Examined:

Samples

|               |        |        |
|---------------|--------|--------|
| <b>EFL100</b> | EFL101 | EFL102 |
|---------------|--------|--------|

Sample Details: Garlic and sage butter made from milk that has undergone lower heat treatment than pasteurisation – product placed on the market during their shelf-life.

Request: Test to determine whether this sample complies with the relevant criteria stipulated in Commission Regulation (EC) No. 2073/2005 as amended.

Results: Enter your results below. Indicate which examinations were undertaken, the results and provide additional information as requested.

## 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.

Public Health England

European Food Legislation Scheme

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

DISTRIBUTION No: EFL34 EXAMINATION DATE: 31/08/2015 - 02/10/2015 LABORATORY No: 0

Date Received:  Date Examined:

Samples

|               |        |        |
|---------------|--------|--------|
| <b>EFL100</b> | EFL101 | EFL102 |
|---------------|--------|--------|

Sample Details: Garlic and sage butter made from milk that has undergone lower heat treatment than pasteurisation – product placed on the market during their shelf-life.

Request: Test to determine whether this sample complies with the relevant criteria stipulated in Commission Regulation (EC) No. 2073/2005 as amended.

Results: Enter your results below. Indicate which examinations were undertaken, the results and provide additional information as requested.

The number of examination required for the European Food Legislation Scheme is based on the sample details and the time of sampling. You can enter up to three examination results. If the sample type is not tested enter your results as 'Not Examined'.

## 5.1 Entering results for the first sample - Examination 1

**Examination 1**

Not Examined

Indicate the applicable food category for this sample (i.e. 1.18)

Name of examination \* Select from the list \*

Method used (e.g. ISO number) \* Select from the list \*

Amount of sample examined  g or ml

Detection Result \*Select\*  Units \* Select from the list \*

Enumeration Result  Units \* Select from the list \*

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

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

For 'Indicate the applicable food category for this sample (i.e. 1.18)' enter the category number as listed in the Commission Regulation document (EC) No 2073/2005 as amended.

For 'Name of examination' select your examination by choosing from the \*Select from the list\* drop down menu.

For 'Method used' select your method used by choosing from the \*Select from the list\* drop down menu.

Enter 'Amount of sample examined' in the free text box.

- You must enter whole numbers **without** commas or units e.g. 100

For 'Detection Result' select your examination by choosing from the \*Select\* drop down menu.

Enter 'Enumeration Result' 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)

For 'Units' select your examination by choosing from the \*Select from the list\* drop down menu.

Enter 'How many samples from the batch are required for compliance with EC No. 2073/2005' in the free text box. You must enter whole numbers.

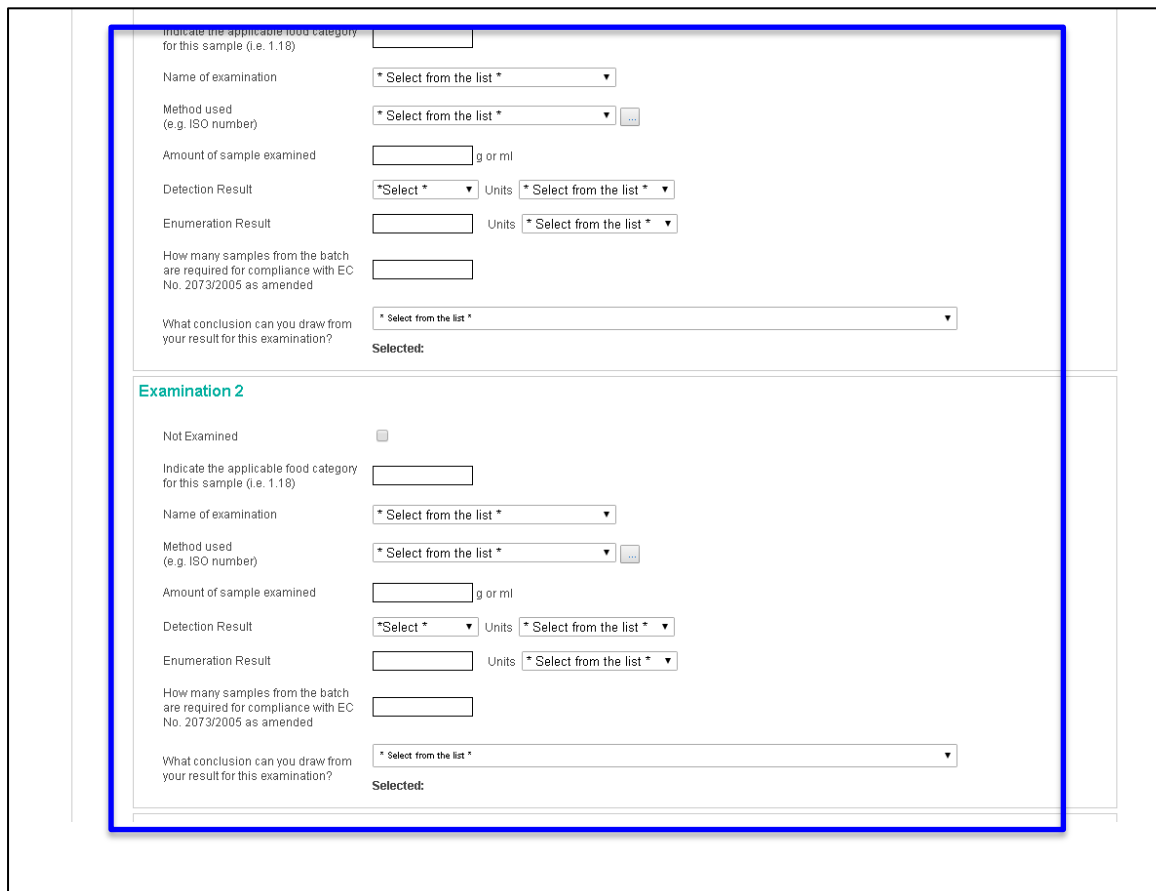
For 'What conclusion can you draw from your results for this examination?' select the option from the drop down list. Your selected conclusion will appear in red. Please note this conclusion is based on your result obtained for examination 1 only.



A screenshot of a form section. The first field is a text input box with the label "How many samples from the batch are required for compliance with EC No. 2073/2005 as amended". The second field is a dropdown menu with the label "What conclusion can you draw from your result for this examination?". The dropdown menu is open, showing a list of options. The selected option is "Satisfactory. The batch complies with the legislation", which is displayed in red text below the dropdown. The text "You selected: Satisfactory. The batch complies with the legislation" is also visible below the dropdown.

## 5.2 Entering results for Examination 2 and Examination 3

Enter your examination 2 and Examination 3 results as described in 5.1.



A screenshot of a form section for "Examination 2". The form contains several fields and dropdown menus. The fields are: "Indicate the applicable food category for this sample (i.e. 1.18)", "Name of examination", "Method used (e.g. ISO number)", "Amount of sample examined", "Detection Result", "Enumeration Result", "How many samples from the batch are required for compliance with EC No. 2073/2005 as amended", and "What conclusion can you draw from your result for this examination?". The dropdown menus are labeled "\*Select from the list\*". The "Selected:" label is visible below the "What conclusion can you draw from your result for this examination?" field. The form is enclosed in a blue border.

At the bottom of screen enter your overall batch conclusion for this sample by selecting from the \*Select from the list\* drop down menu. The selected conclusion will appear in red. Please note this conclusion is for the batch based on your results for all the examinations .

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.



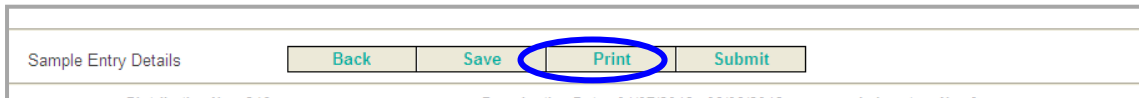
Results can be changed at any time until you have selected the 'Submit' button or the distribution has been closed.

## 6.0 Entering results for the second and third samples

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

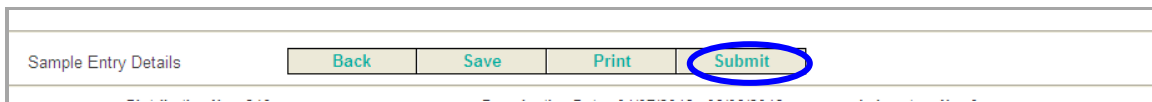
If you wish to keep a paper copy of your results select the 'Print' button. You will need to do this separately for each sample number.



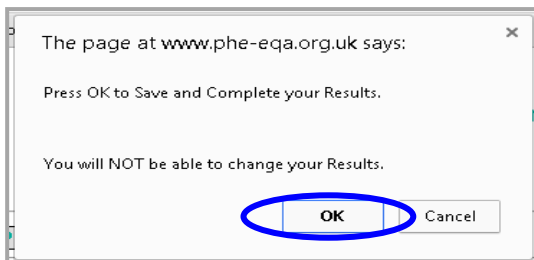
## 8.0 Submitting your results

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.



Public Health England Distribution List

Distributions for: European Food Legislation Scheme

View Certificate Logout

| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| EFL34            | 31/08/2015         | 02/10/2015       |           | ✓              | ✓                      |        |
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| EFL31            | 12/01/2015         | 13/02/2015       |           | ✓              | ✓                      | ✓      |
| EFL30            | 01/09/2014         | 03/10/2014       |           | ✓              | ✓                      | ✓      |
| EFL29            | 12/05/2014         | 13/06/2014       |           | ✓              | ✓                      | ✓      |
| EFL28            | 24/02/2014         | 21/03/2014       |           | ✓              | ✓                      | ✓      |
| EFL27            | 13/01/2014         | 14/02/2014       |           | ✓              | ✓                      | ✓      |
| EFL26            | 02/09/2013         | 04/10/2013       |           | ✓              | ✓                      | ✓      |
| EFL25            | 13/05/2013         | 14/06/2013       | ✓         | ✓              | ✓                      | ✓      |
| FL24             | 25/02/2013         | 22/03/2013       |           | ✓              | ✓                      | ✓      |
| FL23             | 14/01/2013         | 15/02/2013       | ✓         | ✓              | ✓                      | ✓      |
| FL22             | 03/09/2012         | 05/10/2012       | ✓         |                |                        |        |

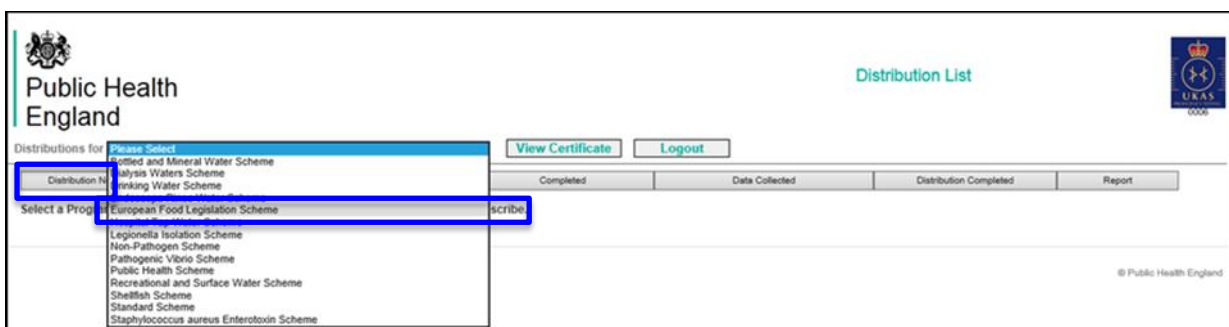
You will now receive an e-mail from DONOTREPLY@phe.gov.uk notifying you that PHE have received your submitted results. The subject line will confirm the scheme and distribution number.

## 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

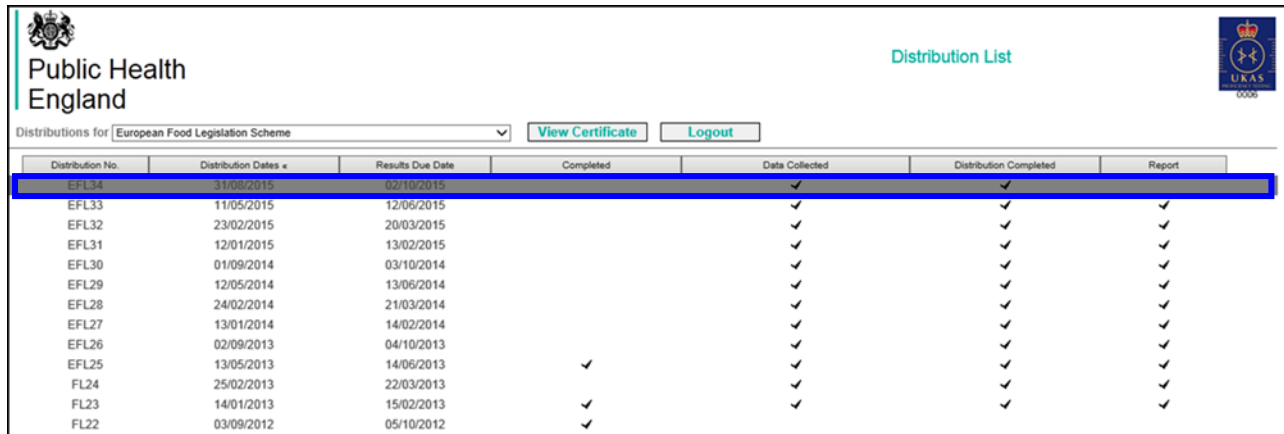
Go to the 'Distributions for' drop down menu then select the appropriate scheme – in this case the 'European Food Legislation Scheme'.



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 (EFL34 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).



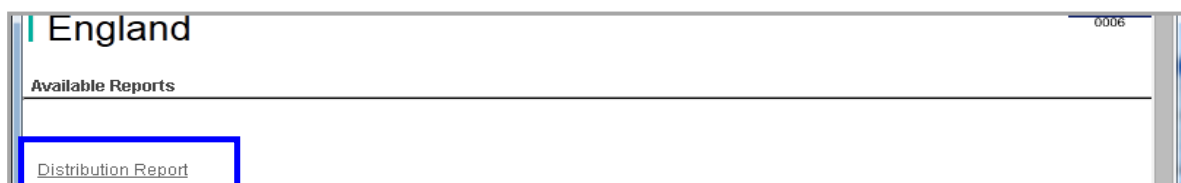
| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
| EFL34            | 31/08/2015         | 02/10/2015       |           | ✓              | ✓                      |        |
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| FL23             | 14/01/2013         | 15/02/2013       | ✓         | ✓              | ✓                      | ✓      |
| FL22             | 03/09/2012         | 05/10/2012       | ✓         | ✓              | ✓                      | ✓      |

## 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

Protecting and improving the nation's health

# Summary of Results

## External Quality Assessment for Food Microbiology European Food Microbiology Legislation Scheme

**Distribution Number:** EFL34  
**Sample Numbers:** EFL100, EFL101 & EFL102


|                    |                  |
|--------------------|------------------|
| Distribution Date: | September 2015   |
| Results Due:       | 02 October 2015  |
| Report Date:       | 14 December 2015 |

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.


The screenshot shows the top navigation bar of the Public Health England website. On the left is the Public Health England logo. In the center, the text 'European Food Legislation Scheme' is displayed. On the right is the UKAS logo. Below the logo and text is a horizontal menu with four buttons: 'Sample Entry Details', 'Back', 'Print', 'Reports', and 'Trend'. The 'Back' button is highlighted with a blue border.

Select 'Logout' to close your browser.



Public Health England

Distribution List



Distributions for: European Food Legislation Scheme View Certificate Logout

| Distribution No. | Distribution Dates | Results Due Date | Completed | Data Collected | Distribution Completed | Report |
|------------------|--------------------|------------------|-----------|----------------|------------------------|--------|
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