



## On-line web instructions for the *Staphylococcus aureus* Enterotoxin 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:

HPA | Centre for Infection

www.phe-eqa.org.uk

Public Health England

UKAS 0006

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 use 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 '*Staphylococcus aureus* Enterotoxin Scheme'.

Public Health England

Distribution List

UKAS 0006

Distributions for

Completed	Data Collected	Distribution Completed	Report
scribe.			

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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).

Public Health England		Distribution List					UKAS
Distributions for <span>Staphylococcus aureus Enterotoxin Scheme</span>		<a href="#">View Certificate</a>		<a href="#">Logout</a>			
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					

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					UKAS
Distributions for <span>Staphylococcus aureus Enterotoxin Scheme</span>		<a href="#">View Certificate</a>		<a href="#">Logout</a>			
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@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

Staphylococcus aureus Enterotoxin Scheme

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

DISTRIBUTION No: STA030 LABORATORY No: 0

Date Received:  Date Examined:

Samples
ST0059
ST0060

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. (v) 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.

Public Health England

Staphylococcus aureus Enterotoxin Scheme

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

DISTRIBUTION No: STA030 LABORATORY No: 0

Date Received:  Date Examined:

Samples
ST0059
ST0060

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. (v) Add comments in the space provided below if you wish to do so

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.

Request: (i) Reconstitute the sample as described in the sample instruction sheet [www.hpa.org.uk/eqa/staphylococcus](http://www.hpa.org.uk/eqa/staphylococcus) (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) Report your results in the table below (v) Add comments in the space provided below if you wish to do so

Results: Enter your results below.

Not Examined	<input checked="" type="checkbox"/>
Present/Absent	*Select *
Method 1	--- Select ---

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

Results: Enter your results below.

Not Examined ☒

Present/Absent \*Select\*  
Present  
Absent

Method 1 Select a method

Toxin Group identified (method 1)

☐ Not Detected

☐ A

☐ B

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 \*Select\*

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	
<input type="checkbox"/>	A
<input type="checkbox"/>	B
<input type="checkbox"/>	C
<input type="checkbox"/>	D
<input type="checkbox"/>	E
<input type="checkbox"/>	G
<input type="checkbox"/>	H
<input type="checkbox"/>	I
<input type="checkbox"/>	J
<input type="checkbox"/>	K
<input type="checkbox"/>	R
<input type="checkbox"/>	B and D
<input type="checkbox"/>	Not Detected
<input type="checkbox"/>	Not examined
<input type="checkbox"/>	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.

<div style="border: 1px solid black; padding: 5px;"> Enter additional microbiologist's comments if you wish to do so (500 chars max):  <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </div>
---

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

Public Health England

Staphylococcus aureus Enterotoxin Scheme

Sample Entry Details

Back Print Reports

DISTRIBUTION No: STA030

LABORATORY No: 0

Date Received:

Date Examined:

Samples
ST0059
ST0060

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. (v) Add comments in the space provided below if you wish to do so

## 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.



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](http://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.

Sample Entry Details

Back


Print

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.



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England

Distribution List



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				

## 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/](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 '*Staphylococcus aureus* Enterotoxin Scheme'.



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Distribution List

Distributions for: **Staphylococcus aureus Enterotoxin Scheme**

[View Certificate](#) [Logout](#)

Completed Data Collected Distribution Completed Report

Select a Program

- Bottled and Mineral Water Scheme
- Analysis 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
- 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 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 (STA025 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

Distribution List

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				

## 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.

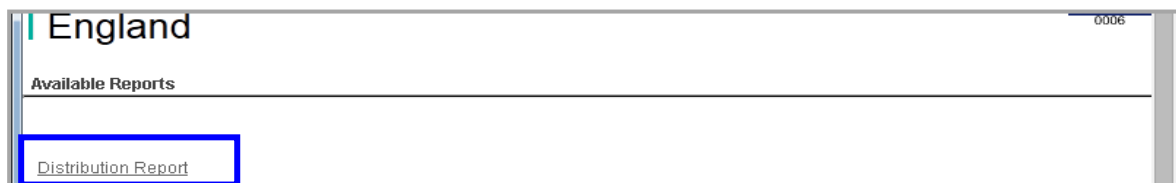
Public Health England

Staphylococcus aureus Enterotoxin Scheme

Sample Entry Details

[Back](#) [Print](#) [Reports](#)

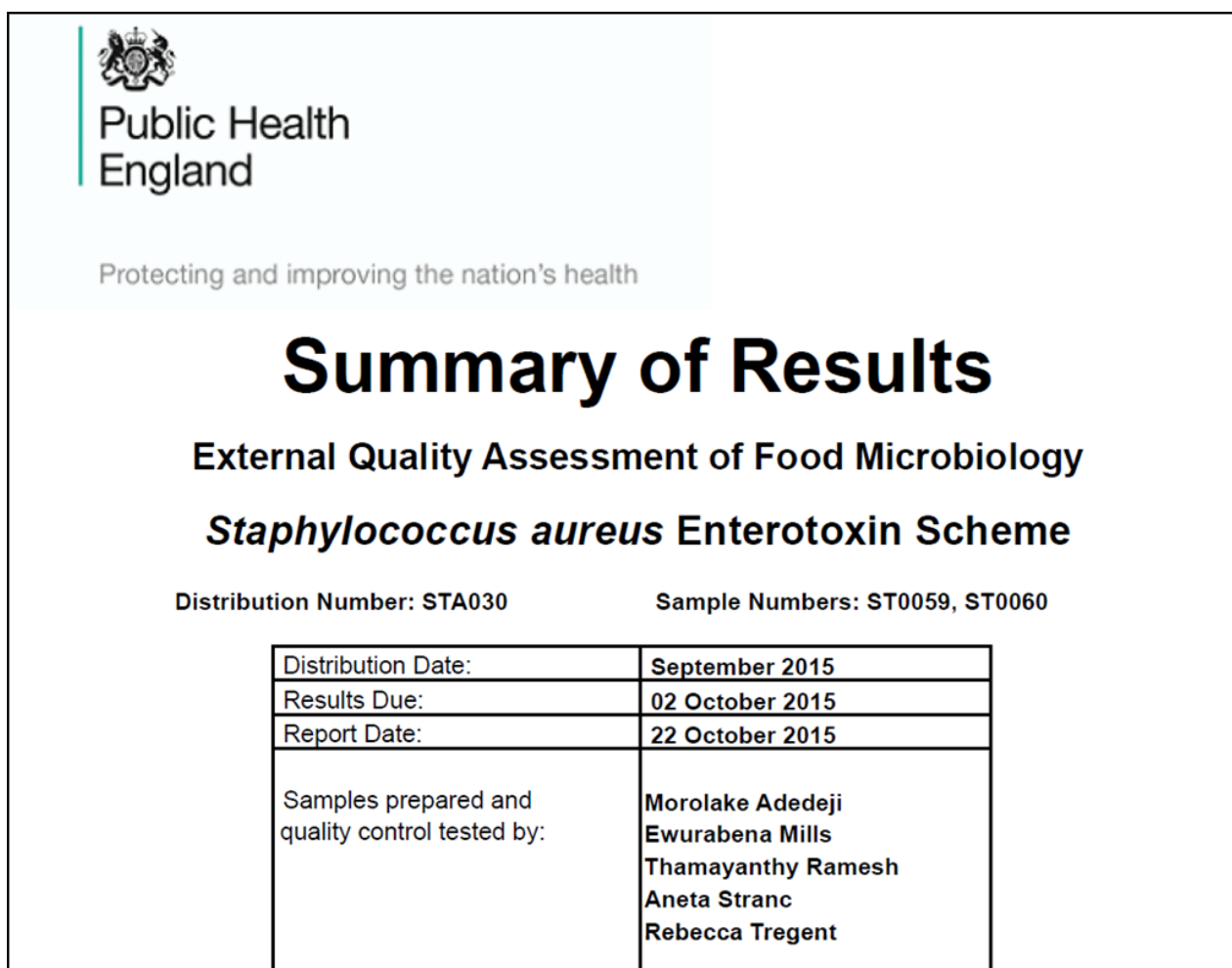
Select the 'Distribution Report' link (as shown below). This link takes you to another website and opens your individualised report.




England

Available Reports

[Distribution Report](#)



 Public Health England

Protecting and improving the nation's health

## Summary of Results

### External Quality Assessment of Food Microbiology

### *Staphylococcus aureus* Enterotoxin Scheme

Distribution Number: STA030      Sample Numbers: ST0059, ST0060

Distribution Date:	September 2015
Results Due:	02 October 2015
Report Date:	22 October 2015
Samples prepared and quality control tested by:	<p>Morolake Adedeji</p> <p>Ewurabena Mills</p> <p>Thamayanthi Ramesh</p> <p>Aneta Stranc</p> <p>Rebecca Tregent</p>

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



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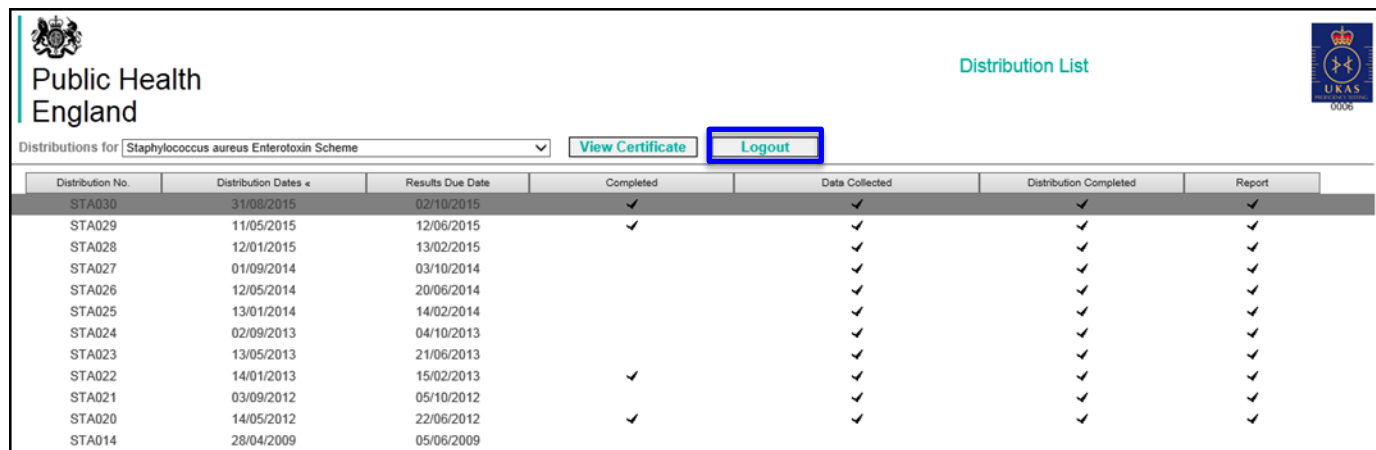
*Staphylococcus aureus* Enterotoxin Scheme

Sample Entry Details

[Back](#) [Print](#) [Reports](#)

'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		✓	✓	✓
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				

First published: May 2015, revised January 2016

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