



On-line web instructions for the Standard 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 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 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 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 'Standard Scheme'.

Public Health England

Distribution List

Distributions for:

Select a Program

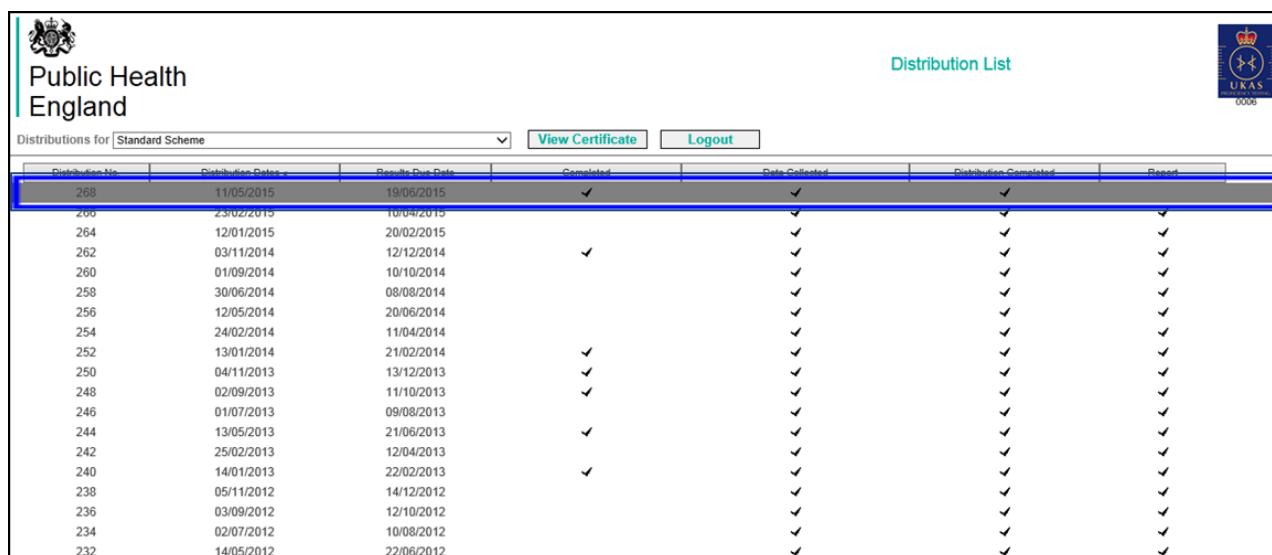
- Please Select
- Bottled and Mineral Water Scheme
- Drinking Water Scheme
- Endoscope Rinse Water Scheme
- European Food Legislation Scheme
- Hospital Tap Water
- Legionella Isolation Scheme
- Non-Pathogen Scheme
- Pathogenic Vibrio Scheme
- Public Health Scheme
- Recreational and Surface Water Scheme
- Standard Scheme**
- Swimming Pool Water 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).

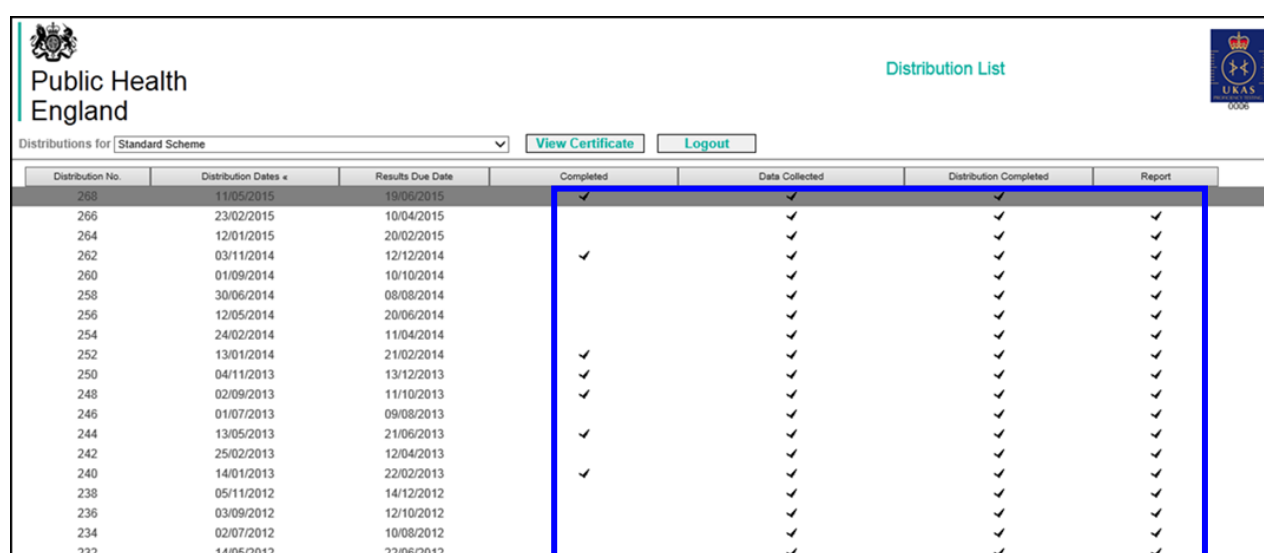
3.0 Selecting the distribution for data entry

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).



Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
268	11/05/2015	19/06/2015	✓	✓	✓	✓
266	23/02/2015	10/04/2015		✓	✓	✓
264	12/01/2015	20/02/2015		✓	✓	✓
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓
254	24/02/2014	11/04/2014		✓	✓	✓
252	13/01/2014	21/02/2014	✓	✓	✓	✓
250	04/11/2013	13/12/2013	✓	✓	✓	✓
248	02/09/2013	11/10/2013	✓	✓	✓	✓
246	01/07/2013	09/08/2013		✓	✓	✓
244	13/05/2013	21/06/2013	✓	✓	✓	✓
242	25/02/2013	12/04/2013		✓	✓	✓
240	14/01/2013	22/02/2013	✓	✓	✓	✓
238	05/11/2012	14/12/2012		✓	✓	✓
236	03/09/2012	12/10/2012		✓	✓	✓
234	02/07/2012	10/08/2012		✓	✓	✓
232	14/05/2012	22/06/2012		✓	✓	✓

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
268	11/05/2015	19/06/2015	✓	✓	✓	✓
266	23/02/2015	10/04/2015		✓	✓	✓
264	12/01/2015	20/02/2015		✓	✓	✓
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓
254	24/02/2014	11/04/2014		✓	✓	✓
252	13/01/2014	21/02/2014	✓	✓	✓	✓
250	04/11/2013	13/12/2013	✓	✓	✓	✓
248	02/09/2013	11/10/2013	✓	✓	✓	✓
246	01/07/2013	09/08/2013		✓	✓	✓
244	13/05/2013	21/06/2013	✓	✓	✓	✓
242	25/02/2013	12/04/2013		✓	✓	✓
240	14/01/2013	22/02/2013	✓	✓	✓	✓
238	05/11/2012	14/12/2012		✓	✓	✓
236	03/09/2012	12/10/2012		✓	✓	✓
234	02/07/2012	10/08/2012		✓	✓	✓
232	14/05/2012	22/06/2012		✓	✓	✓

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.

Public Health England Standard Scheme

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

Distribution No.: 268 Examination Date: 11/05/2015 - 19/06/2015 Laboratory No: 0

Date Received: Date Examined:

Samples

S0573 S0574

Results: Enter your results below. Enter levels of enumeration test OR select Detected/Not detected from the drop down menu. DO NOT SELECT BOTH

Presumptive <i>B.cereus</i> cfu g ⁻¹	Conditions of Incubation	Media Used	Method Used
Lab Nominated Result: <input type="text"/> Please Select <input type="button" value="v"/>	<input type="checkbox"/> 30°C/18-48h	<input type="checkbox"/> Bacillus cereus selective agar (MYP)	<input type="checkbox"/> ISO 7932
Result 2: <input type="text"/> Please Select <input type="button" value="v"/>	<input checked="" type="checkbox"/> 37°C/18-48h	<input type="checkbox"/> Bacillus cereus selective agar (PEMBA formulation)	<input type="checkbox"/> Other <input type="text"/>
Result 3: <input type="text"/> Please Select <input type="button" value="v"/>	<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Chromogenic agar - please state <input type="text"/>	

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 Standard Scheme

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

Distribution No.: 268 Examination Date: 11/05/2015 - 19/06/2015 Laboratory No: 0

Date Received: Date Examined:

Samples

S0573 S0574

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

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)

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.

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

For detection tests (presence/absence tests) enter your results by selecting from the *Select* drop down list (detected/not detected) only. Do not enter text in the boxes for enumeration results.

Select or check the information of the condition of incubation, enrichment media, media used and the method used. If you select 'Other', enter details in the free text boxes.

Please note that this information will be stored in the system and the selected information will be displayed for next time.

The screenshot shows a web-based form for entering laboratory results. It is divided into three main sections, one for each organism: *Presumptive B. cereus*, *Clostridium perfringens*, and *Listeria* spp. Each section contains a 'Lab Nominated Result' field, three 'Result' fields (2 and 3), and a 'Please Select' dropdown menu. Below these fields is a checkbox labeled 'Not Examined', which is circled in blue. To the right of the result fields are four columns: 'Conditions of Incubation', 'Media Used', and 'Method Used'. Each column contains several checkboxes for different methods and media, and a text box for 'Other'. The 'Not Examined' checkbox is also present in each of these columns. The form is titled 'Results: Enter your results below. Enter levels of enumeration test OR select Detected/Not detected from the drop down menu. DO NOT SELECT BOTH'.

Escherichia coli cfu g ⁻¹	Conditions of Incubation	Media Used	Method Used
Lab Nominated Result: <input type="text"/> Please Select ▼ Result 2: <input type="text"/> Not Detected ▼ Result 3: <input type="text"/> Not Detected ▼ <input type="checkbox"/> Not Examined	<input type="checkbox"/> 37°C/24h <input type="checkbox"/> 37°C/4h then 44°C/20h <input type="checkbox"/> 44°C/18-24h <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Other chromogenic agar <input type="text"/> <input type="checkbox"/> TBX pour plate <input type="checkbox"/> TBX spread plate <input type="checkbox"/> Violet red bile lactose agar (VRBL) <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> ISO 16649-1 <input type="checkbox"/> ISO 16649-2 <input type="checkbox"/> ISO 16649-3 <input type="checkbox"/> ISO 7251 <input type="checkbox"/> MPN - TEMPO <input type="checkbox"/> MPN - Tube combination <input type="checkbox"/> Other <input type="text"/>

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.

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

Standard Scheme

Sample Entry Details
Back
Print

Distribution No.: 268
Examination Date: 11/05/2015 - 19/06/2015
Laboratory No: 0

Date Received:
Date Examined:

Samples
S0573
S0574

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
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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
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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.

Sample Entry Details	Back	Print
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Public Health England

Distribution List

UKAS

Distributions for: Standard Scheme View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
268	11/05/2015	19/05/2015	✓	✓	✓	✓
266	23/02/2015	10/04/2015		✓	✓	✓
264	12/01/2015	20/02/2015		✓	✓	✓
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓
254	24/02/2014	11/04/2014		✓	✓	✓
252	13/01/2014	21/02/2014	✓	✓	✓	✓
250	04/11/2013	13/12/2013	✓	✓	✓	✓
248	02/09/2013	11/10/2013	✓	✓	✓	✓
246	01/07/2013	09/08/2013		✓	✓	✓
244	13/05/2013	21/06/2013	✓	✓	✓	✓
242	25/02/2013	12/04/2013		✓	✓	✓
240	14/01/2013	22/02/2013	✓	✓	✓	✓
238	05/11/2012	14/12/2012		✓	✓	✓
236	03/09/2012	12/10/2012		✓	✓	✓
234	02/07/2012	10/08/2012		✓	✓	✓
232	14/05/2012	22/06/2012		✓	✓	✓


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 'Standard Scheme'.



Public Health England

Distribution List

UKAS

Distributions for: Please Select View Certificate Logout

Distribution

Select a Program

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

Completed Data Collected Distribution Completed Report

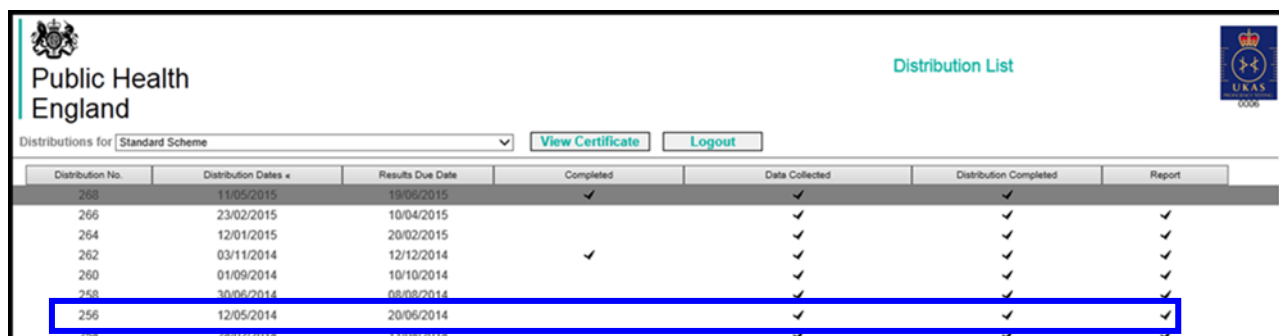
scribe.

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The list of distributions for the scheme will appear on the screen. This list includes previous distributions and the current 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 (256 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).



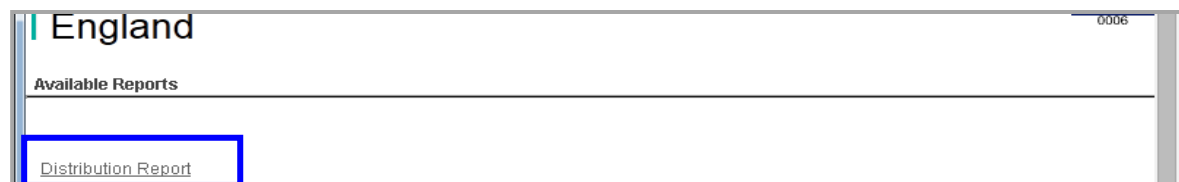
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
268	11/05/2015	19/06/2015	✓	✓	✓	✓
266	23/02/2015	10/04/2015		✓	✓	✓
264	12/01/2015	20/02/2015		✓	✓	✓
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓
254	24/02/2014	11/04/2014		✓	✓	✓

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.





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Summary of Results

External Quality Assessment of Food Microbiology Standard Scheme

Distribution Number: 304

Sample Numbers: S0645, S0646

Distribution Date:	April 2018
Results Due:	18 May 2018
Report Date:	31 May 2018
Samples prepared and quality control tested by:	Angela Appea Richard Borrill Thomas Harper Margaret Njenga

After you have viewed your report you can either print your report or save the report in your required file on your own computer. Close the applications by selecting the 'X' box in the top right hand corner of the screen.

'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
264	12/01/2015	20/02/2015				
262	03/11/2014	12/12/2014	✓	✓	✓	✓
260	01/09/2014	10/10/2014		✓	✓	✓
258	30/06/2014	08/08/2014		✓	✓	✓
256	12/05/2014	20/06/2014		✓	✓	✓

First published: July 2015

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