



On-line web instructions for the *Legionella* Isolation 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

UKAS 0008

Login For Re-registration, Data Entry and Reports

Lab Number

Identity

Password

Language

Log in

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 '*Legionella* Isolation Scheme'.

Public Health England

Distribution List

UKAS 0008

Distributions for **Please Select**

Distribution

Select a Program

View Certificate Logout

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					
Distributions for Legionella Isolation Scheme		View Certificate		Logout			
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report	
G93	02/02/2015	13/03/2015					
G92	06/10/2014	14/11/2014		✓	✓	✓	
G91	04/08/2014	12/09/2014		✓	✓	✓	
G90	09/06/2014	18/07/2014		✓	✓	✓	
G89	14/04/2014	23/05/2014		✓	✓	✓	
G88	10/03/2014	11/04/2014		✓	✓	✓	
G87	03/02/2014	14/03/2014		✓	✓	✓	
G86	07/10/2013	15/11/2013		✓	✓	✓	
G85	05/08/2013	13/09/2013		✓	✓	✓	
G84	10/06/2013	19/07/2013	✓	✓	✓	✓	
G83	22/04/2013	31/05/2013		✓	✓	✓	
G82	18/03/2013	03/05/2013		✓	✓	✓	
G81	04/02/2013	15/03/2013		✓	✓	✓	
G80	01/10/2012	09/11/2012		✓	✓	✓	

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 Legionella Isolation Scheme		View Certificate		Logout			
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report	
G93	02/02/2015	13/03/2015					
G92	06/10/2014	14/11/2014		✓	✓	✓	
G91	04/08/2014	12/09/2014		✓	✓	✓	
G90	09/06/2014	18/07/2014		✓	✓	✓	
G89	14/04/2014	23/05/2014		✓	✓	✓	
G88	10/03/2014	11/04/2014		✓	✓	✓	
G87	03/02/2014	14/03/2014		✓	✓	✓	
G86	07/10/2013	15/11/2013		✓	✓	✓	
G85	05/08/2013	13/09/2013		✓	✓	✓	
G84	10/06/2013	19/07/2013	✓	✓	✓	✓	
G83	22/04/2013	31/05/2013		✓	✓	✓	
G82	18/03/2013	03/05/2013		✓	✓	✓	
G81	04/02/2013	15/03/2013		✓	✓	✓	
G80	01/10/2012	09/11/2012		✓	✓	✓	

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

Legionella Isolation Scheme

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

Distribution No.: G90 Laboratory No: 0

Date Received: Date Examined:

Request:

- (i) Examine for the presence of legionellae
- (ii) Identify any legionellae detected (including serogroup(s) if relevant)
- (iii) Determine the levels of legionellae

The recommended dilutions for each sample are indicated below.

5.0 Entering your results

Results for both samples are entered on the same data-entry screen. Enter all your results before going to the 'submit' button.

The sample numbers for the data-entry screen are indicated by the dark grey shaded bar with the sample numbers shown in bold white font.

		G90A	G90B
Recommended dilutions	Neat	✓	✓
	1:10	✓	✓
	1:100	✓	X
Enter your laboratory results in the table below.		G90A	G90B
		<input type="checkbox"/> Not Examined	<input type="checkbox"/> Not Examined
Isolation of Legionellae (enter Detected or Not Detected or Not Examined)		<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

Entering the results for the 'A' sample is shown as an example – use the sample procedure for the 'B' sample.

The recommended dilutions for this distribution are listed on the screen for both samples see below.

		G93A	G93B
Recommended dilutions	Neat	✓	✓
	1:10	✓	✓
	1:100	X	X
Enter your laboratory results in the table below.		G93A	G93B
		<input type="checkbox"/> Not Examined	<input type="checkbox"/> Not Examined

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

If you do not examine a sample then click in the box (☐) labelled as 'Not Examined' and a tick (✓) will appear to confirm 'Not Examined'.

Report Isolation / detection of *Legionella* results using the drop down list and selecting from the options.

		G90A	G90B
Recommended dilutions	Neat	✓	✓
	1:10	✓	✓
	1:100	✓	X
Enter your laboratory results in the table below.			
		<input type="checkbox"/> Not Examined	<input type="checkbox"/> Not Examined
	Isolation of Legionellae (enter Detected or Not Detected or Not Examined)	Please Select Detected Not Detected Not Examined	Please Select
	How many species did you isolate from the sample	None	None

You will need to indicate how many different species of *Legionella* were isolated. Select your result from the drop down list). If you did not detect *Legionella* and selected 'None' then your data entry for that sample is complete and you should proceed to the next sample.

		G90A	G90B
Recommended dilutions	Neat	✓	✓
	1:10	✓	✓
	1:100	✓	X
Enter your laboratory results in the table below.			
		<input type="checkbox"/> Not Examined	<input type="checkbox"/> Not Examined
	Isolation of Legionellae (enter Detected or Not Detected or Not Examined)	Please Select	Please Select
	How many species did you isolate from the sample	None 1 - ONE only 2 - TWO	None

If you isolated one or two species of *Legionella* then enter results for 'Identification1' by selecting from the *Select* drop down list. In addition to a list of species names, the options also include 'not pneumophila', 'not examined' and 'other'.

Enter your laboratory results in the table below.		G90A	G90B
		<input type="checkbox"/> Not Examined	<input type="checkbox"/> Not Examined
Final Results (these are the data to be used for the results analysis)	Isolation of Legionellae (enter Detected or Not Detected or Not Examined)	Please Select	Please Select
	How many species did you isolate from the sample	None	None
	Identification 1	Please Select L. anisa L. bozemanii L. dumoffii L. gormanii L. jamestowniensis L. jordanis L. longbeachae L. micdadei L. oakridgensis L. pneumophila L. rubrilucens L. saintelensis Legionella spp. Legionella spp. not L. pneumophila not examined Other	Please Select
	Serogroup 1		Please Select
	Identification 2		Please Select
	Serogroup 2		Please Select
Enumeration cfu L ⁻¹	(If Isolation of Legionellae is Not Detected enter your limit of detection as a censored value (<))		

Enter your results for the serogroup for 'Identification1' by selecting from the drop down list.

Enter your laboratory results in the table below.		G90A	G90B
		<input type="checkbox"/> Not Examined	<input type="checkbox"/> Not Examined
Final Results (these are the data to be used for the results analysis)	Isolation of Legionellae (enter Detected or Not Detected or Not Examined)	Please Select	Please Select
	How many species did you isolate from the sample	None	None
	Identification 1	Please Select	Please Select
	Serogroup 1	<div style="border: 2px solid blue; padding: 2px;"> Please Select Not applicable Not Examined Serogroup 1 Serogroup 2 - 15 </div>	Please Select
	Identification 2		Please Select

If your laboratory detected a second species of *Legionella* then got to 'Identification 2' and continue using the same procedure used for 'Identification 1'. If you did not isolate a second species then proceed to entering the enumeration results.

Final Results (these are the data to be used for the results analysis)	Identification 1	Please Select	Please Select
	Serogroup 1	Please Select	Please Select
	Identification 2	<div style="border: 2px solid blue; padding: 2px;"> Please Select </div>	Please Select
	Serogroup 2	Please Select	Please Select

Enter Legionella **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 log₁₀ values
- You may enter censored values **without** units (e.g. <10 or >100)

	Serogroup 2	Please Select	Please Select
Enumeration cfu L ⁻¹	(If isolation of Legionellae is Not Detected enter your limit of detection as a censored value (<))	<div style="border: 2px solid blue; padding: 2px;"> <input type="text"/> </div>	
Culture On	GVPC <input type="radio"/> BCYE with antibiotics <input type="radio"/> BCYE agar without antibiotics <input type="radio"/> PCR <input type="radio"/> Other <input type="radio"/> If Other selected then enter culture here <input type="text"/>		
Indicate for each sample, the method used to obtain the enumeration result		ISO 11731:1998 <input type="radio"/> ISO 11731-2:2004 <input type="radio"/> Other <input type="radio"/> If Other selected then enter method here <input type="text"/>	

Select the culture used and enter brief details of the method used for the enumeration of the *Legionella* by the selection of buttons labelled as Not Selected / ISO 11731:1998 / ISO 11731-2:2004 / Other.

Culture On	GVPC <input type="radio"/> BCYE with antibiotics <input type="radio"/> BCYE agar without antibiotics <input type="radio"/> PCR <input type="radio"/> Other <input type="radio"/> If Other selected then enter culture here <input type="text"/>
	Indicate for each sample, the method used to obtain the enumeration result ISO 11731:1998 <input type="radio"/> ISO 11731-2:2004 <input type="radio"/> Other <input type="radio"/> If Other selected then enter method here <input type="text"/>

Enter and 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.

Comments	<input type="text"/>
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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 'B' sample

To enter the data for your next sample move to the appropriate sample number. Enter and save your results as described in 5.0.

Enter your laboratory results in the table below.		G90A	G90B
		<input type="checkbox"/> Not Examined	<input type="checkbox"/> Not Examined
Final Results (these are the data to be used for the results analysis)	Isolation of Legionellae (enter Detected or Not Detected or Not Examined)	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
	How many species did you isolate from the sample	<input type="text" value="None"/>	<input type="text" value="None"/>
	Identification 1	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
	Serogroup 1	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
	Identification 2	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

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
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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

Distributions for: Legionella Isolation Scheme View Certificate Logout

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
G93	02/02/2015	13/03/2015				
G92	06/10/2014	14/11/2014		✓	✓	✓
G91	04/08/2014	12/09/2014		✓	✓	✓
G90	09/06/2014	18/07/2014		✓	✓	✓
G89	14/04/2014	23/05/2014		✓	✓	✓
G88	10/03/2014	11/04/2014		✓	✓	✓
G87	03/02/2014	14/03/2014		✓	✓	✓
G86	07/10/2013	15/11/2013		✓	✓	✓
G85	06/09/2013	13/09/2013		✓	✓	✓

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 'Legionella Isolation Scheme'.

Public Health England

Distribution List

Distributions for: Legionella Isolation Scheme View Certificate Logout

Select a Program

- Bottled and Mineral Water Scheme
- Dialysis Waters Scheme
- Drinking Water Scheme
- Endoscope Rinse Water Scheme
- European Food Legislation Scheme
- Legionella Isolation Scheme**
- Pathogenic Vibriosis Scheme
- Public Health Scheme
- Recreational and Surface Water Scheme
- Shellfish Scheme
- Standard Scheme
- Staphylococcus aureus Enterotoxin 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 (G90 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		UKAS 0006		
Distributions for Legionella Isolation Scheme		View Certificate		Logout		
Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
G93	02/02/2015	13/03/2015				
G92	06/10/2014	14/11/2014		✓	✓	✓
G91	04/08/2014	12/09/2014		✓	✓	✓
G90	09/05/2014	18/07/2014		✓	✓	✓
G89	14/04/2014	23/05/2014		✓	✓	✓
G88	10/03/2014	11/04/2014		✓	✓	✓
G87	03/02/2014	14/03/2014		✓	✓	✓
G86	07/10/2013	15/11/2013		✓	✓	✓
G85	05/08/2013	13/09/2013		✓	✓	✓
G84	10/06/2013	19/07/2013	✓	✓	✓	✓
G83	22/04/2013	31/05/2013		✓	✓	✓
G82	18/03/2013	03/05/2013		✓	✓	✓

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		Legionella Isolation Scheme		UKAS 0006		
Sample Entry Details		Back	Print	Reports	Trend Analysis	

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

England		0006
Available Reports		
Distribution Report		



Public Health
England

Summary of Results

External Quality Assessment for: *Legionella* Isolation from Water Samples

Distribution Number: G90

Sample Numbers: G90A, G90B

Distribution Date:	June 2014
Results Due:	18 July 2014
Report Date:	24 July 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.

Public Health
England

Legionella Isolation Scheme




Sample Entry Details


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

'Logout' from the login screen by selecting 'Back' and you will be redirected to the 'Distribution List' screen.

Select 'Logout' to close your browser.

Public Health
England

Distribution List



Distributions for Legionella Isolation Scheme

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

Distribution No.	Distribution Dates	Results Due Date	Completed	Data Collected	Distribution Completed	Report
G93	02/02/2015	13/03/2015				
G92	06/10/2014	14/11/2014		✓	✓	✓
G91	04/08/2014	12/09/2014		✓	✓	✓
G90	09/06/2014	18/07/2014		✓	✓	✓
G89	14/04/2014	23/05/2014		✓	✓	✓
G88	10/03/2014	11/04/2014		✓	✓	✓
G87	03/02/2014	14/03/2014		✓	✓	✓
G86	07/10/2013	15/11/2013		✓	✓	✓
G85	05/08/2013	13/09/2013		✓	✓	✓
G84	10/06/2013	19/07/2013	✓	✓	✓	✓
G83	22/04/2013	31/05/2013		✓	✓	✓
G82	18/03/2013	03/05/2013		✓	✓	✓
G81	04/02/2013	15/03/2013		✓	✓	✓
G80	01/10/2012	09/11/2012		✓	✓	✓

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