

On-line web instructions for re-registration of PT schemes

UK Health Security Agency 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 submitting your re-registration request. Please contact foodeqa@ukhsa.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 on-line system. Contact us if you have lost your log-in details, we will send you the details immediately (after making a security check). For more information on the schemes visit our new website: [Scheme information](#).

In January 2025, you will be sent an email notifying you that the on-line system is open. That message will have '**UKHSA Food and Water Microbiology EQA Distributions: 1 April 2026 to 31 March 2027**' in the subject field and will include a link to the website for registering your scheme participation. Either use the link in the message or go to the website: www.phe-eqa.org.uk/



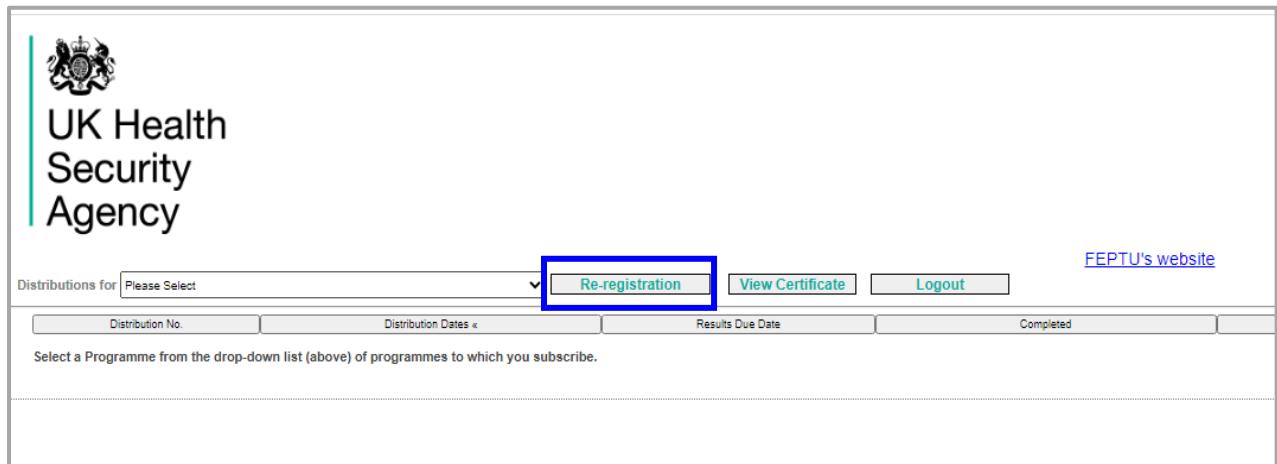
The screenshot shows a web browser window with the URL www.phe-eqa.org.uk in the address bar. The page header features the UK Health Security Agency logo and the text 'UK Health Security Agency'. Below the header is a blue-bordered login form titled 'Login For Re-registration, Data Entry and Reports'. The form contains four input fields: 'Lab Number' (with a placeholder box), 'Identity' (with a placeholder box), 'Password' (with a placeholder box), and 'Language' (a dropdown menu set to 'English'). At the bottom of the form is a 'Log in' button. A note at the bottom of the page states: 'You are required to have authorisation from the UK Health Security Agency 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.'

Once you have clicked on the link 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 Online re-registration for EQA schemes



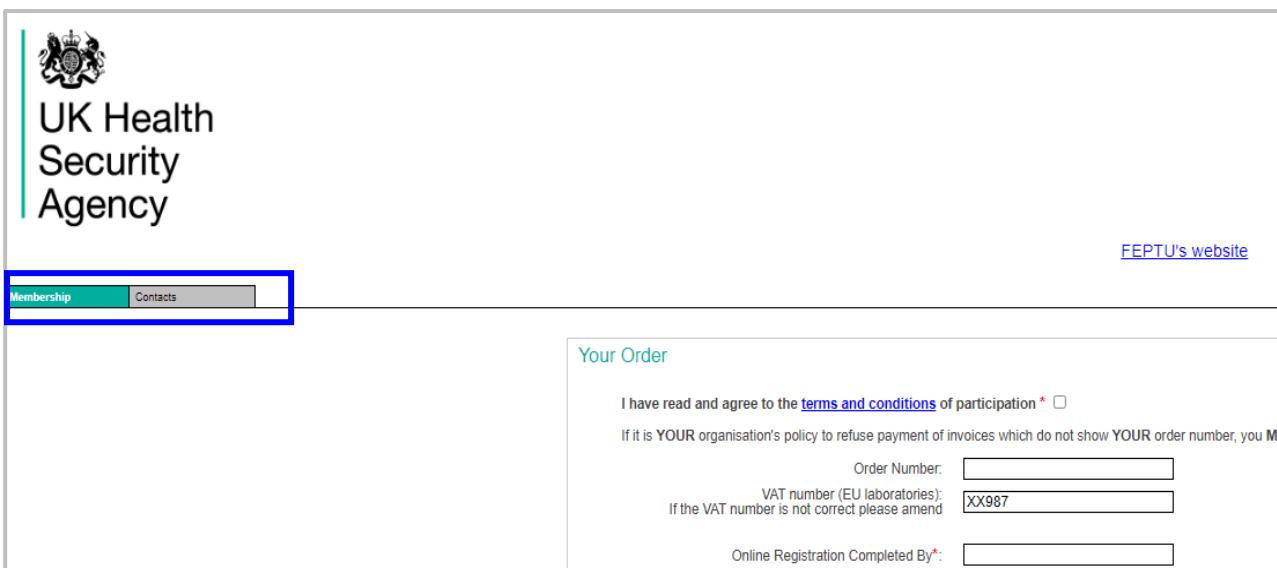
Distributions for [FEPTU's website](#)

Distribution No. Distribution Dates Results Due Date Completed

Select a Programme from the drop-down list (above) of programmes to which you subscribe.

Click on the 'Re-registration' tab, in the next screen two different tabs are shown:

'Membership' and 'Contacts' tabs. The dark turquoise shaded tab indicates the tab you are using. In the 'Membership' tab, the schemes and the distributions available that can be subscribed to are shown (2.1). In the 'Contacts' tab, your current details are shown these can be amended if necessary (2.2).



Membership

[FEPTU's website](#)

Your Order

I have read and agree to the [terms and conditions](#) of participation *

If it is YOUR organisation's policy to refuse payment of invoices which do not show YOUR order number, you M

Order Number:

VAT number (EU laboratories): XX987

If the VAT number is not correct please amend

Online Registration Completed By*:

Note: All the mandatory details are marked as '' and you will need to provide these details before you can submit the form.*

2.1 Entering membership details

Select the 'Membership' tab.



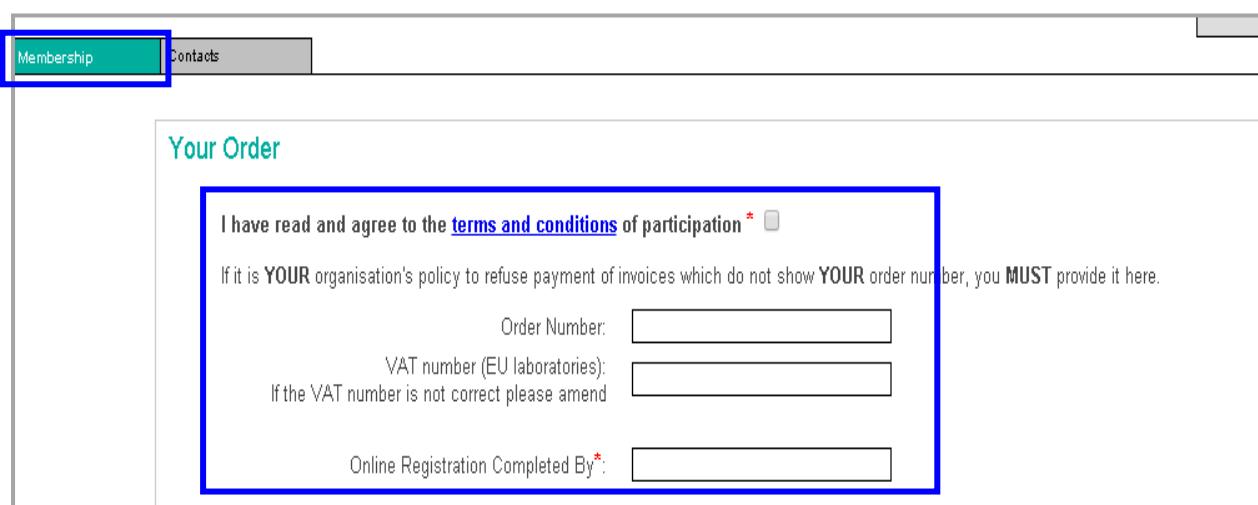
The screenshot shows the UK Health Security Agency website. At the top left is the agency's crest and name. At the top right is a link to 'FEPTU's website'. Below the header, there are two tabs: 'Membership' (which is highlighted with a blue box) and 'Contacts'. Under the 'Membership' tab, there is a section titled 'Your Order' with a checkbox labeled 'I have read and agree to the [terms and conditions](#) of participation *'. The checkbox is empty.

Select the hyperlink to '[terms and conditions](#)', read the terms and conditions of participation. If you agree with them tick the check box. This is a mandatory requirement of participation.

Enter your 'Order Number' in the blank text box area. If your organisation does not generate an order number for goods or services purchased then enter your name as the nominated individual completing the form.

If you are located in an EU country, check your VAT number in the text box shown on the screen and amend them if necessary.

Enter your name in the 'Online Registration Completed By' text box.



The screenshot shows the 'Your Order' section of the form. It contains a checkbox for agreeing to the terms and conditions, which is empty. Below the checkbox is a note: 'If it is YOUR organisation's policy to refuse payment of invoices which do not show YOUR order number, you MUST provide it here.' There are three text input fields: 'Order Number' (empty), 'VAT number (EU laboratories)' (empty), and 'If the VAT number is not correct please amend' (empty). At the bottom is a field for 'Online Registration Completed By' (empty).

The food and water schemes are listed, please see example for a food, water and PYM schemes from previous year as an example below (note to refer to FEPTU483 for the latest information). Columns show the 'Scheme' (by scheme name) 'Distribution' (by distribution

number), 'Select' (you must tick the check box to order the distribution) and the 'Dispatch date' (for each distribution). The final column to the right of the screen allows you to request additional sets of samples in addition to the routine set (please note additional samples are charged for). **Leave the box as '0' if you do not require any additional sets of samples.**

Food schemes:

Food - check the box against each distribution you require. If you require more than one set of samples enter the number of EXTRA SETS you require in the box				
Scheme	Distribution	Select	Dispatch Date	EXTRA Sample Sets
Standard Scheme	348	<input checked="" type="checkbox"/>	09 May 2022	0
	350	<input checked="" type="checkbox"/>	04 July 2022	0
	352	<input checked="" type="checkbox"/>	05 September 2022	0
	354	<input checked="" type="checkbox"/>	07 November 2022	0
	356	<input checked="" type="checkbox"/>	30 January 2023	0
	358	<input checked="" type="checkbox"/>	13 March 2023	0

Water Schemes:

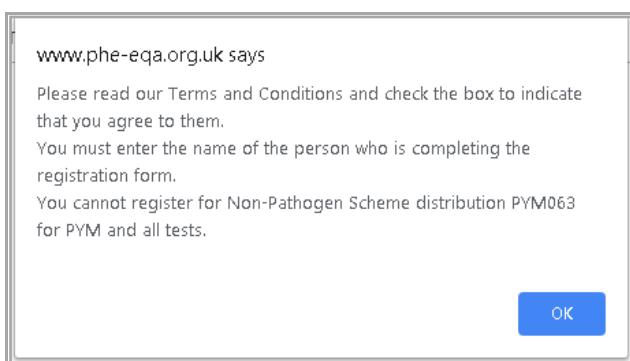
Water - check the box against each distribution you require. If you require more than one set of samples enter the number of EXTRA SETS you require in the box				
Scheme	Distribution	Select	Dispatch Date	EXTRA Sample Sets
Legionella Isolation Scheme	G126	<input checked="" type="checkbox"/>	04 April 2022	0
	G127	<input checked="" type="checkbox"/>	06 June 2022	0
	G128	<input checked="" type="checkbox"/>	03 October 2022	0
	G129	<input checked="" type="checkbox"/>	09 January 2023	0

To note the following information:

You cannot select both Non-Pathogen distributions and the corresponding PYM options. They are both the same samples – you are registering for fewer tests with the PYM option.

Non-Pathogen Scheme - all tests	NP071	<input checked="" type="checkbox"/>	09 May 2022	0	
	NP072	<input checked="" type="checkbox"/>	05 September 2022	0	
	NP073	<input checked="" type="checkbox"/>	30 January 2023	0	
PYM option	PYM071	<input checked="" type="checkbox"/>	09 May 2022	0	
	PYM072	<input checked="" type="checkbox"/>	05 September 2022	0	
	PYM073	<input checked="" type="checkbox"/>	30 January 2023	0	

If you do select the same distributions for Non-Pathogen and the PYM option then a prompt box will appear, as shown below:



1. Shiga Toxin *Escherichia coli* Scheme distributions are for detection of shiga toxin-producing *Escherichia coli* by molecular methods only.

2. *Legionella* Molecular Scheme distributions are for detection and quantification of *Legionella* spp. by molecular methods only.
3. Norovirus and Hepatitis A Virus Scheme distributions are for detection of Norovirus GI and GII and Hepatitis A Virus by molecular methods only.
4. For hydrotherapy pool waters please select distributions S129 and or S132 from Recreational and Surface Water Scheme.

2.2 Entering your contact details

Select the 'Contact' tab as shown below:

Main

Membership

Title:

Firstname:

Surname*:

Telephone*:

Extension:

Fax Number:

E Mail*:

Additional E Mail:

Department:

Establishment*:

Street*:

District:

City*:

Post Code (UK)*:

Country*:

Check the contact details on screen and amend them if necessary.

Please provide your second email address in the additional email address text area.

If the 'Finance Contact / Invoice Address' details are same as the main address please tick the check box 'same as main address'

If your 'Finance Contact / Invoice Address' is different please enter those details as shown in the screen below. Also, please contact foodeqa@ukhsa.gov.uk if your 'Finance Contact / Invoice Address' has changed.

Invoice

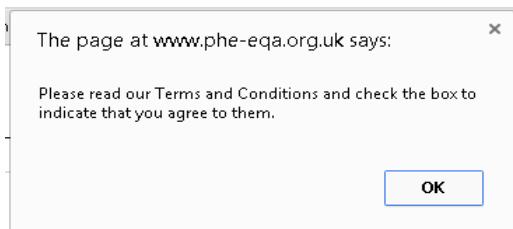
Same as main address:	<input type="checkbox"/>
Title:	Mrs
Firstname:	Manchari
Surname*:	Rajkumar
Telephone*:	02083277119
Extension:	
Fax Number:	
E Mail*:	foodeqa@phe.gov.uk
Additional E Mail:	
Department:	FEPTU
Establishment*:	PHE
Street*:	61, Colindale Avenue
District:	
City*:	London
Post Code (UK*):	NW9 5EQ
Country*:	England

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All the mandatory details are marked as '*' and you will need to provide those details before you submit the form. You will not be able to submit the form if any of the mandatory fields have been left blank.

Notes:

5. If you have not ticked the check box to confirm that you agree to the Terms and Conditions, a prompt box will appear as shown below:



2.2 Submitting your online re-registration

England

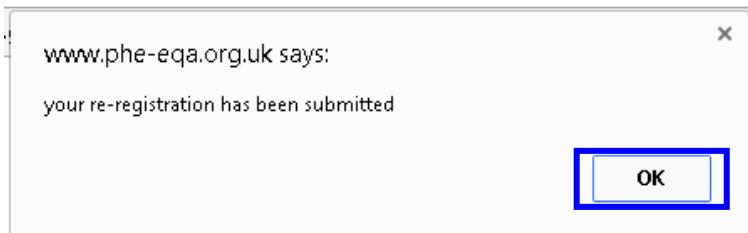
Membership	Contacts	Back	Submit														
<p>Main</p> <table border="1"> <tr> <td>Title:</td> <td>Mrs</td> </tr> <tr> <td>Firstname:</td> <td>Carmen</td> </tr> <tr> <td>Surname*:</td> <td>Gomes</td> </tr> <tr> <td>Telephone*:</td> <td>02083277119</td> </tr> <tr> <td>Extension:</td> <td></td> </tr> <tr> <td>Fax Number:</td> <td>02082008264</td> </tr> <tr> <td>E Mail*:</td> <td>foodeqa@phe.gov.uk;Manchari.Rajkumar@phe.gov.uk</td> </tr> </table>				Title:	Mrs	Firstname:	Carmen	Surname*:	Gomes	Telephone*:	02083277119	Extension:		Fax Number:	02082008264	E Mail*:	foodeqa@phe.gov.uk;Manchari.Rajkumar@phe.gov.uk
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E Mail*:	foodeqa@phe.gov.uk;Manchari.Rajkumar@phe.gov.uk																

Once you are ready to send us your re-registration details select the 'Submit' button.

A prompt box will appear to remind you to check the data you provided and to 'submit'. Select 'OK' to submit.



A prompt box will appear to confirm your re-registration has been submitted.



After your re-registration details have been submitted the 'Re-registration' button will no longer appear on the screen.

Select 'Logout' to close your account.



An email detailing your participation will be sent **after the re-registration process has been closed. This will usually be in March 2026.** You will also be notified when your certificate of participation has been uploaded to the website. If any amendments are required to your participation or the information shown in the email is incorrect contact the office on foodeqa@ukhsa.gov.uk.