

EURL-AR proficiency test webtool guideline

⇒ Browser requirements

IMPORTANT: The system works with the following browsers

Browser	Oldest supported version*
Google Chrome	44.0
Firefox	39.0

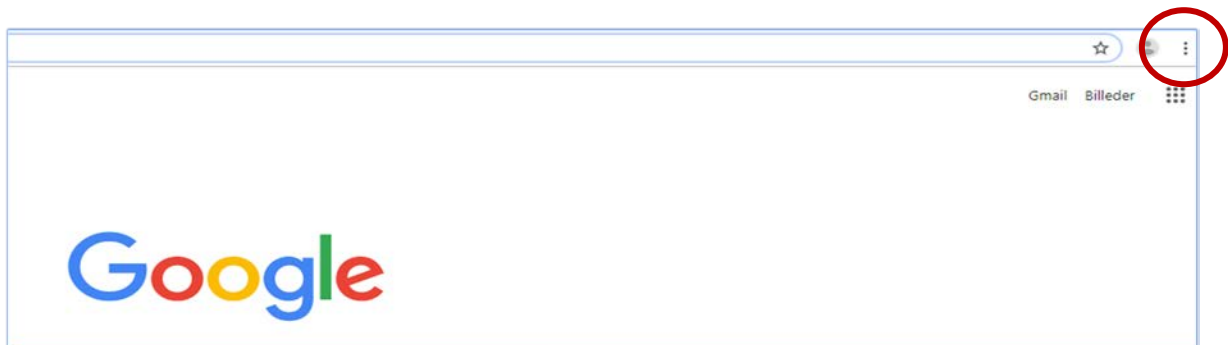
* latest version is recommended

⇒ Access the webtool

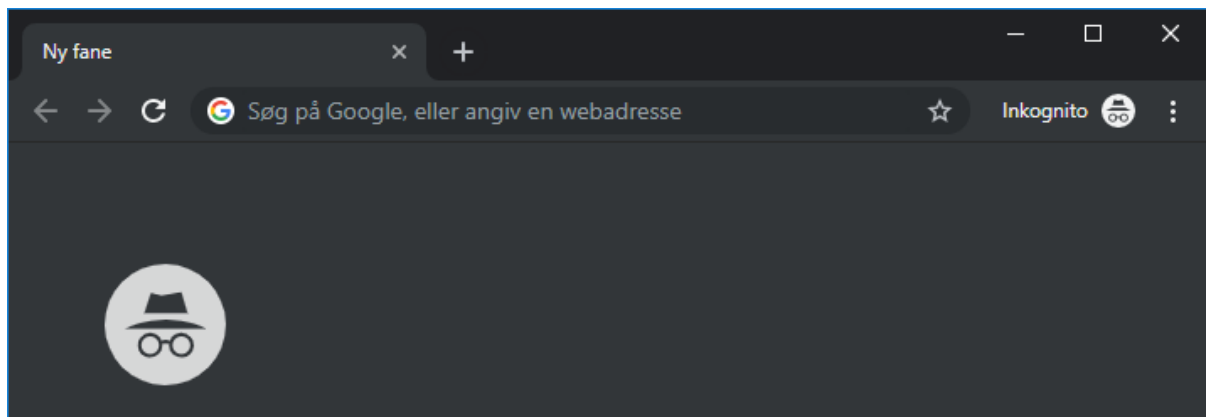
IMPORTANT: To access the webtool, you must use an incognito window.

NOTE: Should you have issues with requesting an incognito window, please contact the EQAS organizer directly.

Open a browser window, click on the three dots (see red circle below) and select: 'New incognito window'.



Continue in the black window that looks like this (for Google chrome):



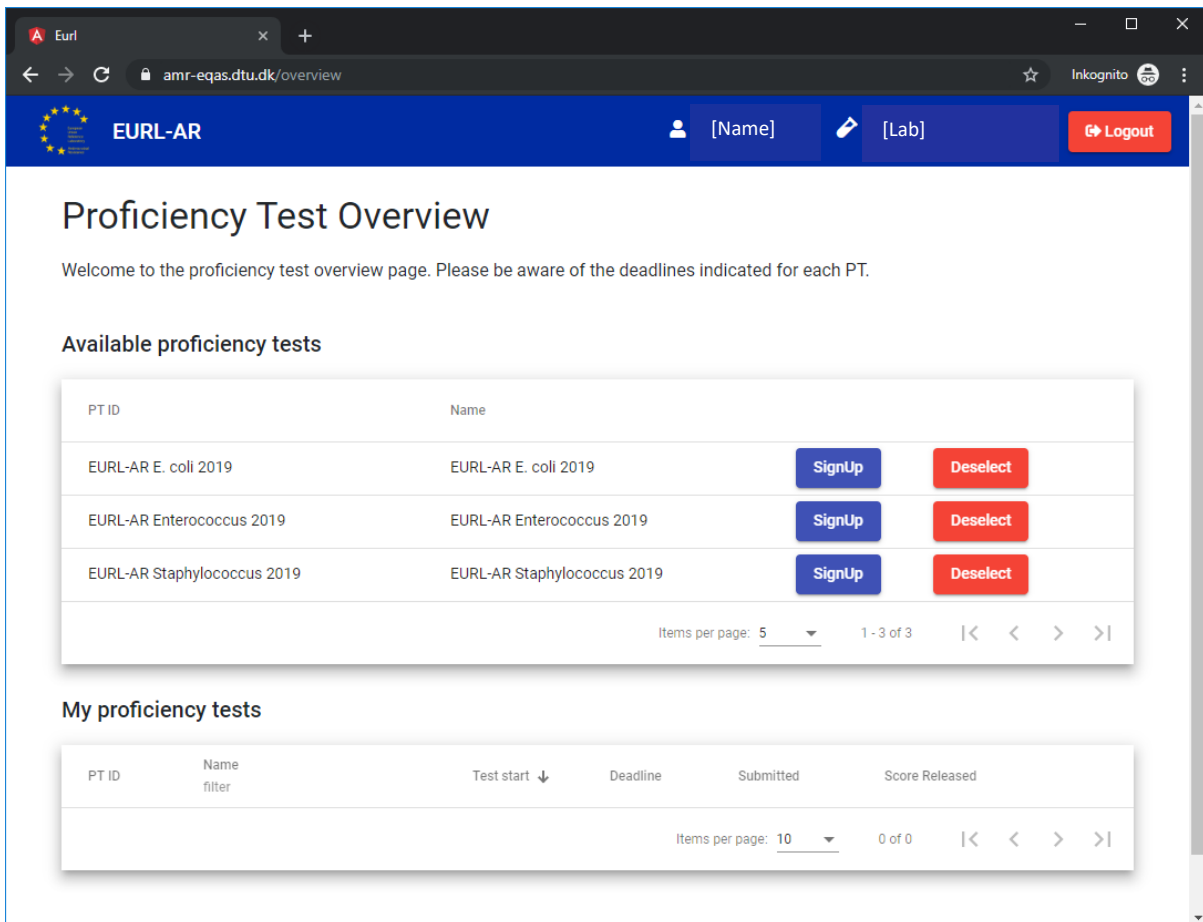
Access the webtool using this address: <https://amr-eqas.dtu.dk>



Select: Guests and others (guest.dtu.dk).

Login to the system by using the username and password sent to you by e-mail for participation in EQASs arranged by DTU Food.

After signing in you will get to the *Proficiency Test Overview* page.



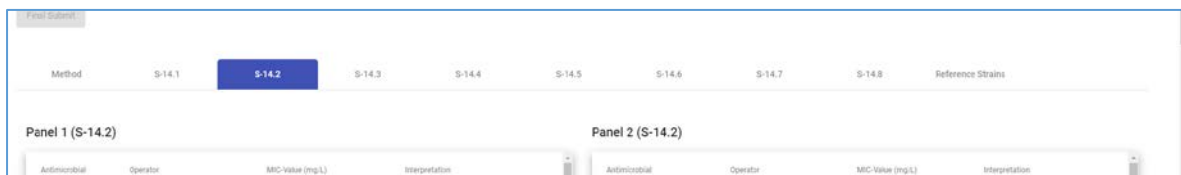
⇒ Signup or deselect

Under 'Available proficiency tests', sign-up to the relevant proficiency test. Proficiency tests you signed up to are listed under 'My proficiency tests'.

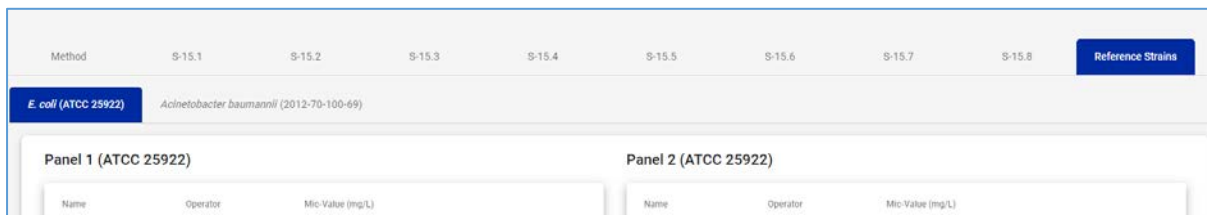
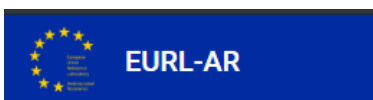
Click on 'Deselect' if you do not wish to submit data for specific proficiency tests (hereafter called EQAS).

⇒ Navigate in the database

Navigate between test forms using the tabs with the test strain or sample codes.



For some of the organisms, you will find the possibility of submitting MIC-values for more than one reference strain, i.e. ATCC reference strains as well as the EURL-AR QC strains (*Campylobacter coli* 2012-70-443-2, *Enterococcus faecium* 2012-70-76-8, *Enterococcus faecalis* 2012-70-103-3, *Acinetobacter baumannii* 2012-70-100-69). Navigate between reference strains using the sub-tabs under the 'Reference Strains' tab to ensure that you submit the values under the relevant tab.

Click the EURL-AR logo to go to the *Proficiency Test Overview* page

⇒ Enter data

Each EQAS relates to one microorganism (*E. coli*, *Enterococcus*, *Staphylococcus*, *Salmonella* or *Campylobacter*) or to the selective isolation and antimicrobial susceptibility testing (AST) of *E. coli* isolates from samples of meat and caecal content (Matrix EQAS).

Click on the name of the EQAS you wish to enter data for, and enter information in each sheet:

- Method: indicate the method details by responding to the questions.
- For the eight *Campylobacter* test strains, select '*C. coli*' or '*C. jejuni*'. After selecting the species (*C. coli* or *C. jejuni*), the fields to enter MIC-values and interpretation will be active.
- For the eight test strains or samples: select operator, type the MIC-value and select interpretation (R; S; NA).
 - R: Resistant (considering the breakpoint indicated in the EQAS protocol)
 - S: Susceptible (considering the breakpoint indicated in the EQAS protocol)
 - NA: Not applicable (should be used only when a MIC is obtained but there is no ECOFF for interpretation)
 - Leave the field blank if you have no result for the given antimicrobial/test strain combination (this option should be used if you for example did not test for an antimicrobial).
 - For the combination drugs, cefotaxime-clavulanic acid (F/C) and ceftazidime-clavulanic acid (T/C), type only the concentration of cefotaxime and ceftazidime, respectively.
- For the eight test strains or samples: Add a comment if needed.
- For *E. coli* and *Salmonella* – indicate if panel 2 is required and if so, select the relevant ESBL/AmpC/carbapenemase categorization.
- For reference strain(s): select operator and add MIC value

⇒ Save data

Click the *save* button on each page to save your entered data.

⇒ Review and revise data

Until deadline and before you have finally submitted your results, the database allows you to return to any testform and revise values.

On the *Proficiency Test Overview* page as well as in the *Test overview page*, click 'Download report' to see the overview of your results and method input for this EQAS.

⇒ Submit data

For each EQAS the data are submitted in one go (note, in this context we relate to one organism, i.e. *E. coli*, *Enterococcus*, *Staphylococcus*, *Salmonella* or *Campylobacter* or to the selective isolation and AST of *E. coli* isolates from samples of meat and caecal content (Matrix EQAS)).

When all information and data have been entered and revised for i) the method, ii) all eight test strains/samples, and iii) the reference strain(s) for a given EQAS, please indicate your acceptance that the uploaded data are ready for submission.

IMPORTANT! You will **NOT** be able to edit your data after final submission.

Click on 'Final Submit'

<p>I hereby accept that the uploaded EQAS data are ready for submission and that upon clicking 'Final submit' data cannot be edited further</p> <input type="checkbox"/>	<p>I hereby accept that the uploaded EQAS data are ready for submission and that upon clicking 'Final submit' data cannot be edited further</p> <input checked="" type="checkbox"/>
<input type="button" value="Final Submit"/>	<input type="button" value="Final Submit"/>

At the *Proficiency Test Overview* page the submission status of your Proficiency Test will now be **Yes**

Submitted	Score Released
No	No
No	No
Yes	No

Upon final submission, the primary and secondary contact person of the laboratory will receive an e-mail confirming the submission.

⇒ Support

Support

EQAS organiser: Susanne Karlsmose Pedersen
(suska@food.dtu.dk)

In the webtool at the top right corner of all pages, find the name and email address for the EQAS organizer. Find also link to the EURL-AR website (to access the relevant EQAS protocol) and find access to this webtool manual.

⇒ Evaluation and score

For each antimicrobial/test strain combination, interpretations as R and S are evaluated and scored.

For each antimicrobial/test strain combination, blank fields and interpretations as NA will not be evaluated and will not be scored.

For *E. coli* and *Salmonella*, the ESBL/AmpC/carbapenemase categorization is evaluated and scored.

For each ATCC reference strain, the obtained MIC value is evaluated and scored.

For the EURL-AR QC strains (*Campylobacter coli* 2012-70-443-2, *Enterococcus faecium* 2012-70-76-8, *Enterococcus faecalis* 2012-70-103-3, *Acinetobacter baumannii* 2012-70-100-69), the obtained MIC

values are not evaluated and scored. The report will indicate acceptance ranges for each antimicrobial. These acceptance values are based on the values obtained by the laboratories in the EURL-AR network. For some antimicrobials, the minimum value and maximum value could not be specifically defined due to the fact that all testing has been performed on MIC panels truncated in either the lower or the higher end of the MIC range. This is the reason for which you may observe open-ended minimum and maximum values for some antimicrobials.

When the score is released you will receive an email message from the EQAS organizer. Upon login to the database, you will find the report (*Download report*) updated with expected MIC values and the scores obtained.

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