

Service: Quality of Laboratories

**TOOLKIT MANUAL FOR THE PARTICIPANTS OF
THE VETERINARY PT PROGRAM**

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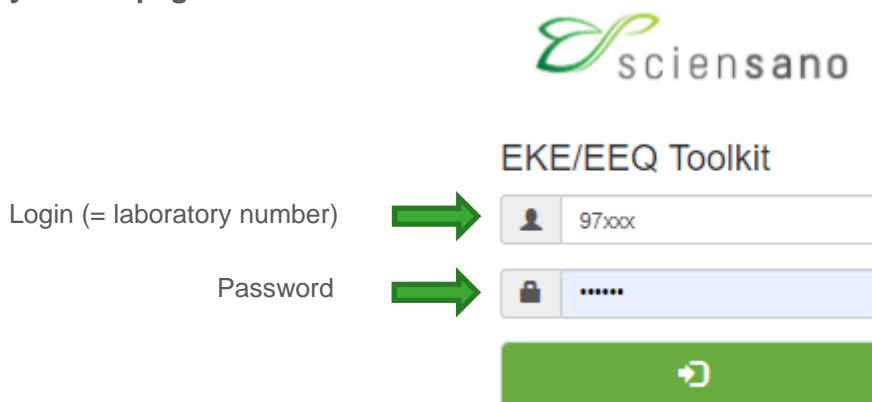
The Toolkit is the online platform where you can register in our veterinary PT (Proficiency testing) programs, manage your contact persons, submit your results and view your individual reports. To access all these features, it is necessary to be logged in.

I. LOGIN

You can access the Toolkit via the internet using a browser such as Google Chrome, Firefox, Safari or Microsoft Edge. We do not recommend using Internet Explorer as its functionalities will not be supported in the short or medium term.



1. First, log in to the Toolkit: this can be done in two ways:
 - Either through the website of the Service of Quality Laboratory <https://www.sciensano.be/en/external-quality-assessment/animal-health-pt-vet> (then click on **Toolkit** under **Submit Results**)
 - Or directly through the address: <https://eqatoolkit.sciensano.be>N.B.: It is recommended to create a shortcut for future use.
2. Sign in with your **laboratory number** (97xxx) and the **password** you received upon registration. You can also find your laboratory number on all personalized correspondence we send you. If you do not know your password, you can send a request via e-mail to EQA.toolkit@sciensano.be and we will reply with your laboratory password.
3. Then click on the arrow in the green rectangle to log in. You will now be directed to the **laboratory's homepage**.



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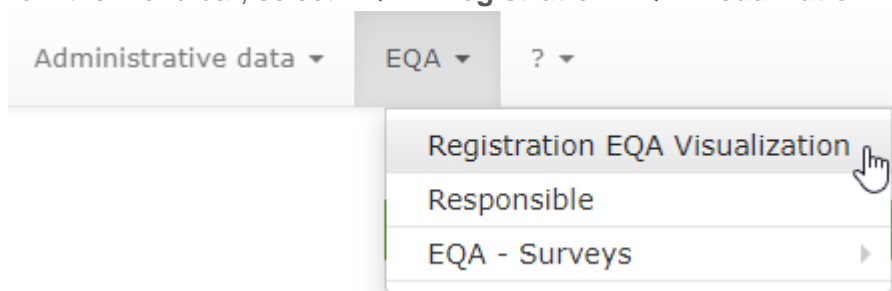
EKE/EEQ Toolkit

Login (= laboratory number) →

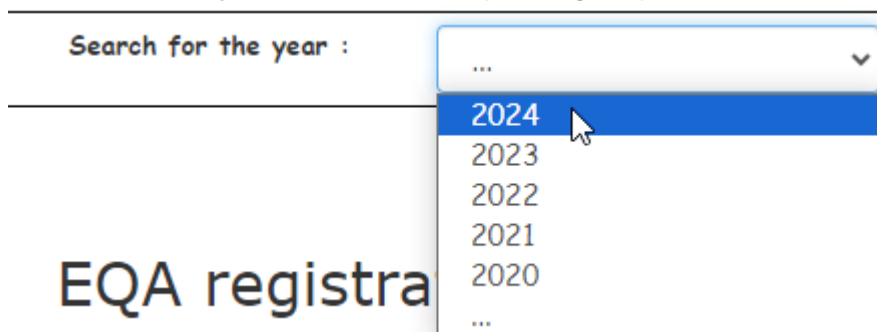
Password →

II. REGISTER

- From the menu bar, select **EQA > Registration EQA Visualization**.



- Then select the **year** from the corresponding dropdown list.



- You will obtain the registration form for the new cycle. Check the **boxes** of the proficiency tests you wish/are required to participate in, corresponding to the tests you routinely perform. Next to each panel, the **price** for each laboratory is indicated.

Example:

Bovine Tuberculosis

IFN gamma - Serum - ELISA (Ab) (X.XX €)

Serology - serum - ELISA (Ab) (X.XX €)

Note: Laboratories participating in multiple proficiency tests for the same test and the same matrix (but different methods) receive a 50% discount on the 2nd/3rd proficiency test. This is automatically calculated in the total price.

Example:

Disease	Test	Matrix	Method
Brucellosis	Serology	Serum	ELISA (Ab)
Brucellosis	Serology	Serum	Rose Bengal test
Brucellosis	Serology	Serum	SAW

- If you wish to enter your **purchase order number**, you have the option to enter it in the box below. This number will appear on the invoice.

Order

Order form number

5. **Transport fees** are charged as a flat rate and are also listed on the registration page. This fee is only charged once, in addition to the registration costs, regardless of the number of shipments throughout the year. This fee covers all transportation logistics, including dry ice if necessary. A distinction is made between laboratories within the European Union and outside the European Union.
6. If you **agree** with the above prices, please check this box. This is sufficient, so no signature is required.

I hereby agree to the above prices

7. Next, click on **Confirm**. A pop-up will appear. Please verify the contact person's information before clicking on 'OK'. This person will namely receive the confirmation e-mail. Please check your details carefully before submitting.

(address, phone number, email and contact person).

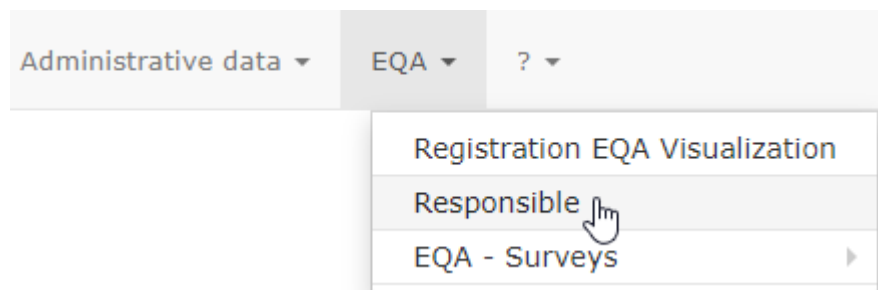
OK Close

8. You will receive a **confirmation e-mail** with your registration in PDF attachment. Note: Online registration is only possible during a specific period of the year (which will be communicated via e-mail). If you wish to modify your registration after this period, please send an e-mail to EQA.toolkit@sciensano.be.

III. MANAGING YOUR CONTACT PERSONS




Under **EQA > Responsible**, you can manage the details of the contact persons of your laboratory, as well as the responsible parties for the respective proficiency tests.

You can modify these contacts and/or responsible parties at any time if necessary. The changes will be saved once you click on **Save** at the bottom of the page.






Changing **general contact person details**:

This general contact person receives the confirmation e-mail after registration. This person also receives all general e-mails. You can enter multiple names and/or e-mail addresses for the same contact person, separated by a semicolon and a space.

	New Password	<input type="password"/>	New Password (confirm)	<input type="password"/>
Contact person		Titel / Name	<input type="text"/>	
		Phone	<input type="text"/>	
		E-mail	<input type="text"/>	


Changing **responsible(s) details for respective proficiency test**:

This responsible party receives the confirmation e-mail after filling in the results. This person only receives e-mails related to specific questions about the proficiency test. You can enter multiple names and/or e-mail addresses for the same contact person, separated by a semicolon and a space.

Pathogen			
Aujeszký's Disease		Person in charge	
		Titel / Name	<input type="text"/>
		Phone	<input type="text"/>
		E-mail	<input type="text"/>

IV. CHANGE YOUR PASSWORD

Under **EQA > Responsible** you can change your password.

Administrative data ▾	EQA ▾	? ▾
Registration EQA Visualization		
Responsible 		
EQA - Surveys ▶		

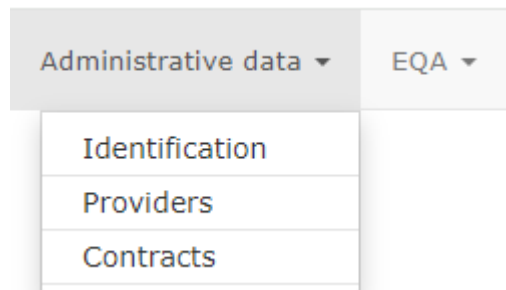
Enter your password twice. Always click on **Save** at the bottom of the page to save your changes!

New Password	<input type="password"/>	New Password (confirm)	<input type="password"/>
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V. ADMINISTRATIVE DATA OF YOUR LABORATORY

It is important to ensure that the administrative data are correct and up-to-date. Under **Administrative data**, you will find the information currently known to us. Under identification, you will find: the name of the laboratory, the delivery address, the invoice address, accreditation information, etc.

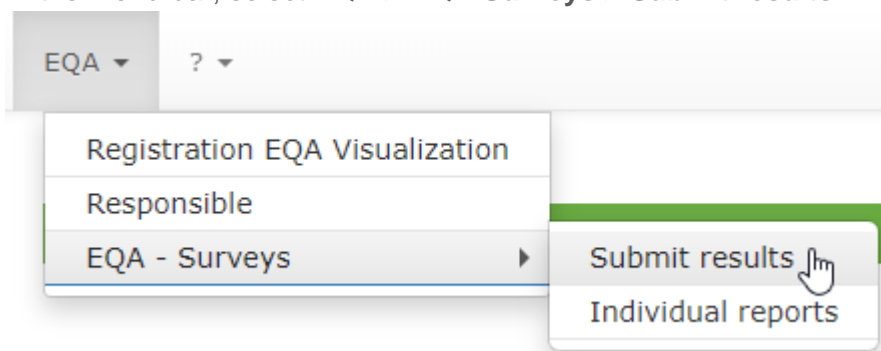
Providers and **Contracts** are optional for veterinary laboratories.



Please check these details carefully. Note: You cannot change the details of your laboratory yourself and need to send an e-mail to EQA.toolkit@sciensano.be.

VI. FILLING IN THE ANSWER FORM

1. In the menu bar, select **EQA > EQA Surveys > Submit results**



2. Select the pathogen (e.g. Infectious Bovine Rhinotracheitis) from the dropdown list **Pathogens**.

Please select the pathogen and the survey

Pathogens Surveys

...
Aujeszky's Disease
Blue tongue
Bovine Spongiform Encephalopathy (ESB)
Brucella
BVD
Capripox
Enzootic bovine leucosis
Infectious Bovine Rhinotracheitis (IBR)
Mycoplasma gallisepticum
Ovine Scrapie
Paratuberculosis
Q Fever
Salmonella
Visna Maedi
African swine fever (type II strain)
Classical swine fever
Leptospirosis
Bovine Tuberculosis
PRRS

3. Next, select the test from the dropdown list **Surveys** (e.g. Serology gE - Milk - 2024).

Please select the pathogen and the survey

Pathogens Surveys

...

Serology gE - milk - 2024

Serology gB - milk - 2024

Serology gE - serum - 2024

Serology gB - serum - 2024

Serology gB - milk - 2023

Serology gE - milk - 2023

Serology gE - serum - 2023

Serology gB - serum - 2023

Serology gB on serum 2022

Serology gE on serum 2022

Serology gE in milk 2021

Serology gB in milk 2021

4. Click on **Submit**.
5. You will now arrive at the page where you can input your results. At the top of the page, fill in the sample receipt date via a dropdown list under **Sample Receipt Date**. You will also find the **Closing Date** of the proficiency test. Please respect this date and enter the results on time. Only laboratories with valid reasons can request an extension. Please contact the PT-coordinator for this.

Sample reception date ** Closing date

22/03/2024

22/03/2024

23/03/2024

24/03/2024

25/03/2024

26/03/2024

27/03/2024

6. At the top, you will find **information** regarding the procedure and storage method for the respective samples. Example:

Information :

You received 10 lyophilized milk samples.


- **Procedure to reconstitute the milk:** Make sure that all powder is on the bottom of the vial. Carefully remove the cap, reconstitute the milk with **1ml** of demineralized water at +/- 30°C and replace the cap. Incubate the sample for 20 minutes at room temperature and then place the vial on a stirrer for 3 to 4 hours in order to allow full rehydration. Thereafter, homogenize the sample by vortexing and let rest for another 10 minutes before using it.
- **Storage method of the samples:** 20°C ± 5°C (**Do not refrigerate before reconstitution**). Reconstituted milk: 5°C ± 3°C for 7 days

VI.1. METHOD: ELISA


7. Enter the **Date of performance of the test** and information about your **method**.

Method 1 ▼

+ Add a method

Date of performance of the test *	...	▼
	...	▼
Reagens *	...	▼
Batch number		
Short or long incubation protocol (if applicable)	...	▼
Formula to calculate the normalized data *	...	▼
Lower Cut-off (%) *		
Higher Cut-off (%) *		

Remarks:

- If your kit is not listed in the dropdown list, please inform the PT-coordinator so that this kit can be added.
- If the highest and lowest cut-offs are the same, enter the same number in both fields (indicated with ).
- Some fields are mandatory; if you have not filled them in, you will receive an error message. Questions that must be filled in are marked with a *.

8. Next, **enter** your results.

A	B	C	D	E
Samples	OD	IBRgE (ELISA) (milk)	IBRgE (ELISA) (milk) (laboratory standard)	IBRgE (ELISA) (milk) Interpretation
Positive control	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Negative control	<input type="text"/>	<input type="text"/>	<input type="text"/>	
IBRMILgE24- 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 9	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>
IBRMILgE24- 10	<input type="text"/>	<input type="text"/>	<input type="text"/>	... <input type="text"/>

Column A:

Overview of the samples. This refers to the labels attached to the samples.

Column B:

Please enter **optical density (OD)** here.

Column C:

Automatic calculation of normalization based on the filled ODs in column B.

- If you have chosen an **indirect ELISA**, normalization will be automatically performed according to the following formula:

$$\frac{S}{P} \text{ value (\%)} = \frac{(OD_{\text{sample}} - OD_{\text{negative control}})}{(OD_{\text{positive control}} - OD_{\text{negative control}})} * 100$$

- If you have chosen a **competitive ELISA**, normalization will be automatically performed according to the following formula:

$$\frac{S}{N} \text{ value (\%)} = \frac{(OD_{\text{sample}} - OD_{\text{positive control}})}{(OD_{\text{negative control}} - OD_{\text{positive control}})} * 100$$

Column D:

If you have used a different method, you must enter the obtained results in column D and place the formula in the free text under **Comments**.

Column E:

Enter the **interpretation** for the sample.

Note:

- Not analysed (NA) = the sample was not subjected to analysis. This sample will not be scored.
- Not interpreted (NI) = the interpretation of the sample is in a grey area because the values are too close to the cut-off.

VI.2. METHOD: PCR

7. Enter the **Date of performance of the test** and information about your **method**.

Method 1

▼

+ Add a method

Date of performance of the test *	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="..."/>
Producer Extraction protocol / kit	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="..."/>
Name Extraction protocol / kit	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="..."/>
Batch number *	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>
	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="..."/>
RT-PCR protocol / kit *	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="..."/>
Batch number	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>
	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="..."/>
PCR Machine used	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="..."/>
Software PCR machine (Producer and version)	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>
Used Cut-off *	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>

Remarks:

- If your kit is not listed in the dropdown list, please inform the PT coordinator so that this kit can be added.
- Some fields are mandatory; if you have not filled them in, you will receive an error message. Questions that must be filled in are marked with a *.

8. Next, enter your **results**.

A	B	C
Samples	BLTb	Interpretation
Positive control	= <input type="text"/>	
Negative control	> <input type="text"/>	
BTVIR23- 1	> <input type="text"/>	... <input type="text"/>
BTVIR23- 2	> <input type="text"/>	... <input type="text"/>
BTVIR23- 3	> <input type="text"/>	... <input type="text"/>
BTVIR23- 4	> <input type="text"/>	... <input type="text"/>
BTVIR23- 5	= <input type="text"/>	... <input type="text"/>
BTVIR23- 6	= <input type="text"/>	... <input type="text"/>
BTVIR23- 7	= <input type="text"/>	... <input type="text"/>
BTVIR23- 8	= <input type="text"/>	... <input type="text"/>
BTVIR23- 9	= <input type="text"/>	... <input type="text"/>
BTVIR23- 10	= <input type="text"/>	... <input type="text"/>

Column A:

Overview of the samples. This refers to the labels attached to the samples.

Column B:

Please enter **Ct-value** or **Cp-value** here.

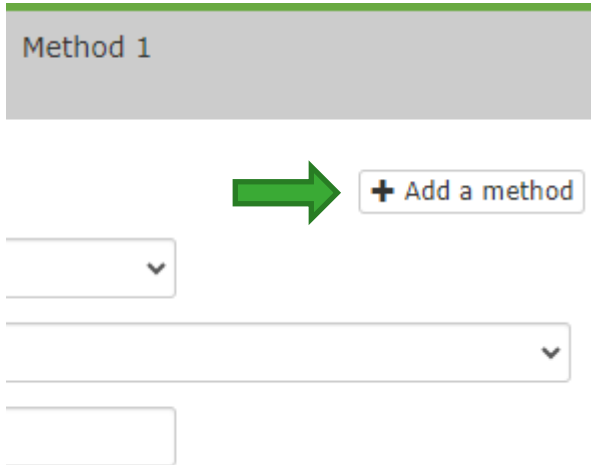
Column C:

Enter the **interpretation** for the sample.

Note:

- Not analysed (NA) = the sample was not subjected to analysis. This sample will not be scored.
- Not interpreted (NI) = the interpretation of the sample is in a grey area because the values are too close to the cut-off.

9. If you want to enter a new method for the same panel of samples, click on **+ Add a method**. Then proceed as described above.



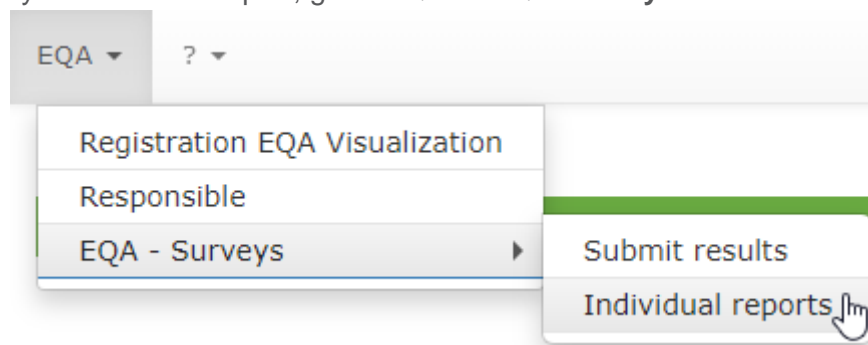
10. Once you have finished entering the results, do not forget to click on **Submit** at the bottom of the page to save your results. You can modify your results as long as the closing date of the proficiency test has not been reached.
11. Your submitted results in PDF format will be sent to the responsible(s) of the respective proficiency test (see point III "Managing your contact persons").

VII. CONSULT INDIVIDUAL REPORT

An English-language individual report will be made available in the Toolkit no later than 4 weeks after the deadline for submitting results. This report contains the necessary information for participants to assess their own performance.

Once the individual report is available via the Toolkit, both the general contact person and the responsible(s) of the respective proficiency test will be notified via e-mail by the PT coordinator.

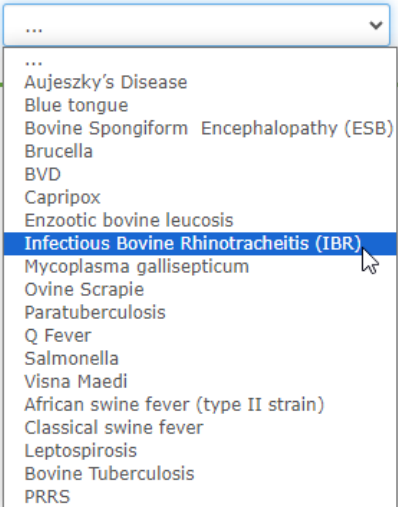
1. To view your individual report, go to **EQA -> EQA Surveys -> Individual Reports**.



2. Select the pathogen (e.g. Infectious Bovine Rhinotracheitis) from the dropdown list **Pathogens**.

Please select the pathogen and the survey

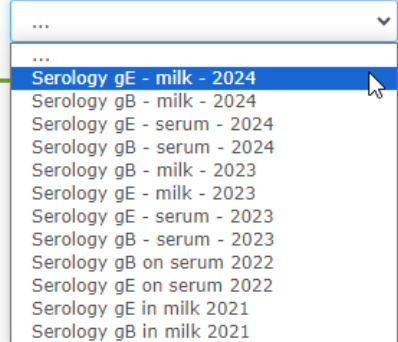
Pathogens Surveys



3. Next, select the test from the dropdown list **Surveys** (e.g. Serology gE - Milk - 2024).

Please select the pathogen and the survey

Pathogens Surveys



4. You will receive your individual report.

VIII. QUESTIONS

Please contact us with any questions at EQA.toolkit@sciensano.be.

Ynse Van de Maele
Coordinator Veterinary PT Program
Quality of Laboratories
Sciensano