

Service: Quality of Laboratories

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

Application date: 31/01/2022

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Via the TOOLKIT web application you can enrol in our veterinary PT program, manage your laboratory contacts and submit your results online. To have access to all these functions, it is necessary that you are logged in.

If you encounter any problems using the Toolkit application, please contact us by e-mail EQAToolkit@sciensano.be. For any administrative questions, please contact our secretariat either by telephone +32 2 642 55 22 or by e-mail QL_secretariat@sciensano.be.


1 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.




- 1) You can consult the Toolkit by means of 2 options:
 - Via the website of the service Quality of Laboratories (https://www.wiv-isp.be/QML/index_nl.htm); then select “TOOLKIT” in the left column under the heading “VETERINARY PROFICIENCY TESTING (PT VET)”.
 - Or directly via the following address: <https://ql.sciensano.be>Remark: It is recommended to create a shortcut for future use.

- 2) Log in with your **laboratory number** (97xxx) and the **password** that you received when you registered. You can also find your laboratory number on all personalized correspondence you received from us. If you do not have your password, you can request it by e-mail EQAToolkit@sciensano.be. You will then receive an answer with your laboratory password.

 <https://qml.wiv-isp.be/toolkitdotnet/>

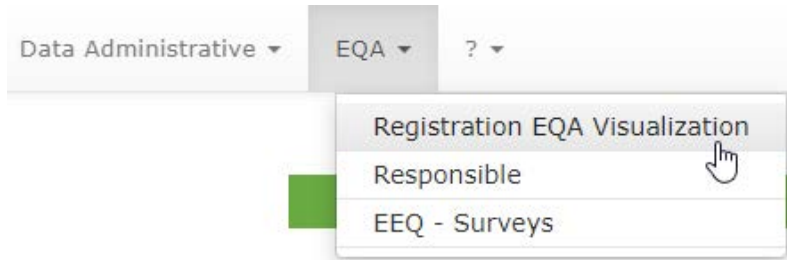


You can alter your password via **EQA > Responsible**. Enter a new password in the fields **[New password]** and **[New password (confirm)]**. There are no requirements or restrictions attached to this password. Then click on **Save**.

- 3) Thereafter, click on the arrow in the green rectangle  to log in.
You have now arrived at the homepage of the laboratory.

2 REGISTER

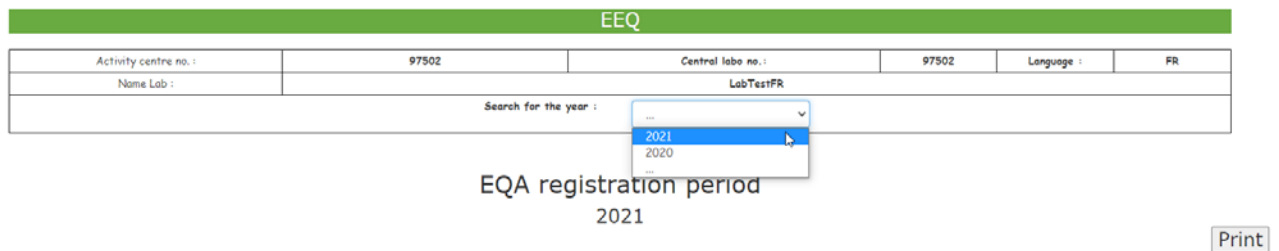
In the menu bar, choose **EQA > Registration EQA Visualization**.



Then select the year in the respective drop-down list.

You will get a blank registration form for the new cycle. Please tick the boxes of the surveys you want/need to participate in, according to the tests you are doing in routine. Then click on **Confirm**.

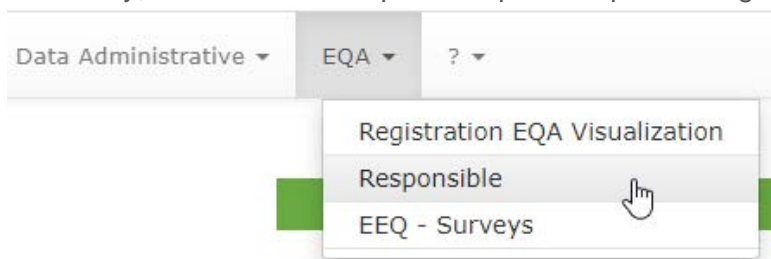
You can print your registration by clicking on **Print**.

A screenshot of the EQA registration form. At the top, there is a green bar with the text 'EEQ'. Below this, there is a table with the following data: Activity centre no.: 97502, Central labo no.: 97502, Language: FR, Name Lab: LabTestFR. Below the table, there is a search for the year dropdown menu with a list of years: 2021, 2020. Below the search, there is a label 'EQA registration period' and the year '2021'. At the bottom right, there is a 'Print' button.

Remark: Online registration is only possible during a specific period of the year (this will be communicated by e-mail). If you wish to change your registration after this period, please contact our secretariat on +32 2 642 55 22 or by e-mail QL_secretariat@sciensano.be.

3 MANAGE YOUR CONTACT PERSONS

Under **EQA > Responsible** you can manage the contact details of the contact persons of your laboratory, as well as the responsible persons per Pathogen.



You can enter several names and/or e-mail addresses for the same responsible person, separated by a semicolon and a space.

You also have the option to change your password here. Always click on **Save** at the bottom of the page to save the changes!

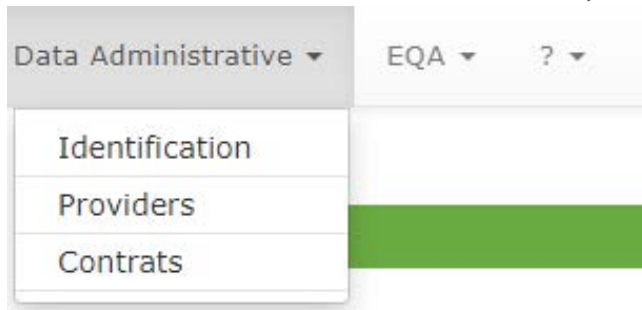
Remark: You can always update your contacts by yourself if necessary. The changes are registered immediately after you click on **Save**.

4 CONSULT THE ADMINISTRATIVE DATA OF YOUR LABORATORY

It is important to check that the administrative data is correct and up-to-date. Under **Data Administrative** you will find the data that is currently already known to us.

Under **identification** you will find: the name of the laboratory, the address, telephone number, e-mail address, delivery data, facturation and accreditation data,...

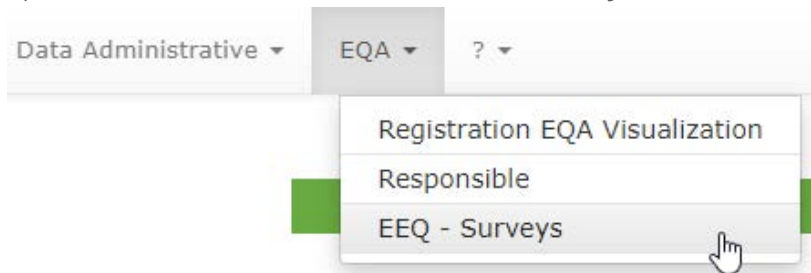
Providers and **Contracts** are optional for the veterinary laboratories.



Please check them carefully. Attention: It is not possible to change your laboratory data by yourself. For this, you need to contact our secretariat on +32 2 642 55 22 or by e-mail QL_secretariat@sciensano.be.

5 FILL IN ANSWER FORM

1) Choose in the menu bar for **EQA > Surveys**.



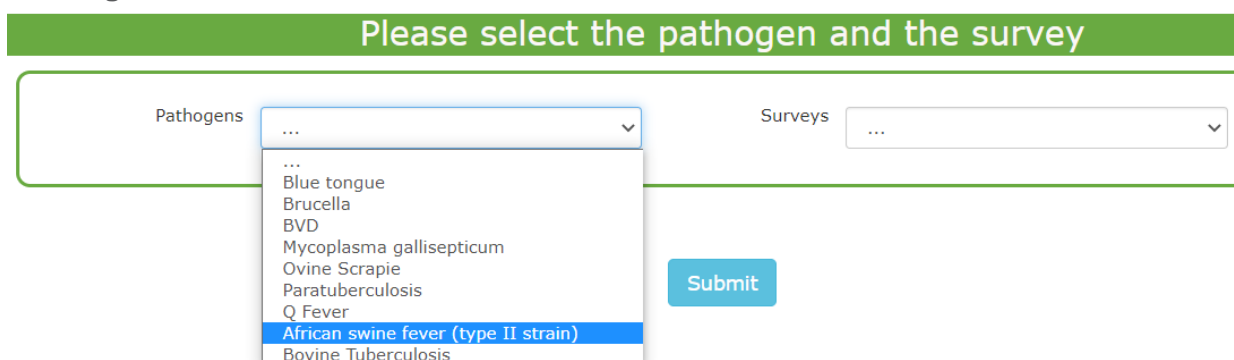
2) Select the pathogen (e.g. African swine fever (type II strain)) from a drop-down list of **“Pathogens”**.

Please select the pathogen and the survey

Pathogens Surveys

Submit

Blue tongue
Brucella
BVD
Mycoplasma gallisepticum
Ovine Scrapie
Paratuberculosis
Q Fever
African swine fever (type II strain)
Bovine Tuberculosis

A screenshot of a web application's form. The form has a green header bar with the text 'Please select the pathogen and the survey'. Below the header, there are two dropdown menus: 'Pathogens' and 'Surveys'. The 'Pathogens' dropdown menu is open, showing a list of pathogens: Blue tongue, Brucella, BVD, Mycoplasma gallisepticum, Ovine Scrapie, Paratuberculosis, Q Fever, African swine fever (type II strain), and Bovine Tuberculosis. The 'African swine fever (type II strain)' option is highlighted with a blue bar. To the right of the dropdown menus is a blue 'Submit' button. The background is light gray.

3) Next, select the survey from a drop-down list “Surveys” (e.g. ASFSER2021).

Please select the pathogen and the survey

Pathogens	African swine fever (type II strain) ▼	Surveys	ASFSER2021 ▼ ... ASFSER2021 ASFVIR2021
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4) Click on “Submit”.

5) You are now on the page where you can enter your results.

At the top of the page, you can enter the “**Sample reception date**” of the samples using a drop-down list. Here you can also consult the closing date of the survey and the information of the samples.

African swine fever (type II strain) ASFSER2021

LabTestEN - (97501)
Wytsmanstreet - 1050 brussels - Belgium

Last save date 15/03/2021	Date 04-01-2022 17:08	Sample reception date * 15/03/2021	Closing date 31-03-2021
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Information :

You received 10 serum samples for the detection of anti-ASF Ab by ELISA

6) Enter the “Date of performance of the test” and the information regarding your method(s).

ASFs (ELISA)

Date of performance of the test *	...	▼		
Reagens *	...	▼	...	▼
Batch number	<input type="text"/>			
Short or long incubation protocol (if applicable)	...	▼		
Formula to calculate the normalized data *	...	▼		
Lower Cut-off (%) *	<input type="text"/>			
Higher Cut-off (%) *	<input type="text"/>			

7) Thereafter, enter your results.

Samples	OD	ASFs (ELISA)	ASFs (ELISA) (laboratory standard)	ASFs (ELISA) Interpretation
positive control	<input type="text"/> *	<input type="text"/>	<input type="text"/>	
negative control	<input type="text"/> *	<input type="text"/>	<input type="text"/>	
ASFSE21- 1 [PS1] (2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 2 [PS3] (5)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 3 [PS1] (1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 4 [PS2] (3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 5 [NS3] (8)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 6 [NS1] (10)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 7 [PS2] (4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 8 [NS2] (7)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 9 [PS3] (6)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...
ASFSE21- 10 [NS1] (9)	<input type="text"/>	<input type="text"/>	<input type="text"/>	...

Remarks

Submit

Remarks:

For ELISAs, the ODs of the controls must be entered first.

- If you have chosen an **indirect ELISA**, the normalization is done automatically according to the following formula:

$$\text{Value} = ((\text{OD}_{\text{sample}} - \text{OD}_{\text{negative control}}) / (\text{OD}_{\text{positive control}} - \text{OD}_{\text{negative control}})) * 100$$

- If you have chosen a **competitive ELISA**, the normalization is done automatically according to the following formula:

$$\text{Value} = ((\text{OD}_{\text{sample}} - \text{OD}_{\text{positive control}}) / (\text{OD}_{\text{negative control}} - \text{OD}_{\text{positive control}})) * 100$$

If you have used another method, enter the results obtained in the third column and the formula in the free text under "**Remarks**".

- 8) Once your results have been submitted, don't forget to click "**Submit**" at the bottom of the page to save your data.

You can print your results by right-clicking on the mouse and then on "**print**".

You can change your results as long as the closing date of the survey has not been reached.

Remark: Some fields are mandatory, if you have not filled them in, an error message will be displayed. Mandatory questions are marked with *.

- 9) If you want introduce a new method for the same panel of samples, you click on "**+ add a method**". Then proceed as above.

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Quality of Laboratories
Sciensano