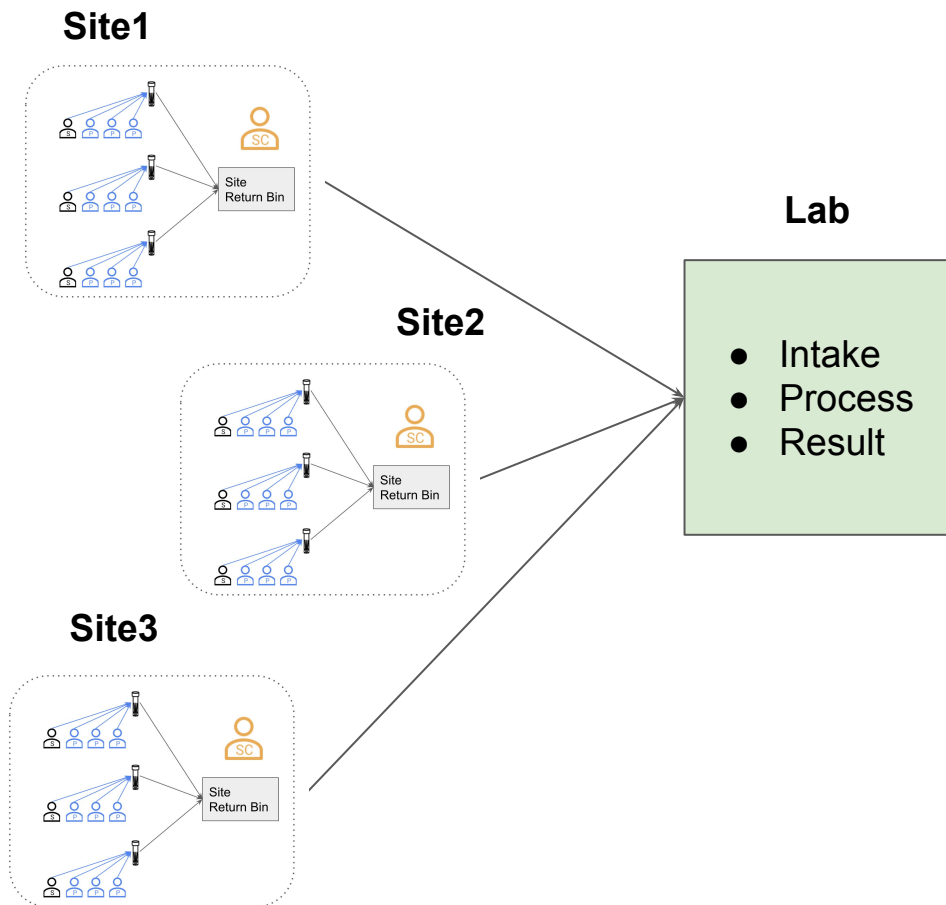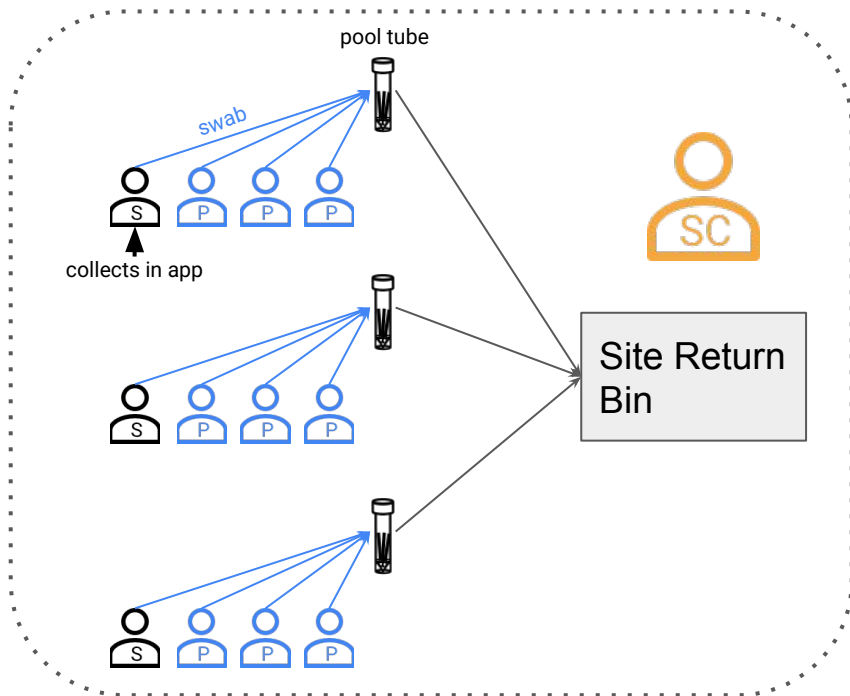# Overview

- Self-swabbing by all participants according to procedures approved by medical director

- Pools of 2 to 4 participants, preferably 4

- Accessioning of who's in each pool done at time of collection with FloodLAMP Mobile App

- All participants must first sign Consent stating they understand limitations of non-diagnostic surveillance testing and agree to participate in program

- Distributed collection done at several sites

- Collected tubes are aggregated at each site, with a cutoff time for tubes being in the bins

- Tubes from each site are transported to the Lab for processing

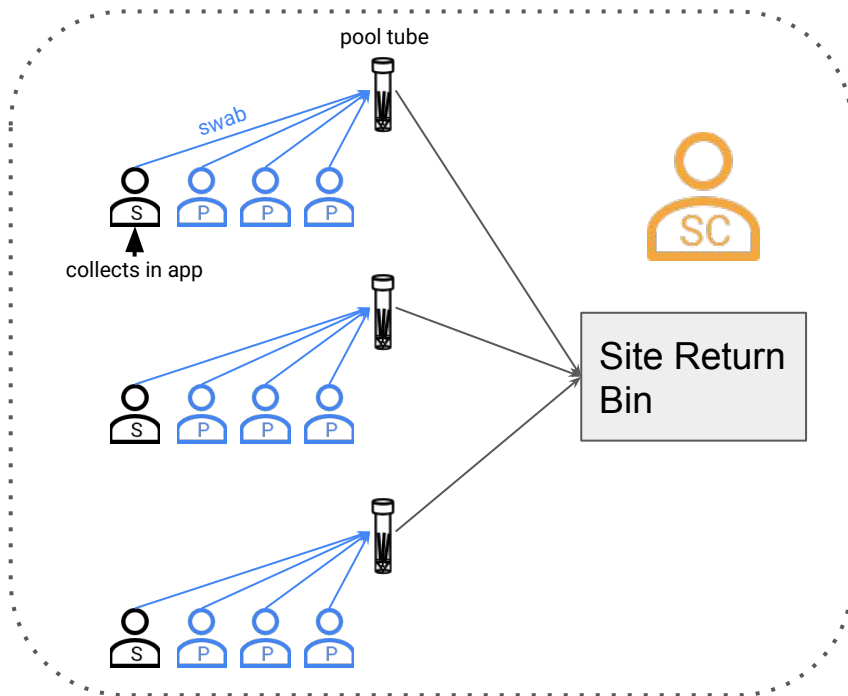# Roles at a Site

PARTICIPANT
- provides sample to pool

SPONSOR
- add Participants to pool list in FloodLAMP Mobile App
- returns collected tubes to "site return bin"
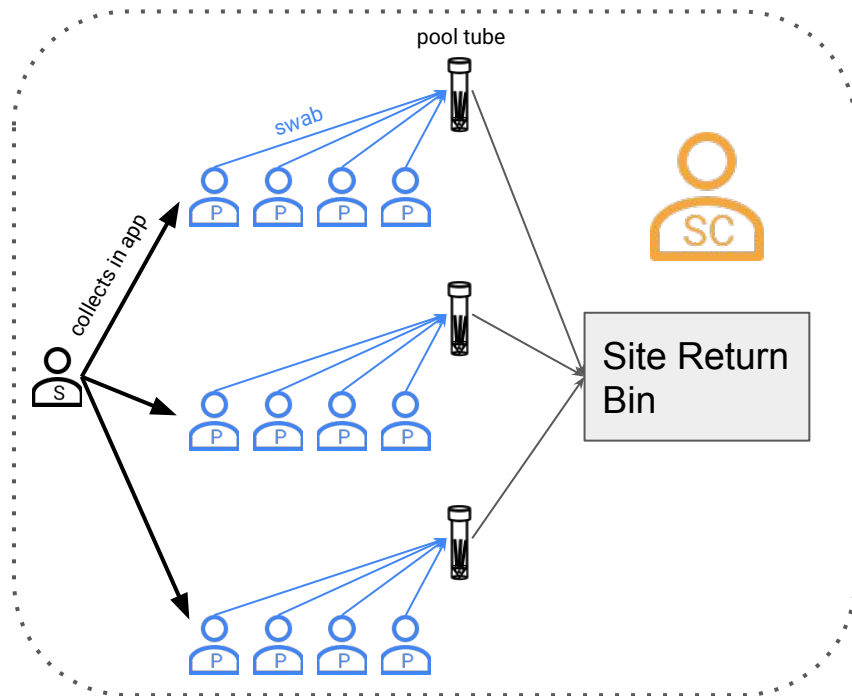- reports anomalies to Site Coordinator

SITE COORDINATOR
- organizes Sponsors
- verifies expected people are participating
- ensures timing and schedule
- coordinates transport to lab
- records problems and follows up w Admin

Standard Sponsor

pool tube

swab

collects in app

SC

Site Return Bin

- Participants must approve Sponsor to add them to pool in app

Super Sponsor

pool tube

swab

collects in app

SC

Site Return Bin
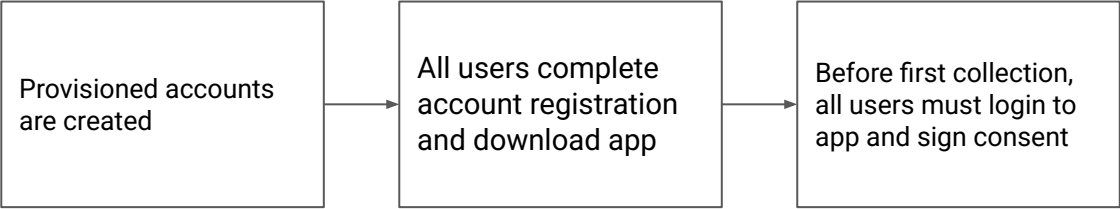
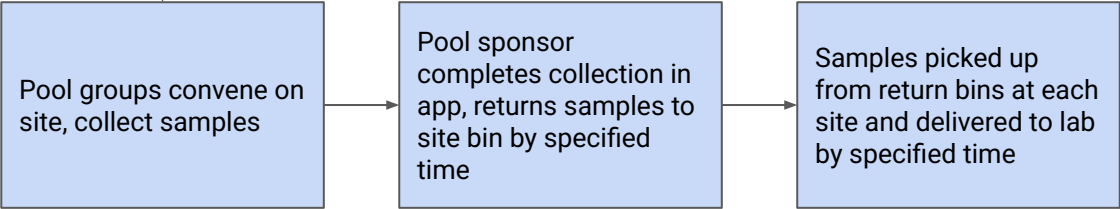- Super Sponsor can collect anyone without approval
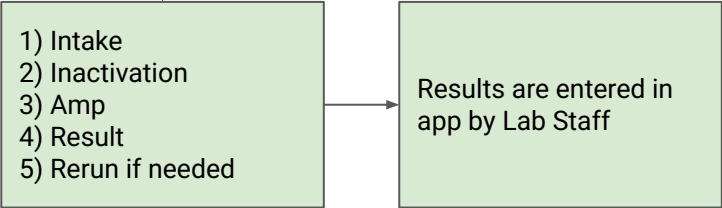- Super Sponsor can also be in pool themselves

Program workflow

SET UP

Provisioned accounts are created → All users complete account registration and download app → Before first collection, all users must login to app and sign consent

- Participants notified by email/txt that results are ready to view in app

COLLECT

Pool groups convene on site, collect samples → Pool sponsor completes collection in app, returns samples to site bin by specified time → Samples picked up from return bins at each site and delivered to lab by specified time

Pending Legal Clearance

- Participants are not notified. Admins and PI's review neg results in portal (participation).

RETURN & RESULTS

1) Intake
2) Inactivation
3) Amp
4) Result
5) Rerun if needed

→ Results are entered in app by Lab Staff

NOT DETECTED (TEST NEGATIVE)

DETECTED (TEST POSITIVE)

- PI's receive email w names and contact info for people in positive pool
- PI's and Admins determine notification and followup

Role Recommendations

1) Give all employees Super Sponsor role
    a) maximum flexibility
    b) employees agree not to do unauthorized collections
2) Give any on-site contractors, vendors, or family members Sponsor or Participant roles

Day1 Recommendations

1) Designate specific individuals to do use app for collection on Day1
    a) give them in person training - can be 5 to 15min
    b) mainly training is having them go through an actual mock collection on App
    c) have them logout and log back in to App to make sure they have password handy
    d) make sure they have site coordinator's contact info in case of problems
2) Encourage Sponsors to show and talk through process with interested Participants in their pools while they are doing the collection
    a) create redundancy with more people capable of confidently being Sponsors and running collection in the app
3) Have backup option of Site Coordinator and potentially a few others prepared to Super Sponsor collect for many pools

Typical Problems and Solutions

1) No account in system
   a) Can be avoided by confirming everyone has completed their account registration by clicking through on Appivo reg email
   b) Resolution depends on time budget
   c) Common mixup is that a different email address was used for account registration, or email address was misspelled
   d) Preferably, Admin adds account on-the-fly and user completes registration as normal
   e) Backup, Admin adds account, person signs paper consent, completes their reg later
   f) 2nd Backup if Admin not available, person signs paper consent, Sponsor adds name in Notes field during collection
2) Tube QR code not recognized on Intake Scan
   a) Is QR Code visibly damaged?
      i) Yes > must type in number manually
      ii) No > can try scanning with smartphone camera (open camera app and point at QR code, message to open in Browser should pop up)
   b) Likely the Collection step was not completed by the Sponsor
      i) Process tube in lab anyway - mark cap and side of tube with specific color marker
      ii) Admin and/or FloodLAMP can identify incomplete collection tubes in log files

Prep Recommendations

1) Have printouts of Consents at each site
2) Have labeled bins for each site ([link to good locking bin on Amazon](#))

Clarification of Terminology

	User Role in App	**General Meaning**
Participant	can only be in pools, can't collect in App	whoever is in pool regardless of role, or anyone in the program
Sponsor	can collect in App, and also be in pools requires participants to pre-approve	whoever is doing the collect in App and entering participant names into list
Super Sponsor	can collect anyone without pre-approval in app	mode of collection where a person collects for other people, sometimes many pools (e.g. Eagles conference, Kent camp)