

## Testing Checklist - Alpine v1.1

Last updated: 5-24-2022 RT GW BS

For all **communication** steps specified below, use the Slack channel: # testing-alpine\_portola

### Before Arrival

- Confirm Heaters turned on (text Randy & Theresa if confirmation not received by 8am)

### Upon Arrival

Time:

- Prepare 10% Bleach Solution
- Double check water bath up to temp
- Clean Inactivation Table
- Set up Inactivation Table
- Check sufficient 1XISS (or make) and Rxn Mix (frozen or source tubes), and not expired
- Check sufficient consumables for usage (1.5mL tubes, strip-8s, tips, reservoirs)
- Ensure you have expected tubes from staff
- Check red mailbox for tubes CODE: 513

### At Carillon

- Travel to Carillon and set up at drop off point Time:
- Intake Collection tubes already dropped off
- Continue intaking as participants drop off tubes until cut off time 9:05
- Communicate** intake anomalies (QR code and anomaly description)

### Upon Return to Alpine

Time:

- Turn off air purifiers before beginning the test procedure. Keep the door closed.
- Run test
- When on amp, **communicate** time expected to remove from amp
- Check with FL Program Admin if positives are known or unknown. Rerun if unknown.
- Communicate** Result image & lookup map Time:

- Mark result on lookup map as a circled 'P' or 'I' at the end of the tube code
- Wait 5 mins for confirmation of whether any positives are known positives

- Communicate** re-run plan for all inconclusives and unknown positives  
I.e.: "re-running 1 positive, 1 inconclusive in triplicate"

- Re-run test

- Communicate** re-run results ETA

- Communicate** final results and time Time:

- Return cold blocks to freezer

- Return pipettes, tip boxes, racks

- Check that all thawed inactivation solution bottles & vials are covered in foil

- Discard sample tubes from refrigerator (neg. in trash, pos. in bag in bottom freezer)

- Turn off heaters

- Empty and clean tip buckets with bleach and ethanol

## **Weekly Checklist - Alpine v1.1**

- Update complete Inventory
- Submit inventory to FL
- Audit freezer sensor data for anomalies
- Check Expiration dates of reagents
- Empty trash bins
- OPTIONALLY: Prepare reaction tubes for the week, and freeze
- AS NEEDED: receive deliveries
  - Use included ship list to verify contents
  - Communicate** any discrepancies to # testing - alpine
  - Update Inventory with new materials

## **State Of Readiness Checklist - Alpine v1.1**

- Glove boxes BOTH in assay prep room AND amplification area
- Wipes present (one active, plus extra on supply shelf)
- Empty Tip box filled with strip tubes (fill tip box + half source box)
- Falcon Tubes Filled with strip tube caps (two full falcon tubes, + half source box)
- 1.5mL tubes closed and in cleaned, labeled cryobox (1 active box, Next box fully ready)
- At least 5 blank Amp run forms, and at least 1 spare of both table forms (1X ISS & RM)
- Pens and markers clean and in proper place
  - Pens tested and functional
- Spare tube of inactivation solution in freezer
- Freezer thermometer tested and functional
- Lightbox battery charged and functional
- Old non-significant samples clear from fridge
- Tip buckets empty