

## Testing Checklist – Portola v1.1

Last updated: 9-8-2022 by GW

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:

- Review freezer sensor data to ensure no thawing occurred
- Prepare fresh 10% Bleach Solution, preferably daily, but at least every 3 days
- Clean Inactivation Table thoroughly - first with 10% bleach, then with 70% ethanol or IPA
- Set up Inactivation Table
- Check sufficient 1XISS (or make) and Rxn Mix (frozen or source tubes), and not expired
- Verify sufficient test consumables for usage (1 mL tips, 10 uL tips, gloves, wipes, aluminum foil)
- Verify that you have expected tubes from staff

### At Carillon / Ormondale

Time:

- Travel to each class and set up at drop off point
- Intake Collection tubes already dropped off
  - Note any anomalies (e.g., uncollected tubes)
- Continue intaking as participants drop off tubes until cut-off time **9:05am**
- Communicate** any intake anomalies (QR code and anomaly description)

### Upon Return to Portola

Time:

- Turn off air purifiers before beginning the test procedure. Keep the door closed
- Double check water bath / heater is up to temperature (at least 95°C) before starting to process samples
- 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 – Portola v1.1

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- Change water in water bath weekly (at Alpine)
  - Preferable to use distilled water
- Update complete Inventory, **communicate** that Inventory tab has been updated
- 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
  - Update Inventory with new materials

## Site Readiness Checklist – Portola v1.1

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The following should be in place at all times to ensure smooth operation of the lab:

- Glove boxes BOTH in assay prep area AND amplification area (keep separate glove supplies)
- 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 (if applicable)
- Old non-significant samples clear from fridge
- Tip buckets empty