



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