



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
- ☐ 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)

Time:

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
 - ☐ 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
- ☐ 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

Time:

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