Legend (not part of the Master Batch Record, or MBR):	
Purple cells	filled out automatically by the Covmatic software
Light blue cells	filled out by the operator (*e.g.* by clicking a button)
Yellow cells	input/output from/to the OpenTrons robot or the PCR machine
Green cells	input from the barcode scanner

STATION A MBR

Time stamp	
Batch number	
Robot ID	

First name and last name of the operator	
Signature of the operator	
Time stamp	

ISSUANCE

Time stamp	

	Done	**Operator (initials)**
Check that have been cleaned • the deck of the robot • the removable parts needed for operating the robot • the dedicated incubator Check that the robot is equipped with • a p20 multi channel pipette • a p1000 single channel pipette Check the presence of unique barcodes on • the 2 different 48 position tube racks		
Place in **SLOT 10** the temperature module. Place a sterile rack full of 1000 µL filter tips in • **SLOT 8**		

• **SLOT 9** Place a sterile rack full of 20 µL filter tips in • **SLOT 7** • **SLOT 11.** Place the empty, sterile 96 2 mL deep well plate in **SLOT 1.**		
Scan the barcode on an empty, sterile 96 2 mL deep well plate.		

STATION A PROTOCOL PREPARATION

	Done	Operator (initials)
Place **Rack 1** in **SLOT 2, 3, 5 e 6** Scan the barcode on **Rack 1.**		
Place a Falcone Tube in the 6 position tube rack in **SLOT 4.** (how to prepare the Falcon Tube with Lysis Buffer)		
Prepare the 96 position aluminum block: • place in the first 3 columns on the left 200 µL PCR tube strips with Proteinase K (how to prepare the proteinase K) Place the 96 position aluminum block in **SLOT 10.**		

Final check

	Done	Operator (initials)
Double-check that • the positioning of the labware using the outline in the SOP relevant to station A as a reference • the labware is inserted the right way around (well A1 or 1 at the top-left) • the labware is properly clicked into each deck slots • the tubes are seated flat in their tube racks/position		

Run initialization

	Done	Operator (initials)
Start the protocol		
The robot pauses		
Place **Rack 2** in **SLOT 2, 3, 5 e 6**. Scan the barcode on **Rack 2**.		
Hit “Resume”		

The robot pauses		
Scan the barcode on the 96 2mL deep well plate.		
Seal the deepwell plate off with the BIO-RAD seal. Move the deepwell plate to the thermomixer: 770 rpm for 3 minutes.		
Move the deepwell plate to the incubator at 55°C for 20 minutes.		
Prepare beads solution, place it on 200 µL PCR strip and place it in the first column on the right of the 96 aluminum block in **SLOT 10.** (how to prepare the beads strip)		
Remove the deepwell plate from the incubator, remove the seal and place the plate on **SLOT 1.**		
Scan the barcode of the 96 2 mL deepwell plate.		
Hit “Resume”.		
Run is completed.		

Run closing

	Done	**Operator (initials)**
Scan the barcode on the 96 2 mL deepwell plate and place in Station B.		
• value		
• time stamp		

First name and last name of the operator	
Signature of the operator	
Time stamp	

Cleaning

	Done	Operator (initials)
Remove from the deck and throw out • the used filter tips and their racks; • the 200 µL PCR tube strips; • the falcon tube. Remove from the deck and store in freezer (- 20 °C) the collection tubes containing the patient samples. Remove from the deck and wipe down using wipes wet with ethanol: • the 2 diverse 48 position tube racks; • the 6 position tube racks; • the 96 position aluminum block. Wipe down, using wipes wet with ethanol, the incubator. Wipe down, using wipes wet with a 10% solution of sodium hypochlorite • clear polycarbonate windows; • black pipette stems; • aluminum deck; • removable black trash bin. Wait 30 seconds, then quickly rinse the sodium hypochlorite solution off with distilled water. (Wipe down these parts using wipes wet with RNaseZap RNase or RNase AWAY. Wait 30 seconds, then quickly rinse with RNaseZap or RNase AWAY with distilled water) Wipe the robot dry, or let the water evaporate. Wipe down these parts using wipes wet with ethanol.		

First name and last name of the operator	
Signature of the operator	
Time stamp	