

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 B 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 <ul style="list-style-type: none"> the deck of the robot the removable parts needed for operating the robot Check that the robot is equipped with <ul style="list-style-type: none"> a p300 8 channel pipettes 		
Place a 1 st empty 1-well reservoir for liquid waste in SLOT 11 . Place a sterile rack full of 200 μ L filter tips in <ul style="list-style-type: none"> SLOT 3 SLOT 6 SLOT 8 SLOT 9 SLOT 10 Place the magnetic module in SLOT 4 . Place the temperature module in SLOT 7 . Place a 96 position aluminum block in SLOT 1 .		

Run preparation

	Done	Operator (initials)
Prepare the Reagent Trough 1 (12-well reservoir) <ul style="list-style-type: none"> • Firsts 6 wells with Wash A • Lasts 6 wells with Wash B (how to prepare Wash A and Wash B) Place the Reagent Trough 1 (12-well reservoir) in SLOT 5 .	Cyan	Pink
Prepare the Reagent Trough 2 (12-well reservoir) with Elution Buffer. (how to prepare the Elution Buffer) Place the Reagent Trough 2 (1-well reservoir) in SLOT 2		
Place the 96 2 mL deepwell plate that was output from Station A onto the magnetic module already placed in SLOT 4 . Scan the barcode on the 96 2 mL deep well plate.	Green	Pink

Final check

	Done	Operator (initials)
Double-check that <ul style="list-style-type: none"> • the positioning of the labware is correct using the outline in the SOP relevant to station B 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 	Cyan	Pink

Run initialization

	Done	Operator (initials)
Start the protocol.	Yellow	Pink
The robot pauses.	Yellow	Pink
Scan the barcode on the 96 2mL deepwell plate.	Green	Pink
Spinning the 96 2mL deepwell plate at RT for 20 seconds. At the end place the 96 2mL deepwell plate on the magnetic module.	Cyan	Pink
Scan the barcode on the 96 2mL deepwell plate.	Green	Pink
The robot pauses	Yellow	Pink
Move the 96 2 mL deepewell plate to the temperature module at 55°C. NO HIT RESUME.	Cyan	

Incubate for at least 40 minutes, set the timer. PREPARE THE BIO-RAD PCR PLATE IN THE STATION C.		
When beads are dry, hit “Resume”.		
Scan the barcode the 96 2mL deepwell plate.		
Seal the 96 2mL deepwell plate off with the BIO-RAD seal. Move the 96 2mL deepwell plate to the thermmixer: 700 rpm at 55°C for at least 5 minutes. When beads are suspended, place the 96 2mL deepwell plate on the MAGNETIC module.		
Scan the barcode the 96 2mL deepwell plate.		
Hit “Resume”.		
The robot pauses.		
Place the BIO-RAD PCR plate that was output from Station C in SLOT 1 , on the 96 aluminum block.		
Scan the barcode the BIO-RAD PCR plate.		
Hit “Resume”.		
The robot will also pause for:		
Empty the trash bin <ul style="list-style-type: none"> remove the trash bin from the deck and empty it. Place the empty trash bin again in the right position Hit “Resume” 		
Empty the 1-well reservoir <ul style="list-style-type: none"> remove the 1-well reservoir from the deck and empty it. Then, place the empty 1-well reservoir again in the right position Hit “Resume” 		
Add new racks full of 200µL filter tips <ul style="list-style-type: none"> remove the empty racks from the deck and place new racks full of 200 µL filter tips in 3, 6, 8, 9 and 10 of the deck. Hit “Resume” 		
Run is completed		
Place the positive control in A7 of the BIO-RAD PCR plate.		

Run closing

	Done	Operator (initials)
Scan the barcode of BIO-RAD PCR plate and move it to RT-PCR.		
<ul style="list-style-type: none"> value 		
<ul style="list-style-type: none"> time stamp 		

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

Part Cleaning

	Done	Operator (initials)
<p>Remove from the deck and throw out:</p> <ul style="list-style-type: none"> the used filter tips and their racks; the 96 2 mL deep well plate. <p>Remove from the deck and wipe down using wipes wet with ethanol:</p> <ul style="list-style-type: none"> the 96 position aluminum block. <p>Wipe down, using wipes wet with ethanol, the magnetic module.</p> <p>Remove from the deck, wash and perform an autoclave cycle on:</p> <ul style="list-style-type: none"> the 12-well reservoirs; the 1-well reservoir for liquid waste. <p>Wipe down, using wipes wet with a 10% solution of sodium hypochlorite:</p> <ul style="list-style-type: none"> clear polycarbonate windows; black pipette stems; aluminum deck; removable black trash bin. <p>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)</p> <p>Wait 30 seconds, then quickly rinse with RNaseZap or RNase AWAY with distilled water)</p> <p>Wipe the robot dry, or let the water evaporate.</p> <p>Wipe down these parts using wipes wet with ethanol.</p>		

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