

Document 3

Knowledge Transfer during TTR Response to COVID-19 Pandemic vMarch-2020

TTR: Tumour Tissue Repository

BBRS: Biobanking & Biospecimen Research Services

DRC: Deeley Research Centre

[The BBRS is a provincial research platform that provides services, support and advice to researchers and biobanks on accessing, collecting and utilizing human biospecimens and associated data for health research www.biobanking.org]

[The TTR is an active biobank embedded in the Deeley Research Centre with in an active Cancer Clinic]

Current DRC Lab Operations

- LN2 deliveries have no change in schedule or volume.
- Tissue Culture Room 1 (TC1) incubators have been shut down and CO2 to them has been shut off at the tank. There will be no CO2 supply tanks delivered until further notice.
- Tissue Culture Room 2 (TC2) incubators have been shut down and CO2 to them has been shut off at the tank. These tanks could be used in TC1 if needed.
- Lab 4 has had its incubators shut down as no virus work is expected in the next weeks.
- Lab 4 BSC will remain on in case Pharmacy requires its use.
- Non-essential DRC research equipment may be or soon be shut down.

TTR's role and responsibilities during pandemic response

- Work on projects off-site or isolated in offices as described by TTR Director.
- Participate in regular meetings (Mon 1000; Thurs 1300) via Skype or phone as directed.
- TTR lab staff continues with regular freezer maintenance.
 - o There is no expected interruption in LN2 dewar supplies at this time.
 - o If necessary inventory in Frosty can be moved to TTR 10 or Snowflake and Frosty can be shut down and LN2 supply can be used for TTR #1, 10 and Snowflake freezers.
 - o DRC designates can perform LN2 freezer maintenance if required.

How to Documents (*indicates a hardcopy is posted)

- o * Freezer Alarm Reference Sheet for Call List Responders March2020
- o * Freezer 1 & 10, Snowflake, Frosty, weekly LN filling protocol_v20Mar2020
- o * Yellow Strobe light is Flashing_vMarch2020
- o * Freezer Room Overheating
- o LN2 freezer liquid level depletion emergency response

BBRS Contact List

- Updated and provided to all Team members.

DRC Staffing during Essential Services Response

- Provincial Health Services Authority (PHSA) is aware that during an emergency the DRC will enact their essential services plan which includes the following actions:
 - Non-essential research may be temporarily discontinued or modified.

- Staff responsible for non-essential services may be deployed to other areas to support emergency response and coordination.
- Three DRC staff members will be on site, Monday-Friday or additionally when needed, to maintain DRC essential services and additional staff will act as alternates if essential services staff are not available.
 - Depending on the scope of the emergency and whether access to Centre is permitted, the DRC requires a minimum of three staff members to maintain basic core functions (refer to Section 6.0 of DRC Emergency Plan). These staff will ensure the maintenance of key departmental resources and infrastructure including, but not limited to, manufactured cellular products (performed by Immunotherapy staff only), clinical samples, cell lines, and temperature-sensitive materials.
 - DRC Admin provided a list of staff and the services that they will perform during the essential services plan deployment.
- For Emergency plans see:
 - DRC Emergency Plan 20200313
 - DRC PANDEMIC RESPONSE PLAN March2020
- DRC Essential Services Plan deployed on 24-Mar-2020
- DRC staff will received information and instructions from DRC Admin on how to respond.

What does DRC consider essential?

1. Power
2. Security – including physical security of files and paperwork (e.g. TTR patient files)
3. Network connectivity
4. LN2
5. CO2 (depending on operational requirements)

DRC will operate to:

- maintain critical research dependencies and resources (i.e. key refrigerators/freezers)
- ensure proper spill response
- ensure proper laboratory waste storage/disposal (i.e. from untended experiments)
- deploy resources to assist Clinic if needed

TTR's role in Essential Services Response Plan

- TTR designate will work on site at Centre to support DRC essential services Monday-Friday as required or permitted.
- Continue with freezer maintenance as needed and response to alarms as usual.
- Assist DRC Admin (or their delegates) with any services as requested.
- E.g. Receiving supplies other deliveries; Receiving and installing CO2 for incubators
- Follow direction as described by DRC Admin
 - Besides respective regular non-wet lab work, essential staff have the following responsibilities:
 1. Receipt of materials with normal cold storage process in place (ImmRx will still be separate)
 2. Monitoring of freezers and LN2 supply
 3. Ensuring PCs are turned on for those with remote desktop access
 4. Purchase of safety equipment and maintenance, including weekly eye wash and monthly shower testing
 5. Monitoring secured access to the lab and offices
- See emergency plan for LN2 freezer inventory in the event of loss of LN2 supply