FACILITATOR’S GUIDE
EMRO POLIO CONTAINMENT DATABASE INFORMATION MANAGEMENT SYSTEM
This is a living document and any changes in the system will be incorporated from time to time

(June 2020)
Containment includes biosafety and biosecurity requirements for laboratories, vaccine production sites, or any other facility that handles or stores eradicated polioviruses, to minimize the risk of these viruses being released into the community. Containment of eradicated polioviruses is a key objective of the Polio Eradication and Endgame Strategic Plan 2019-2023 and will be critical for maintaining the global polio-free status.

After each type of poliovirus is eradicated, certain laboratories and facilities will continue to retain the virus for critical activities such as vaccine production and research. These poliovirus-essential facilities (PEF) will be the only place the virus continues to be found. The accidental or deliberate release of the virus from one of these facilities following eradication could result in the return of polio to cause paralysis and death once again.

Minimizing the number of poliovirus-essential facilities reduces the risk of release of the virus and allows for strong national and international oversight of containment activities, strengthening the likelihood that global containment standards can be met and maintained. EMRO Polio Containment Database is a step to address these challenges and achieve larger objectives of Polio Global Eradication Initiative (PGEI) and Polio Endgame Strategy 2019-2023, by working with regional countries to expedite national containment surveys and inventories. The system will help EMRO and the regional countries to make progress towards the ultimate goal of certifying the global eradication of all polioviruses, ensuring that quality standards are in place to meet all criteria for certification – more specifically, containment, which becomes increasingly critical. Indeed, even as polio eradication programs are ramping down, polio containment programs are ramping up into the foreseeable future.

The web-based data reporting system also will lead to finalization of standardized templates, minimum reporting requirements and assessment metrics for use by countries and oversight bodies. EMRO is coordinating with countries to keep inventories up to date and ensure the timely and complete destruction of relevant materials.
## Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFP</td>
<td>Acute flaccid paralysis</td>
</tr>
<tr>
<td>aVDPV</td>
<td>Ambiguous vaccine-derived poliovirus</td>
</tr>
<tr>
<td>bOPV</td>
<td>Bivalent Oral Polio Vaccine (containing attenuated Sabin poliovirus type 1 and type 3)</td>
</tr>
<tr>
<td>CAG</td>
<td>Containment Advisory Group</td>
</tr>
<tr>
<td>CC</td>
<td>Certificate of containment</td>
</tr>
<tr>
<td>CCID</td>
<td>Cell culture infectious dose</td>
</tr>
<tr>
<td>CCID₅₀</td>
<td>Cell culture infectious dose, 50% endpoint</td>
</tr>
<tr>
<td>CCS</td>
<td>Containment Certification Scheme</td>
</tr>
<tr>
<td>cDNA</td>
<td>Complementary DNA</td>
</tr>
<tr>
<td>CNT</td>
<td>Containment</td>
</tr>
<tr>
<td>CP</td>
<td>Certificate of participation (in the containment certification process)</td>
</tr>
<tr>
<td>CSF</td>
<td>Cerebrospinal fluid</td>
</tr>
<tr>
<td>CWG</td>
<td>Certification Working Group</td>
</tr>
<tr>
<td>cVDPV</td>
<td>Circulating vaccine-derived poliovirus</td>
</tr>
<tr>
<td>cVDPV₁</td>
<td>Circulating vaccine-derived poliovirus type 1</td>
</tr>
<tr>
<td>cVDPV₂</td>
<td>Circulating vaccine-derived poliovirus type 2</td>
</tr>
<tr>
<td>cVDPV₃</td>
<td>Circulating vaccine-derived poliovirus type 3</td>
</tr>
<tr>
<td>EMRO</td>
<td>Eastern Mediterranean Regional Office</td>
</tr>
<tr>
<td>ELISA</td>
<td>Enzyme-linked immunosorbent assay</td>
</tr>
<tr>
<td>GAP-Ill</td>
<td>Global Action Plan-III for Poliovirus Containment</td>
</tr>
<tr>
<td>GCC</td>
<td>Global Commission for the Certification of the Eradication of Poliomyelitis</td>
</tr>
<tr>
<td>ICC</td>
<td>Interim certificate of containment</td>
</tr>
<tr>
<td>IPV</td>
<td>Injectable Polio Vaccine</td>
</tr>
<tr>
<td>IM</td>
<td>Infectious Material</td>
</tr>
<tr>
<td>iVDPV</td>
<td>Immunodeficiency-associated vaccine-derived poliovirus</td>
</tr>
<tr>
<td>LQC1-S19</td>
<td>Laboratory quality control type 1 - S19</td>
</tr>
<tr>
<td>LQC2-S19</td>
<td>Laboratory quality control type 2 - S19</td>
</tr>
<tr>
<td>LQC3-S19</td>
<td>Laboratory quality control type 3 - S19</td>
</tr>
<tr>
<td>mOPV</td>
<td>Monovalent Oral Polio Vaccine (containing one type of attenuated Sabin poliovirus)</td>
</tr>
<tr>
<td>mOPV₁</td>
<td>Monovalent oral polio vaccine type 1</td>
</tr>
<tr>
<td>mOPV₂</td>
<td>Monovalent oral polio vaccine type 2</td>
</tr>
<tr>
<td>mOPV₃</td>
<td>Monovalent oral polio vaccine type 3</td>
</tr>
<tr>
<td>nOPV₁</td>
<td>Novel oral polio virus vaccine type 1</td>
</tr>
<tr>
<td>nOPV₂</td>
<td>Novel oral polio virus vaccine type 2</td>
</tr>
<tr>
<td>nOPV₃</td>
<td>Novel oral polio virus vaccine type 3</td>
</tr>
<tr>
<td>MOH</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>MTs</td>
<td>Master Trainers</td>
</tr>
<tr>
<td>NAC</td>
<td>National Authority for Containment</td>
</tr>
<tr>
<td>NCC</td>
<td>National Certification Committee for Poliomyelitis Eradication</td>
</tr>
<tr>
<td>NPCC</td>
<td>National Polio Containment Coordinators</td>
</tr>
<tr>
<td>NTF</td>
<td>National Task Force for Containment</td>
</tr>
<tr>
<td>OPV</td>
<td>Oral polio vaccine</td>
</tr>
<tr>
<td>OPV₁</td>
<td>Oral polio vaccine type 1</td>
</tr>
<tr>
<td>OPV₂</td>
<td>Oral polio vaccine type 2</td>
</tr>
<tr>
<td>OPV₃</td>
<td>Oral polio vaccine type 3</td>
</tr>
<tr>
<td>OTP</td>
<td>One-Time Password</td>
</tr>
<tr>
<td>PCR</td>
<td>Polymerase chain reaction</td>
</tr>
<tr>
<td>PEF</td>
<td>Poliovirus-Essential Facilities</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>PGEI</td>
<td>Polio Global Eradication Initiative</td>
</tr>
<tr>
<td>PIM</td>
<td>Potentially Infectious Material</td>
</tr>
<tr>
<td>PV</td>
<td>Poliovirus</td>
</tr>
<tr>
<td>PV1</td>
<td>Poliovirus type 1</td>
</tr>
<tr>
<td>PV2</td>
<td>Poliovirus type 2</td>
</tr>
<tr>
<td>PV3</td>
<td>Poliovirus type 3</td>
</tr>
<tr>
<td>RCC</td>
<td>Regional Certification Commission</td>
</tr>
<tr>
<td>RI</td>
<td>Routine Immunization</td>
</tr>
<tr>
<td>RNA</td>
<td>Ribonucleic acid</td>
</tr>
<tr>
<td>SIA</td>
<td>Supplementary Immunization Activity</td>
</tr>
<tr>
<td>S19</td>
<td>Strain 19</td>
</tr>
<tr>
<td>tOPV</td>
<td>Trivalent Oral Polio Vaccine (containing attenuated Sabin poliovirus type 1, type 2 and type 3)</td>
</tr>
<tr>
<td>SO1</td>
<td>Sabin production strain type 1</td>
</tr>
<tr>
<td>SO2</td>
<td>Sabin production strain type 2</td>
</tr>
<tr>
<td>SO3</td>
<td>Sabin production strain type 3</td>
</tr>
<tr>
<td>VDPV</td>
<td>Vaccine Derived Poliovirus</td>
</tr>
<tr>
<td>VDPV1</td>
<td>Vaccine-derived poliovirus type 1</td>
</tr>
<tr>
<td>VDPV2</td>
<td>Vaccine-derived poliovirus type 2</td>
</tr>
<tr>
<td>VDPV3</td>
<td>Vaccine-derived poliovirus type 3</td>
</tr>
<tr>
<td>WHO</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>WPV</td>
<td>Wild poliovirus</td>
</tr>
<tr>
<td>WPV1</td>
<td>Wild poliovirus type 1</td>
</tr>
<tr>
<td>WPV2</td>
<td>Wild poliovirus type 2</td>
</tr>
<tr>
<td>WPV3</td>
<td>Wild poliovirus type 3</td>
</tr>
</tbody>
</table>
# Table of Contents

**Chapter-I** .......................................................................................................................... 11

**Introduction and Objectives** ............................................................................................... 11

- Number of Sessions: 3 ........................................................................................................ 11
- Session I – Introduction ....................................................................................................... 11
  - Activity 1.1: Get to Know Each Other (Interactive) – Title Slide. ................................... 11
  - Activity 1.2: The Need of the System (Lecture) ............................................................... 12
- Session 2 – Course Goals and Objectives ........................................................................... 13
  - Activity 2.1: Participants and Trainers Expectations (Interactive) ................................. 13
  - Activity 2.2: Course Goal and Objectives (Lecture) ....................................................... 15
- Session 3 – Overview of Organizational Structure – Reports ............................................. 16
  - Activity 3.1: Hierarchy (HQ EMRO, NPCC, Facility users) (Lecture) ............................. 16
  - Activity 3.2: Self-roles and responsibilities of the participants in Polio Containment System (Interactive) ................................................................. 16
  - Activity 3.3: Introduction to different reports (Lecture) .................................................. 17

**Chapter-II** ............................................................................................................................. 19

**Characteristics of Web-Based Polio Containment Database Management System & Introduction to Its Home Page** ...................................................................................................................... 19

- Number of Sessions: 2 ........................................................................................................ 19
  - Materials Required ........................................................................................................... 19
  - Trainer Preparation .......................................................................................................... 19
- Session I – Characteristics of web-based system and its advantages .................................. 19
- Session 2 – Introduction to Home page of Polio containment database management system (Lecture) ...................................................................................................................... 21

**Chapter-III:** .......................................................................................................................... 26

**User Registration** .................................................................................................................. 26

- Number of Sessions: 3 ........................................................................................................ 26
  - Materials Required ........................................................................................................... 26
  - Trainer Preparation .......................................................................................................... 26
- Session I – Access to the Registration Module and Registration Process ......................... 26
- Session 2 – Registration Process ......................................................................................... 29
- Session 3: Hand on Practice for Registration Module ....................................................... 35

**Chapter-IV:** .......................................................................................................................... 37

**Facility/Lab User** .................................................................................................................. 37
Number of Sessions: 7 ........................................................................................................37
Session I: Facility/Lab User Login ..................................................................................37
   Activity 1.1: Introduction and Role of Facility User .....................................................37
   Activity 1.2: Login Process for Facility/Lab user (Lecture) ........................................38
   Activity 1.3: Login Practice (Hands on) ....................................................................43
Session 2: Orientation with Home Screen and Its Menu ..................................................44
   Activity 2.1: Orientation with Home Screen and its Menu (Lecture) .........................44
Session 3: Lab Survey Form ............................................................................................49
   Activity 3.1: Introduction to Lab Survey Form (Lecture) .............................................49
   Activity 3.2: How to fill the Lab Survey Form (Lecture) ............................................50
Session 4: Facility Reporting Form GAPIII (Form-1) .......................................................55
Session 5: Annex-6 RA Tool ............................................................................................64
Session 6: Reports (Analysis) ..........................................................................................79
Session 7: Hand on Practice for Facility/Lab User ........................................................85

Chapter-V: .......................................................................................................................87
NPCC Module ................................................................................................................87
Number of Sessions: 2 ....................................................................................................87
   Introduction and Role of NPCC: ...................................................................................87
   Sessions ......................................................................................................................88
Session – I: NPCC’s Home Page .....................................................................................89
   Activity 1.1: Login as NPCC (Lecture) ....................................................................89
   Activity 1.2: NPCC Home Screen and its Features (Lecture) ......................................91
Session – 2: NPCC’s Role Related Functions .................................................................93
   Activity 2.1: Invite New Users (Lecture) ..................................................................93
   Activity 2.2: Pending User Approval (Lecture) .........................................................95
   Activity 2.3: Pending Form-1 Approval (Lecture) ......................................................96
   Activity 2.4: Pending Survey Approvals (Lecture) ....................................................98
Session – 3: NPCC’s Management Role .........................................................................99
   Activity 3.1: Facilities/Focal Person (Lecture) ............................................................99
   Activity 3.2: Current Users’ Details (Lecture) ............................................................101
   Activity 3.3: Create Facility/User (Lecture) ...............................................................103
   Activity 3.4: NAC Members (Lecture) .....................................................................104
Session – 4: NPCC’s Dashboards ...................................................................................106
Introduction and Role of EMRO user:

Activity 4.1: Dashboard-1 ........................................................................................................106
Activity 4.2: Dashboard-2 ........................................................................................................109
Activity 4.3: Dashboard-3 ........................................................................................................110
Activity 4.4: Dashboard-4 ........................................................................................................111
Activity 4.5: Dashboard-5 ........................................................................................................111
Activity 4.6: Dashboard-6 ........................................................................................................112
Activity 4.7: Dashboard-7 ........................................................................................................113
Activity 4.8: Dashboard-8 ........................................................................................................114

Session – 5: Data Entry ............................................................................................................115
Activity 5.1: Introduction/Accessing Progress Reporting Forms (Lecture) ...........................115
Activity 5.2: Filling Progress Reporting Forms (Lecture) .......................................................116

Session – 6: NPCC’s Role as Facility User .............................................................................126

Chapter-VI ..........................................................................................................................127

EMRO User Module ..............................................................................................................128

Number of Sessions: 5 .............................................................................................................128
Introduction and Role of EMRO user: ..................................................................................128
Session – I: EMRO’s Login Home Page ................................................................................129
Activity 1.1: Login as EMRO User (Lecture) ......................................................................129
Session – 2: EMRO’s Dashboard ...........................................................................................132
Activity 2.1: Dashboard-1 ......................................................................................................132
Activity 2.2: Dashboard-2 ......................................................................................................135
Activity 2.3: Dashboard-3 ......................................................................................................136
Activity 2.4: Dashboard-4 ......................................................................................................137
Activity 2.5: Dashboard-5 ......................................................................................................138
Activity 2.6: Country Dashboard ..........................................................................................139
Session – 3: Review Data Entry ............................................................................................140
Session – 4: Reports (Analysis) ............................................................................................141
Activity 4.1: Inventory ...........................................................................................................141
Activity 4.2: National Laboratories .......................................................................................143
Activity 4.3: Bio Risk Management ......................................................................................147
Activity 4.4: GAPIII Completion Report .............................................................................148
Session – 5: Administrative Role of EMRO User ................................................................149

Chapter-VII ..........................................................................................................................152
Chapter 1

INTRODUCTION & OBJECTIVES
Chapter-I
Introduction and Objectives

Number of Sessions: 3

The chapter has three sessions to INTRODUCE/ORIENTATE the participants with goals and objectives of the course. It also sets expectations from both facilitators and participants to highlight the need and benefits of the system.

After displaying the main slide of the training title *Slide 1*, the facilitator/co-facilitator should display the course title *Slide 2 (Pack-1)* when participants are registering and settling down

<table>
<thead>
<tr>
<th>Documents to Be Distributed</th>
<th>Materials Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>Slides Pack-1 (Not applicable in remote testing)</td>
</tr>
<tr>
<td>Pre-Test</td>
<td>Colored Cards to express expectation</td>
</tr>
<tr>
<td>User Guide</td>
<td>Name Badge tags both for participants and trainers</td>
</tr>
<tr>
<td></td>
<td>Multimedia projector with Screen</td>
</tr>
<tr>
<td></td>
<td>Flip Charts with Stand</td>
</tr>
<tr>
<td></td>
<td>Marker Pen of different colors</td>
</tr>
<tr>
<td></td>
<td>Presentations Required</td>
</tr>
</tbody>
</table>

**Trainer Preparation**

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part and prepare accordingly.
- Re-check the slides and align them with the contents and activities of the session

**Session I – Introduction**

**Activity 1.1: Get to Know Each Other (Interactive) – Title Slide**

**Time: 10 Minutes**

- Display title slide of Session 1 (*Slide 3*), WELCOME the participants to the training and CONGRATULATE them for having been selected to play a key role in implementation of Polio Containment (CNT) Database Management System.

- Now put the title slide of Activity 1.1 (*Slide 4*) and TELL them, that the training team aims to build their capacities so that they can successfully implement the management system at facility and national level, and also assume the role of Master Trainers (MT’s) to train other officials involved in the reporting chain.

- EXPLAIN to them, that the automated reporting of data will improve measures to minimize poliovirus facility-associated risk after type-specific eradication of wild
polioviruses and sequential cessation of oral polio vaccine use in line with WHO Global Action Plan (GAPIII). MENTION that this is the focus of this course.

- Now TELL them that the participants coming from same country would know each other very well which is quite natural. But others in the session may not be well familiar with each other. Also, the participants and the training facilitators are not known to each other. The training team thinks that prior to starting the course, knowing each other would make it easier for all of us to interact comfortably and help us achieve our objectives.

- Display *Slide-5;* Introduction by trainers (facilitator/co-facilitator) and participants should be as follows and in an informal way:
  - Name and Country
  - Qualification
  - Current Designation and Organization
  - Hobbies

The facilitator can ASK random questions like which country would you like to travel to? which is your favorite movie etc. etc.

### Activity 1.2: The Need of the System (Lecture)
**Time: 20 Minutes**

- Display the title slide of Activity 1.2 (*Slide-6*), TELL the participants that the Polio Eradication & Endgame Strategic Plan 2013-2018 (the Endgame Strategy) sets the goal of a polio-free world. The Polio CNT database is a step towards achieving this goal by facilitating eradication to eliminate the risk of wild poliovirus (WPV) transmission, preventing outbreaks and implementation of poliovirus safe-handling and containment measures to minimize the risks of a facility-associated reintroduction of virus into the polio-free community.

Distribute handout 1.2 and ASK the participants to refer to the handout for more information.
Each of the facilities that host limited number of poliovirus (IPV and Sabin-OPV) and store mOPV/nOPV must manage bio risk appropriately to minimize the risk of virus reintroduction into the community, with effective national certification and WHO verification programmes.

In Phase I, countries shall survey all biomedical facilities to identify those with infectious or potentially infectious WPV materials and encourage the destruction of all unneeded materials. The survey starts with the establishment of a national database of biomedical facilities that includes all facilities with the following types of laboratories: poliovirus/enterovirus, general virology, clinical bacteriology, parasitology, environmental and industrial (polio vaccine and general microbiological filter and disinfectant manufacturers), or any other laboratory handling and storing polioviruses. Facilities listed in the database are surveyed to confirm whether WPV infectious or potentially infectious materials are being stored.

The countries have to develop a national inventory of facilities that handle and store WPV materials, and report to the National Certification Committee (NCC) for poliomyelitis eradication. The national inventory serves as a current record of poliovirus and non-poliovirus facilities. National inventories are assembled into regional inventories maintained by WHO regional offices; NCC submits annual reports to the Regional Certification Commission (RCC) on the current status of the national inventory of facilities with poliovirus materials;

Countries with poliovirus-essential facilities holding WPV shall continue to: implement national certification procedures to regularly (annually) assess the compliance of WPV-holding facilities with the “Final containment of all WPV” provisions, including primary, secondary and tertiary safeguards. EXPLAIN to the participants that the CNT database looks after all the functions described above.

ASK the participants if they have any additional points to contribute

Session 2 – Course Goals and Objectives

Activity 2.1: Participants and Trainers Expectations
(Interactive)
Time: 20 Minutes

Display the title slide of Session (Slide-7) and TELL the participants that they have more practical experience of containment data reporting than the training team. But the training team has long experience of designing, training, developing training curriculum and facilitating training courses. Now display the title slide of the activity (Slide-8) and TELL that the course has been designed to implement putting together the practical experiences of participants and long training experience of trainers.
• The training team expects that the course will be enjoyable and fruitful with the spontaneous participation of the participants. Everybody should participate so that the discussion does not become one sided. The course will impart all required skills to successfully enter, upload, and analyze data through the system. The success of web-based system depends highly on their data collection and compilation skills gained in the existing reporting mechanisms. The participants will take part in discussion in the light of their practical experiences, which will benefit them in their practical works later on.

• TELL that participants might have some expectations out of this course. Similarly, the training team has also some expectations from the participants.

![The participants’ expectation may like to jot down their expectations from this course, while the training team will also share their expectations (Flipchart)](image)

• The expectations should only focus on the learning outcomes, class behavior and knowledge gained and should not include any administrative or financial aspects.

• At the end of allotted time, ASK each of the groups to tell their expectations. WRITE the key points of their expectations on the chart and paste in a suitable place in the training room so that everybody can see. The training team will do its best to fulfill all the expectations.

• DISPLAY the expectations by the trainer on Multimedia (Slide-9) and ASK the participants if they agree to these. CONCLUDE the discussion by saying that both the participants and training team will sincerely try to fulfill the expectations of each other.

**Trainers Expectations**

Course norms (Copy on the FLIPCHART and post in training room):

- Punctuality, both of trainers and trainees
- Respect each other’s opinion and no side talking
- Speak one at a time
- Draw attention of trainer, by raising hand, if there is any question.
- Active participations from all
- Help each other, cooperative learning
- Equal participation and no domination
- Keep mobiles off or on silent mode. Only attend essential calls and that too after permission from trainers
- Friendly behavior with each other and have fun
• After the participants have met in small groups and thought about their expectations, review the lists of expectations with the whole group. Record the main ideas coming from the participants. When this is finished, call attention to some of the specific sessions that will be presented during the course, during which the specific expectation will be covered.

How to Handle Topics Not Specifically Covered

• Comment that while some of the topics mentioned in the expectations may not be covered through specific sessions, they may be discussed throughout the course in other topics (site one or two specific examples as appropriate).

• Comment that from the self-introductions it was obvious that a lot of different expertise exists among the participants as well as the facilitators. Therefore, they should feel free to tap the expertise of others in the group. For example, if there are topics that will not be covered in depth during the course, it is possible that expertise exists among other participants. Comment that in any course such as this learning can take place between participants as from the facilitator to the participant, and participants should take advantage of this opportunity.

• Mention also that due to time and other constraints, some topics simply will not be covered, but participants are free to discuss among themselves during breaks, lunches, or in the evenings.

Activity 2.2: Course Goal and Objectives (Lecture)

Time: 20 Minutes

Display the title slide of Activity 2.2 Slide-10 and TELL the participants that now we shall discuss goals and objectives of the course.

Training Goal (Slide-11)

ASK one of the participants to read the text from the slide: “To get participants acquainted with the features of the web-based CNT database management system as well as build institutional capacity towards independent and sustainable data entry, importing, exporting of data and report analysis for decision making”.

ASK participants what they understand about the statement. TELL the participants that each of the user has a critical role in enabling their department to independently enter, import and export data. TELL them that the system has valuable data, the use of which entirely depends on user’s ability to generate reports and graphs. This meaningful analysis can be of great help in preventing facility associated risk and formulating policy changes responsive to polio containment efforts.
Training Objectives (Slide-12)

Please invite the participants to express their expectations from this course and please list all the expectations on flipchart, thereafter, display Slide-13 and compare participants’ expectations with displayed objectives. Now EXPLAIN the participants that by the end of the training they will be able to:

1. Use different features of the system with clear understanding
2. Understand their role as Facility/National and EMRO user viz a viz the system
3. Enter and upload respective data with almost 100% accuracy.
4. Generate and analyze required reports and graphs.
5. Act as MTs for roll-out trainings in respective countries
6. Understand Polio CNT database problem solving approaches and how to contact helpdesk if needed.
7. Last but not the least, suggest improvements in the system to make it more effective and user friendly.

Session 3 – Overview of Organizational Structure – Reports

Activity 3.1: Hierarchy (HQ EMRO, NPCC, Facility users) (Lecture)
Time: 10 Minutes

- Display title slide of Activity 3.1 Slide 14. TELL the participants that it is important to know about the flow of information from data entry at facility level upwards. ASK some of the participants to explain the process of reporting and their submission.

- Show Slide 15 to the participants and EXPLAIN that how the hierarchy of the information flow.

Activity 3.2: Self-roles and responsibilities of the participants in Polio Containment System (Interactive)
Time: 10 Minutes

- Display title slide of Activity 3.2 Slide 16 and ASK some of the participants to explain how in their individual and official capacity, they contribute towards Polio containment efforts. Also, ASK them to share any challenges/difficulties they face in performance of their duties under existing mechanism.

Facilitator to note down on Flip chart various challenges highlighted by the participants and EXPLAIN briefly how web-based CNT database will answer these.
Activity 3.3: Introduction to different reports (Lecture)
Time: 20 Minutes

- Facilitator should display title slide of Activity 3.3 *Slide 17*: EXPLAIN to the participants that though they might be familiar with different reports that are submitted in the context of Polio containment; however, it would be good to quickly recapitulate these reports before we move on to the system. TELL the participants that we will be discussing each form later during the training.

**Facility based Reports** *(Slide 18)*
- **Lab Survey Form** *(Slide 19)*: Lab Survey Form contains following information:
  - Facility Information
  - Information about storage capacity
- **Facility Reporting Form – GAP III** *(Slide 20)*: This reporting form should be used by the facility when reporting the identification, destruction or retention of poliovirus infectious or potentially infectious material (PV IM or PIM) to their NPCC, National Certification Committee for Poliomyelitis Eradication (NCC), National Task Force for containment (NTF), or responsible national authority e.g., Ministry of Health, or equivalent. Facility Reporting Form contains following information:
  - Facility Information and details of the person filling this form
  - Identification, destruction, or retention of WPV/VDPV infectious or potentially infectious material (WPV/VDPV IM or PIM)
  - Identification, destruction, or retention of OPV/SABIN infectious or potentially infectious material (OPV/SABIN/mOPV/nOPV IM OR PIM)
  - In case any inventory is maintained, its details will also have to be filled
  - Details of the person to whom the form is submitted
- **Annex 6-RA-Tool Form** *(Slide 21)*: Self-assessment of compliance with GAPIII requirements in poliovirus-non-essential laboratories
  - Assessment questions related to Bio risk management system
  - Bio risk management policy

**National Reports** *(Slide 22)*
- **Progress Reporting Form**:
  - Details of the person submitting the form
  - NCC’s follow-up on previous RCC recommendations related to poliovirus containment
  - Identification and survey of facilities
  - Retention of poliovirus infectious or potentially infectious material (PV IM OR PIM)
  - Nomination
  - Designation of poliovirus-essential facilities (PEFs) of the National Authority for Containment (NAC) in countries/territories with designated PEFs
Chapter-II

POLIO CONTAINMENT DATABASE MANAGEMENT SYSTEM
Chapter-II
Characteristics of Web-Based Polio Containment Database Management System & Introduction to Its Home Page

Number of Sessions: 2

The chapter has two sessions (with no sub-activities) to highlight the characteristics of web-based system and its advantages and give an overview of the Home screen of Polio CNT management system.

The facilitator/co-facilitator should display the course title Slide 1(Pack-2) at start of the session.

Materials Required

- Slides-Pack 2 (Not applicable in remote testing)
- Multimedia projector with Screen
- Flip Charts with Stand
- Marker Pen of different colors
- Presentations Required

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part and prepare accordingly.

Session I – Characteristics of web-based system and its advantages

- Facilitator should display Slide 2, and EXPLAIN to the participants, that switching over from paper-based reporting to web-based reporting has inherent challenges related to change management. Though CNT system essentially replicates the information being submitted through paper reports, but its layout, procedure and sequence might be a little different. Initially, this will pose a bit of challenge, but ultimately users will realize that the electronic system is more user friendly and reduces the effort to fill different forms.

ASK the participants what do they think are the advantages of using a web-based automated system? Take their responses and discuss one by one

- TELL the participants that automated reporting of CNT database will improve management of facility associated risks mitigation drastically.
• Show *Slide 3* to the participants explaining the advantages of the web-based system, the biggest advantage of which is to get the huge data of 22 EMRO countries related to polio containment under one system interface. Few others are as following:

**Easy Access:**
It is easy to access the system wherever a computer and internet is available. One does not have to be in the office to access all the records of a particular facility or a country. TELL the students that any data entered into the system will remain accessible as historical data and any history of change or modification by the users will be maintained by the system as well.
Access to different features is restricted according to type of users like NCC and RCC can access dashboard and reports but cannot play the data.

**Consistent Information/Uniformity of Reporting**
By using the web, all users have the access to the same information. The web ensures consistency, making reports more accurate and easier to understand.

**Low Cost**
By using the web-based system, cost of stationery and courier associated with paper-based reporting can be minimized. For one facility or a country, that may not be a huge advantage, but when viewed in Eastern Mediterranean Regional context, it certainly is an advantage.

**Real time**
Mostly paper-based reports keep lying in the offices and get buried under other files or even might get neglected by the officials who are approving authorities. In contrast, web-based reports are shared and submitted for approval instantly with notifications and reminders to all involved in the process of reporting and approval.

**Generation of different Summary reports**
It’s always a challenge to pull required/particular data from paper-based reports and compile them into a summary report, a process that might be extremely time consuming and frustrating. Accuracy of compiled summary reports from papers may also be a question mark. A web-based system can generate such reports with a click of a button with greater accuracy.

**Auto reminders**
The web-based system generates notifications of different submissions and after a certain defined period, reminders to accomplish a certain activity. Users at different levels do not have to follow up with telephone calls or letters.

**Information once entered becomes part of database**
The user does not have to fill in the details which are constant like facility name, address and contact details, and it gets auto populated in relevant fields of the system.

**Easy Intercommunication**
Intercommunication between sender and receiver is instant and modifications can be easily made on already submitted forms on the advice of approver.
Session 2 – Introduction to Home page of Polio containment database management system (Lecture)

- TELL the participants, that Home page of Polio CNT system can be accessed through https://polioendgame.com/

**EMPHASIZE** to the participants that in this session, the intent is to introduce them to different features and provisions of the Home page only. We will therefore not go into the details of these features which will be subsequently covered under respective chapters and sessions.

- Show *Slide (Below Figure-1)* Home page of the Polio CNT system (Figure-2)

*Figure 1*

- TELL the participants that it is advised to use Firefox, Opera, Microsoft Edge, Google Chrome browsers to view this page, as is also advised at the left bottom of the Home Screen. Though the system can be used on other browsers as well, but they may experience some visualization errors.
- The main features of home page relate to registration of new users and log in by already registered users. *(Below Figure-2)*

*Figure 2*

- Few of the features on Home screen like Data Entry, Biorisk Management Tools and Reports (Analysis) are not accessible without log in and have been included in the home screen only to inform the visitor as to what the system has to offer *(Below Figure-3,4 & 5)*

*Figure 3,4 & 5*
• **Abbreviations and Acronyms:** These are self-explanatory, clicking on it will take you to the following page. Abbreviations pages are arranged in alphabetical order (Refer to red circle on top of the Figure-6) and explain to the participants that current page is showing abbreviations and acronyms from “A-D”. For viewing others, they need to click “E-M”, “N-Q” and “R-Z” (Below Figure-6)

![Figure-6](image)

• **Resources:** By clicking on Resources, the system will take you Containment Guidance and Tools and other related resources available on different WHO related websites (Below Figure-7). You will have to click further on the documents to view it in the browser or download and save as pdf file.

![Figure-7](image)
• **User Guide:** By clicking on user guide button, the user can access and view the basic user guide of the system in a different browser that will be opened in pdf file and can download as well *(Below Figure-8)*

![User Guide](image)

*Figure-8*

• Any non-registered user/visitor can use helpdesk mechanism to seek any assistance or clearance regarding use of the system and for any difficulty in registration and login. Clicking helpdesk prompts the user to send an email on a given address as shown in the Figure below. There is a proper JIRA based helpdesk mechanism, integrated within the system which can be accessed by any user after login. This process will be explained in the last chapter.
Chapter-III

USER REGISTRATION
Chapter-III:
User Registration

Number of Sessions: 3

This chapter has three sessions to make the participants familiar with the Registration module and the process of registration through lecturette and hands on practice exercise.

In this module, the facilitator will take help of slides as well as the live system to EXPLAIN various steps and forms to the participants

The facilitator/co-facilitator should display the chapter title Slide 1(Pack-3) before starting the session

Materials Required
- Slides-Pack 3 (Not applicable in remote testing)
- Multimedia projector with Screen
- Flip Charts with Stand
- Marker Pen of different colors
- Presentations Required

Trainer Preparation
- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part and prepare accordingly.

Session I – Access to the Registration Module and Registration Process

- Display Slide-2 and WELCOME the participants. TELL them that from this session onwards we will be practically exploring the system and its features.

EMPHASIZE that the success of the system solely depends on Registration of maximum facilities of EMRO, may it be public, private or NGO sector. Also, to be able to log in to the system as facility, national or EMRO user, one needs to get registered, which will be approved by competent authority.
• SHOW the participants the Home Screen of the system on live system and TELL them that they have to press “Register” button *(Below Figure-1)*

![Figure-1](image1)

• On clicking above, another page will open *(Figure-2 below)*. EXPLAIN to the participants that there are different types of users who need to register to use this system. Draw their attention to the red circle on the left Menu bar.

![Figure-2](image2)

ASK one of the participants to read out different users highlighted. Also, ASK them if any other possible user is missing from this list?
• At this stage, SHOW the participants the slides depicting approvers for different users. EXPLAIN to participants that user’s registration can be done by two means i.e. initiated by the user *Slide-3 (Figure-3 below)* and on invitation by NPCC/EMRO user *Slide-4 (Figure-4 below)*.

![Figure-3](image3.png)

![Figure-4](image4.png)
Session 2 – Registration Process

- Now TELL the participants that we will see the Registration process of each user, starting with facility/lab user. Getting registered is quite easy and the system ensures that the requests generated for registration are genuine (EXPLAIN to them the process of OTP).

- As explained above in Session 1, a facility/lab user can initiate the process of registration at his own or by NPCC/EMRO user. In both instances, the process of registration will remain the same.

- For Registration, having pressed the registration tab on Home screen as explained above, the facility user will click on “Facility/Lab user” as shown in the Figure-4 below.

- After clicking, the system will ASK information as displayed on screen as shown in the Figure-5 below on next page.
Facility Details:
A facility is defined as any site (e.g. laboratory, repository or vaccine production unit) owned or operated by any level of government, academic institution, corporation, company, partnership, society, association, firm, sole proprietorship or other legal entity.

<table>
<thead>
<tr>
<th>Field</th>
<th>Options/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: *</td>
<td>Select</td>
</tr>
<tr>
<td>Name of the facility: *</td>
<td></td>
</tr>
<tr>
<td>Facility Address: *</td>
<td></td>
</tr>
<tr>
<td>State/Region/Province: *</td>
<td>□ Other</td>
</tr>
<tr>
<td>District: *</td>
<td>□ Other</td>
</tr>
<tr>
<td>Sector: *</td>
<td>For selecting multiple press control and click on sectors in the drop-down</td>
</tr>
<tr>
<td>Type of Agencies / Institutes:</td>
<td>Select</td>
</tr>
<tr>
<td>Facility Type: *</td>
<td>For selecting multiple press control and click on facility types in the drop-down</td>
</tr>
<tr>
<td>Speciality: *</td>
<td>For selecting multiple press control and click on Specialities in the drop-down</td>
</tr>
<tr>
<td>Facility Phone: *</td>
<td>□ +92</td>
</tr>
<tr>
<td>Facility Fax:</td>
<td>□ +92</td>
</tr>
<tr>
<td>Facility E-mail:</td>
<td>Facility email address</td>
</tr>
<tr>
<td>Is it PEF?</td>
<td>□ Check if this is a Polio Essential Facility</td>
</tr>
</tbody>
</table>

PERSONAL DETAILS - NAC/PEF USER

<table>
<thead>
<tr>
<th>Field</th>
<th>Options/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: *</td>
<td>Select</td>
</tr>
<tr>
<td>Full Name: *</td>
<td></td>
</tr>
<tr>
<td>Designation: *</td>
<td></td>
</tr>
<tr>
<td>Affiliation / Organization: *</td>
<td>Select</td>
</tr>
<tr>
<td>Address: *</td>
<td>□ Other</td>
</tr>
<tr>
<td>E-mail: *</td>
<td>Your email address</td>
</tr>
<tr>
<td>Telephone no.: *</td>
<td>□ +92</td>
</tr>
</tbody>
</table>
**EXPLAIN** to the participants that all fields marked with asterisk in the entire system are compulsory. Without answering these, system will not go to the next step. Please TELL them that country code and flag will appear in front of ‘Telephone no’ where they need to enter city code followed by number or mobile phone number i.e. +92515460170 (92 country code, 51 city code) or +92322512234 (92 country code, 322 mobile code)

- Also, TELL them that wherever they donot find appropriate value in a dropdown, option of “OTHER” is provided, they can fill the new value which will automatically become part of the database after registration is approved (*Figure-6 below*)

![Figure-6](image)

- In Personal Details, after you have provided a valid email address, you will have to press “Send One Time Password (OTP)” as shown in the *Figure-7 & 8 below*. A notification will also appear that OTP has been sent to your email address (Green).

![Figure-7 & 8](image)

- You will receive OTP on the given email address (*Figure-9 below*). In addition to your inbox, please also check junk/spam folders for OTP

![Figure-9](image)
• Please enter your OTP as shown in the *Figure-10* below

![Figure-10](image)

• Now before submission, the system will ask you for personal telephone number which is optional. If you do not want to enter, check “Skip” as shown in *Figure-11* below

![Figure-11](image)

• Having filled all the information, press “Submit” button. In case any information is missing, the system will not accept submission. (*Figure-12* below)

![Figure-12](image)

• If all information is complete, the form will be submitted, and a notification will appear, and an email will be sent to given email address. (*Figure-13* below)

![Figure-13](image)

All the data entered will be saved in the system. After registration is approved, it will be auto filled in different forms.
• A notification will also be sent to approver through the system as well as on approver’s email address that a registration request has been generated *(Figure-14 below)*

<table>
<thead>
<tr>
<th>##</th>
<th>Facility Name</th>
<th>Name</th>
<th>Email</th>
<th>Affiliation</th>
<th>Role</th>
<th>Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bara Kahu</td>
<td>ABC</td>
<td><a href="mailto:billing@prepcadet.pk">billing@prepcadet.pk</a></td>
<td></td>
<td>Facility User</td>
<td>02-Jun-2020</td>
<td>Pending</td>
<td>View</td>
</tr>
</tbody>
</table>

*Figure-14*

Here EXPLAIN to the participants that as we are discussing registration process for facility user, we will not get into the details of approval process from NPCC’s angle which would be covered in detail in NPCC user module.

• After the approval, facility/lab user will be notified through given email address with a username and password. *(Figure-15 & 16 below)*

• **Registration not approved.** NPCC due to different reasons may not approve a particular registration for which he can reject a request with his comments. A notification will be sent through email along with NPCC’s comments to the originator of the request.

• Having addressed NPCC’s comments, the user will submit a fresh request for approval.
OTHER USERS

- EXPLAIN to the participants that process of registration for all users remains the same as of facility user with minor changes in the information being asked. For example, much less information is being asked from NAC user (*Figure-17 below*)

![Figure-17](image-url)
Session 3: Hand on Practice for Registration Module

30 Minutes

INSTRUCTIONS FOR FACILITATORS

• Please ensure that all participants have laptops
• ASK the co-facilitator to check the internet connection
• After the participants connect with the internet, once again check signal strength
• As participants would be representing different countries, to practice ASK them to select a particular country i.e. "XYZ". Co-facilitator should have the NPCC credentials and should be logged in to approve registration request of the participants
• Before asking the participants to register themselves in the system, invite any clarifications or queries

IMPORTANT POINTS

• EXPLAIN to the participants that they being experienced program people can always suggest improvements, changes or any modifications that can improve the system and make it more user friendly
• GUIDE them that it is individual work and if they need any assistance, they can ask the facilitator/co-facilitator
• The system has intelligent features and if an email is already registered it will not accept that
• The system also picks up from a country as to which NPCC is approving authority for a particular registration request and sends the form accordingly on "SUBMIT"
• If a particular facility declares itself as PEF, it immediately sends an alert to NPCC
• One facility/lab user can be made responsible for more facilities, for which NPCC will assign, the process of which will be explained in relevant sessions
• NPCC can also be registered as a facility user in addition to his primary role. For this, NPCC does not have to follow this procedure and can assign himself to a facility after logging in as NPCC. This will also be explained later

• ASK the participants to open their laptops and give them key to connect to internet
• GIVE them around 20 minutes to register
• After 20 minutes, confirm that all participants have registered themselves and have usernames and passwords as facility users.

Before concluding this session, ASK the participants once again, if they face any difficulties in the registration process? Also, ADVISE them to practice the process in their own time, for which training team will be available to assist.
Chapter-IV

FACILITY/LAB USER
Chapter-IV: Facility/Lab User

Number of Sessions: 7

The chapter has seven sessions which comprehensively covers all aspects pertaining to facility/lab user, which includes login process, facility dashboards and how to use them, filling of different forms including Annex-6 RA tool and last but not the least generation of different data reports and their analysis.

The facilitator/co-facilitator should display the course title *Slide 1(Pack-4)* when participants are registering and settling down.

<table>
<thead>
<tr>
<th>Documents to Be Distributed</th>
<th>Materials Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>Slides Pack-4 (Not applicable in remote testing)</td>
</tr>
<tr>
<td>Pre-Test</td>
<td>Laptops for the participants</td>
</tr>
<tr>
<td>User Guide</td>
<td>Internet connectivity</td>
</tr>
<tr>
<td></td>
<td>Multimedia projector with Screen</td>
</tr>
<tr>
<td></td>
<td>Flip Charts with Stand</td>
</tr>
<tr>
<td></td>
<td>Marker Pen of different colors</td>
</tr>
<tr>
<td></td>
<td>Presentations Required</td>
</tr>
</tbody>
</table>

**Documents to Be Distributed**

**Materials Required**

**Trainer Preparation**

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part and prepare accordingly.
- Re-check the slides and align them with the contents and activities of the session.

**Session I: Facility/Lab User Login**

**Activity 1.1: Introduction and Role of Facility User**

**Time:** 10 Minutes

- WELCOME the participants and TELL them that they all have registered themselves as facility/lab users and have their Login credentials.
- EXPLAIN to them that next few sessions would be mix of practical and interactive sessions.
- Before going to facility/lab user login process, it would be pertinent to discuss briefly the role of facility user in the overall scheme of things.
ASK some of them as to what do they understand by facility/lab? And what are the roles and responsibilities of its users.

- Having received a few answers, EXPLAIN to them **Show Slide**, that “GAPIII defines a facility/lab as any site (e.g. laboratory, repository or vaccine production unit) owned or operated by any level of government, academic institution, corporation, company, partnership, society, association, firm, sole proprietorship or other legal entity.”
- Facility user can be any nominated official by the facility director responsible to initiate periodic reports.

**Activity 1.2: Login Process for Facility/Lab user (Lecture)**  
**Time: 20 Minutes**

- The facilitator should now connect his/her laptop with Multimedia and login to Home page. Confirm that everyone recognizes the Home screen.

ASK the participants to recapitulate the features that can be accessed without Login and those requiring Login on the Home screen. Participants to point out one feature each.

- TELL the participants that in order to Login, they have to click as shown in *(Figure-1 below)*
• Demonstrate by clicking Login. Below Login Screen will appear (Figure-2 below).

![Figure-2](image)

• TELL the participants that before Logging in to the system, they will see the feature of Forgot Password. Also, please SHOW them that links to “User Guide” and “Helpdesk” are available on this screen (Figure-3 below).

![Figure-3](image)
• TELL them that in case the user has forgotten the password, he/she needs to press “Forgot Password” (Figure-4 below)

![Figure-4](image)

• After clicking on Forgot Password tab as shown in the above Figure-4, following screen (Figure-5 below) will appear

![Figure-5](image)
• Enter the email address and click on “Send Password Reset Link” as depicted in Figure-6 below:

![Figure-6](image)

• The system will send you a new password on given email address and a message will ask you to “Please check your email” as shown in the Figure-7 below.

![Figure-7](image)

• The user will receive an email to reset the password as under (Figure-8)

![Figure-8](image)
• By clicking on the “Change Password”, following link will open (Figure-9)

![Change Password](image)

*Figure-9*

• The user will enter new password and confirm it as being asked in the (Figure-9) above and will Press “Change Password”. On this, login screen will appear through which the user can now login

ASK participants for any clarifications or suggestions on the Login process
Activity 1.3: Login Practice (Hands on)

Time: 15 Minutes

- **TELL** the participants that now they will practically Login to the system as they have their login credentials created after successful registration process in the previous session.

<table>
<thead>
<tr>
<th>INSTRUCTIONS FOR FACILITATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Please ensure that all participants have laptops</td>
</tr>
<tr>
<td>- ASK the co-facilitator to check the internet connection</td>
</tr>
<tr>
<td>- After the participants connect with the internet, once again check signal strength</td>
</tr>
<tr>
<td>- Before asking the participants to login, invite any clarifications or queries</td>
</tr>
</tbody>
</table>

**IMPORTANT POINTS**

- **EXPLAIN** to the participants that they being experienced program people can always suggest improvements, changes or any modifications that can improve the system and make it more user friendly
- **GUIDE** them that it is individual work and if they need any assistance, they can ask the facilitator/co-facilitator
- **ASK** some of the participants to practice “Forgotten Password” process
- **NPCC** can also be login as facility user in addition to his primary role. For this, NPCC does not have to follow this procedure and he can switch roles between NPCC and facility user from his Home screen after logging in as NPCC. This will also be explained later

- **ASK** the participants to open their laptops and give them key to connect to internet
- **GIVE** them around 20 minutes to practice Login
- **After** 20 minutes, confirm that all participants have Logged in themselves and some of them have practiced “Forgotten Password” process as well
Session 2: Orientation with Home Screen and Its Menu

Activity 2.1: Orientation with Home Screen and its Menu (Lecture)
Time: 30 Minutes

- Having entered right credentials and logged in as Facility user, will take you to Home Screen of Facility user
- SHOW the participants the Home Screen of facility/lab user. Now, you have to explain all the features one by one, which include Welcome Message and information about what facility user can do through the system as shown on the screen below Figure-10. Also TELL them that User Guide and Help Desk as seen at the bottom of the screen, is a feature available about which they have been briefed already.
- DRAW their attention towards turquoise highlighted text on the screen and explain to them that this is a system-generated alert that informs their submissions and approvals.

![Home Screen](image)

Figure-10

- **Changing/updating facility details/user credentials including passwords**
  ADVISE the participants that after logging in for the first time, they should preferably change their password. There could be other instances where a need could arise to change/update facility or its user’s credentials. For this, one has to click on “Edit Profile” on top right corner of the screen (Figure-11).
• Let’s see what a user can view and edit in his/her profile. Edit Profile has two options
  (Figure-12) i.e.
  - To edit user profile
  - To edit facility profile

• Below screenshot (Figure-13) relates to editing user profile. It has two options; one
  pertains to user’s credentials and the other relates to password and Login credentials

• Having entered the relevant data in the fields, please click “Update” or “Change”
  buttons to save the information into the system
• Now SHOW the participants how the facility details can be edited. Refer to below screen (Figure 14) and TELL them that the information they entered while registering the facility can be edited here.

![Edit Facility Information](image)

*Figure-14*

• Now TELL the participants that we are going back to Home Screen and click “Home” on the Menu tab.

• First available Menu on the Home Screen is Dashboard. TELL the participants that now we will learn how to access dashboards for facility level from the Home screen. SHOW the participants the “Dashboard” tab at the Menu bar and by clicking on the tab, take them to the “Dashboards” on the menu bar.

• A facility user has access to the information that only pertains to that particular facility. Refer to (Figure 15) below, the dashboard gives you following information:
  - IM/PIM storage summary
  - Any reports that you have filled in but not submitted
  - Any reports which are submitted and pending approvals
  - List of submitted reports
  - Summary of Annex-6 RA tool
- Refer back to the Home Screen, SHOW the participants the Data entry tab in the Menu which has three forms in its drop down as shown in the *(Figure 16)* and mentioned below
  - Lab Survey Form
  - Facility Reporting Form
  - Annex 6-RA Tool Form
• Next tab in the Home Screen is for Reports (Analysis), which has the following provisions as shown in the Figure 17
  - Facility Inventory
  - Bio Risk Management
    ▪ Annex 6-RA Tool Form
    ▪ PIM-RA Tool

• In addition, the tabs for Resources, Abbreviations and Acronyms can also be accessed from the Menu bar as discussed previously during orientation of Home screen of the system.
Session 3: Lab Survey Form

Activity 3.1: Introduction to Lab Survey Form (Lecture)
Time: 10 Minutes

- TELL the participants that in this session onwards we will be filling all the forms, first of which is Lab Survey Form.

ASK the participants about their understanding of lab survey form and what is its importance? Why should all facilities submit this form to contribute towards Polio CNT

- Having received feedback from the participants, EXPLAIN to them (Show Slide) as following: “Lab Survey Form is important to locate any materials infected or potentially-infected with poliovirus in order to minimize poliovirus facility-associated risk after typespecific eradication of wild polioviruses and sequential cessation of oral polio vaccine use. This survey is intended to know about the laboratories/facilities, type of material and storage capacities”

- SHOW again on the screen where the Lab Survey Form is. TELL them that the user can access Lab Survey Form either from the Menu tab of “Data Entry” or right from the Home page as explained earlier (Refer to the Figure 18 below)

Figure-18

- Recapitulate the definition of a facility by showing them the slide with following text

  “A facility is defined as any site (e.g. laboratory, repository or vaccine production unit) owned or operated by any level of government, academic institution, corporation, company, partnership, society, association, firm, sole proprietorship or other legal entity”
Activity 3.2: How to fill the Lab Survey Form (Lecture)
Time: 20 Minutes

- Click the "Lab Survey Form" link and DISPLAY the first screen as below Figure 19

  ![Figure 19](image)

- On clicking "NEXT" button, following screen will appear which will have most of the fields pre-filled, as the system will draw data from user registration form (Figure 20)

  ![Figure 20](image)

- The user needs to answer the question regarding sample storage capacity without which system will not go to the next page (Figure 21)

  ![Figure 21](image)
FACILITY WITH NO STORAGE CAPACITY

- If the answer to above question is NO, the next screen will be as shown below (Figure 22). You will see most of the columns pre-filled, date will be current date put in by the system. At the bottom right, you can see three options.
  ✓ On pressing “Print”, the entire form can be previewed and printed on one page.
  ✓ On Pressing “Review”, the entire form can be reviewed, so that user can change the form (if required)
  ✓ On Pressing “Submit” button, the form will be submitted

![Figure 22]

- After pressing “Submit” button, the following screen (Figure 23), with notification will appear

![Figure 23]

- Having submitted the form, it will automatically be stored at different locations in the system like in facility user’s dashboard.
FACILITY HAVING STORAGE CAPACITY

- If the answer to above question regarding storage capacity is “YES”, the user will have to provide additional information as shown in the *(Figure 24)* below. Here, filling of all the fields is compulsory, without which the system will not proceed further.
  - Does your laboratory have a sample storage capacity?
  - Does your laboratory Test for any reason?
  - Does your laboratory Test for any reason?
  - Does your laboratory "store" in the freezer?

<table>
<thead>
<tr>
<th>#</th>
<th>Indicator</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Does your laboratory have a sample storage capacity? (if yes specify number)</td>
<td></td>
</tr>
<tr>
<td>a</td>
<td>Number of Refrigerator (+2°C to -8°C)</td>
<td></td>
</tr>
<tr>
<td>b</td>
<td>Number of Freezer (-12°C to -18°C)</td>
<td></td>
</tr>
<tr>
<td>c</td>
<td>Number of Freezer (-20°C or -40°C)</td>
<td></td>
</tr>
<tr>
<td>d</td>
<td>Number of Freezer (-70°C or below)</td>
<td></td>
</tr>
<tr>
<td>e</td>
<td>Number of Liquid Nitrogen Storage Tanks</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Does your laboratory Test for any reason?</td>
<td>Select</td>
</tr>
</tbody>
</table>
By clicking on NEXT button, same screen will appear which was shown for facility having no storage capacity and similar notification will appear after submission (Figure 25 & 26)
• After submission, the form can be edited prior to approval by NPCC for which the user can access submitted form from Home screen by clicking on Lab Survey Form. *(Figure 27)*

![Laboratory/Facility Survey Forms](image)

*Figure-27*

• At the bottom right corner, you can also see the option of filling a “New Lab Survey Form” in the red tab.
Session 4: Facility Reporting Form GAPIII (Form-1)

Activity 4.1: Introduction to Facility Reporting Form GAPIII (Form-1) (Lecture)
Time: 5 Minutes

- TELL the participants that in this session we will learn about Facility Reporting Form. Point out on the Home screen where the Facility Reporting Form is (Figure 28). TELL them that this reporting form should be used by the facility when reporting the identification, destruction, or retention of poliovirus infectious or potentially infectious material (PV IM or PIM) to their NPCC. This form can only be submitted by the users who declare retention, transfer or destruction of PV IM or PIM. The data entered in Lab Survey Form will be automatically populated in Facility Reporting Form.
Activity 4.2: How to fill Facility Reporting Form GAPIII (Form-1) (Lecture)

Time: 55 Minutes

- TELL the participants that in this session we will learn about Facility Reporting Form which is also referred to as Form-1. POINT OUT on the Home screen where the Facility Reporting Form is:

TELL them that this reporting form should be used by the facility when reporting the identification, destruction, or retention of poliovirus infectious or potentially infectious material (PV IM or PIM) to their NPCC. This form can only be submitted by the users who declare retention, transfer or destruction of PV IM or PIM.

- After clicking on “Facility Reporting Form GAPIII (Form-1)”, following screen will emerge (Figure 29)
The above screen of Form-1 has following features (The facilitator should indicate on the system)

1. On top of the page, there are encircled page numbers for reference of the user
2. Details at number 2 are auto filled by the system and relates to the facility/laboratory information
3. It is the reporting period. The date selected against “To” cannot be a date later than on which the form is being filled. Entering the dates is compulsory.
4. There are some declarations by the user, which are compulsory
5. Information regarding the facility user which is auto filled by the system
6. & 7. These are the tabs to go to “Previous” and “Next” screen

After clicking “Next”, the user goes to second page of the form. This form has two sections and a number of sub-sections as under:

1. SECTION 1. Identification, destruction, or retention of WPV/VDPV infectious or potentially infectious material (WPV/VDPV IM or PIM). This section has following sub-sections:
   a. Sub-section 1a: Identification, destruction, or retention of WPV infectious material (WPV IM)
   b. Sub-section 1b: Identification, destruction, or retention of WPV potentially infectious material (WPV PIM)
   c. Sub-section 1c: Identification, destruction, or retention of VDPV infectious material (VDPV IM)
   d. Sub-section 1d: Identification, destruction, or retention of VDPV potentially infectious material (VDPV PIM)

2. SECTION 2. Identification, destruction, or retention of OPV/SABIN Infectious or Potentially Infectious Material (OPV/SABIN IM or PIM). This section has following sub-sections:
   a. Sub-section 2a: Identification, destruction, or retention of OPV infectious material (OPV IM)
   b. Sub-section 2b: Identification, destruction, or retention of OPV potentially infectious material (OPV PIM)
   c. Sub-section 2c: Identification, destruction, or retention of Sabin Infectious Material (Sabin IM)
   d. Sub-section 2d: Identification, destruction, or retention of OPV/SABIN potentially infectious material (SABIN PIM)

Let’s start with Section 1 and Sub-section 1a, which is Identification, destruction, or retention of WPV/VDPV infectious or potentially infectious material (WPV/VDPV IM or PIM). Here, please EMPHASIZE to the participants that filling some of the sub-sections is similar which would be explained to them later in the session. So, if they fully grasp how to fill any one of sub-sections that are similar, they will be able to fill the rest also easily. Now, DRAW their attention to the table below (Figure 30) which is sub-section 1a of the form.
The table shown above asks following information from the user:

1. Type of WPV IM
2. **Retention**: Has it been retained?
3. **Rationale** for its Retention and will ask you to enter inventory

   a. To enter inventory, press inventory tab as shown in the **(Figure 31)**

   b. Another tab will open as following **(Figure 32)** asking to enter inventory details:

   i. Material Description
   ii. Amount in vials, tubes, flasks, bottles and containers
   iii. Total volume in ml; Volume in Liters; Amount in grams; Amount in doses
   iv. Date of Collection (From –To)
   v. Place of Collection (Country>Province>District)
   vi. Location in Facility (Building, Room, Deep Freezer/Refrigerator, Container/Box, Number) else
   vii. Condition of Storage
   viii. Remarks
c. After clicking the above information, please press “Add Material”. You can refill the same form for additional material or same material with different amounts i.e. some in vials and in some in containers. This detail will get populated in the table as shown at the bottom of the (Figure 33).

d. Before leaving the screen, you should press “Save & Continue”

4. Have never been Possessed? “Yes” or “No”
5. Have been Destroyed? “Yes” or “No”. Enter Date if Yes
6. Have been Inactivated? “Yes” or “No”. Enter Date if Yes
7. Have been transferred to a PEF? “Yes or “No”. Enter Date if Yes (Figure 34) and also the PEF.
Sub-section 2a

- Sub-section 2a pertains to Identification, destruction, or retention of OPV infectious material (OPV IM). TELL the participants that now we will see how this section is to be filled (Figure 35). Following information is required
  - OPV type
  - Retained; Yes/No
  - Rationale/Inventory
  - Have never been possessed; Yes/No
  - Have been destroyed
  - Have been inactivated
  - Have been transferred to a PEF

![Figure 35](image-url)

TELL the participants that the procedure we just explained above for Section 1; Sub-Section 1a is applicable to Sub-Sections 1b, 1c, and 1d. TAKE the participants through all these sections one by one on live screen.
Sub-section 2b

- Sub-section 2b pertains to Identification, destruction, or retention of OPV potentially infectious material (OPV PIM). TELL the participants that now we will see how this section is to be filled as shown in Figure 36 below. Following information is required:
  - OPV type
  - Sample type
  - Procedure used
  - Risk level
  - Retention

![Figure 36](image)

- Having entered the information, you can press “Add” to enter further information which will be populated in the table at the bottom of the screen.
- If you have some material indicated, then the system will ask you to enter the inventory shown in Figure 36 above.
- To add inventory, system will take you to the following screen as shown below.
After finishing the data entry, press “Next”

**Sub-Section 2c**
- Sub-Section 2c pertains to Identification, destruction or retention of Sabin Infectious Material (Sabin IM) and is same as Sub-sections 1a, 1b, and 1c. Facilitator to show this sub-section on the screen and confirm similarity.

**Sub-Section 2d**
- Sub-section 2d refers to Identification, destruction or retention of Sabin Potentially Infectious Material (Sabin PIM) and is same as Sub-section 2b
- After clicking the “Next” button, if nothing is in the inventory of this facility/lab, then following screen will appear, giving options to go to “Previous” or “Print”, “Review”, or “Submit for Approval” (Figure-38)
• After submission for approval, following notification will appear *(Figure-39)*. An intimation of this submission will be visible to NPCC once he logs in, which will be explained in NPCC module.

• If the facility has indicated any IM or PIM, then the system will ask the user to fill Annex 6 RA tool and below screen will appear instead of Figure shown above. Filling of Annex 6 RA tool will be covered in next session.

---

*Figure-39*

• The blue bar with numbers shown in the above *Figure-39* can be clicked to go to a certain page number of the form i.e. clicking 2 will take the user to Page number 2 of Facility Reporting Form.
Session 5: Annex-6 RA Tool

Activity 5.1: Introduction to Annex-6 RA Tool (Lecture)
Time: 10 Minutes

• TELL the participants that in this session we will learn about Annex-6 RA Tool. Remind them that in previous session they were told that while filling Form-1, if they declare that if their facility has any storage, the Form-1 before submission screen will ask them to fill Annex-6 RA tool. Once again, SHOW them the last screen of Form-1 (Figure 40).

• Also TELL them that Annex-6 RA tool can be accessed through Menu bar on the Home Screen from the dropdown of “Data Entry”

• TELL the participants through one of the procedures, they will access Annex-6 RA tool which adheres to biorisk management standard for safe handling of new samples potentially containing poliovirus material in poliovirus-non-essential laboratories. This standard is based on CWA15793, Laboratory biorisk management. It consists of 16 elements and subelements based on the principles of a quality management system. It assumes that the organization is best placed to understand the risks associated with its work and can manage those risks in a number of ways acceptable to the national and international bodies responsible for facility oversight. This standard further assumes that poliovirus-essential facility personnel and management at all levels fully appreciate the enormity of the consequences of accidental or malicious poliovirus release in the post eradication/post-OPV era and are prepared to demonstrate that the appropriate systems and controls are in place to manage those risks.

• Before we go on to “Data Entry”, lets quickly review what factors the tool contains.
Facilitator to ASK the participants about different sections of Annex-6 RA tool and keep noting down their responses on the flipchart before showing them the slide.

- Biorisk Management System
- Risk Management
- Pathogen and Toxin Inventory Information
- General Safety
- Personnel and competency
- Good Microbiological Technique
- Clothing and Personal Protective Equipment (PPE)
- Human Factors
- Health Care
- Emergency Response and Contingency Planning
- Accident/Incident Investigation
- Facility Physical Requirements
- Equipment and Maintenance
- Decontamination, Disinfection and Sterilization
- Transport Procedures
- Security
Activity 5.2: How to fill in Annex-6 RA Tool (Lecture)
Time: 55 Minutes

- SHOW the participants the Home screen of Annex-6 RA tool. Home screen relates to the first element of Biorisk assessment out of total 16, which is “Biorisk Management Policy”. Answering all questions is mandatory, without which the system will not go the next element. *(Figure 41).*

<table>
<thead>
<tr>
<th>Biorisk Management System</th>
<th>Assessment Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Biorisk Management Policy</td>
</tr>
<tr>
<td>1.1.1</td>
<td>Biosafety and biosecurity policy developed</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Biosafety and biosecurity policy authorized</td>
</tr>
<tr>
<td>Partial</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.3</td>
<td>Biosafety and biosecurity policy signed</td>
</tr>
<tr>
<td>Partial</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.4</td>
<td>Policy clearly states BMR objectives</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.5</td>
<td>Commitment to improve BMR performance exists</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.6</td>
<td>Policy appropriate to the nature and scale of the risk associated with the facility and associated activities</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.7</td>
<td>Policy complies with all legal requirements applicable to the biological agents and toxins that are being processed</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.8</td>
<td>Policy ensures all non “Health and safety” operational requirements</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.1.9</td>
<td>Policy commits to continuous improvement of biorisk management performance</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.2</td>
<td>Objectives, Targets and Program</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Management has established effective biorisk objectives</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Management has established effective biorisk targets</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.2.3</td>
<td>Management has established controls and procedures that are documented for monitoring the effective controls</td>
</tr>
<tr>
<td>No</td>
<td>✔</td>
</tr>
<tr>
<td>1.2.4</td>
<td>Controls are applied to reduce or eliminate the hazard identified in the risk assessment process</td>
</tr>
<tr>
<td>No</td>
<td>✔</td>
</tr>
<tr>
<td>1.3</td>
<td>Roles, Responsibilities and Authorities</td>
</tr>
<tr>
<td>1.3.1</td>
<td>Top management takes ultimate responsibility for the organization’s biorisk management system</td>
</tr>
<tr>
<td>Partial</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.2</td>
<td>Top management ensures that roles, responsibilities and authorities related to biorisk management are defined, documented and communicated to those who manage, perform and verify work associated with the control of polioviruses</td>
</tr>
<tr>
<td>Partial</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.3</td>
<td>Top management demonstrates its commitment by ensuring the availability of resources to establish, implement, maintain and improve the biorisk management system</td>
</tr>
<tr>
<td>Partial</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.4</td>
<td>A senior manager has been designated with operational responsibility for overseeing the system for management of biorisk</td>
</tr>
<tr>
<td>No</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.5</td>
<td>Functions of the senior manager for the management of biorisk include</td>
</tr>
<tr>
<td>1.3.5.1</td>
<td>Providing appropriate resources to ensure adequate provision of personnel, facilities and other resources deemed necessary for the safe and secure operation of the facility</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.5.2</td>
<td>Reporting to the top management on the performance of biorisk management system and any need for improvement</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.5.3</td>
<td>Ensuring promotion of the biorisk management system throughout the organization</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.5.4</td>
<td>Instituting review, audit and reporting measures to provide assurance that the requirements of this standard are being implemented and maintained effectively</td>
</tr>
<tr>
<td>Yes</td>
<td>✔</td>
</tr>
<tr>
<td>1.3.7.4</td>
<td>Is chaired by a senior individual</td>
</tr>
<tr>
<td>1.3.7.5</td>
<td>Meets at a defined and appropriate frequency, and when otherwise required</td>
</tr>
<tr>
<td>1.3.8</td>
<td>One or more competent individuals available to provide advice and guidance on biosafety management issues</td>
</tr>
<tr>
<td>1.3.9</td>
<td>The Biosafety management advisor role is independent of those responsible for implementing the programme of work</td>
</tr>
<tr>
<td>1.3.10</td>
<td>The Biosafety management advisor</td>
</tr>
<tr>
<td>1.3.10.1</td>
<td>Reports directly to the responsible senior manager</td>
</tr>
<tr>
<td>1.3.10.2</td>
<td>Has delegated authority to stop work in the event that it is considered necessary to do so</td>
</tr>
<tr>
<td>1.3.11</td>
<td>An individual(s) with responsibility for the scientific programme within the facility has been designated with responsibilities relevant to biosafety management</td>
</tr>
<tr>
<td>1.3.12</td>
<td>The scientific management functions include:</td>
</tr>
<tr>
<td>1.3.12.1</td>
<td>Ensuring that all work is conducted in accordance with established policies and guidelines described in this standard</td>
</tr>
<tr>
<td>1.3.12.2</td>
<td>Supervising workers, including ensuring only competent and authorized personnel can enter and work in the facility</td>
</tr>
<tr>
<td>1.3.12.3</td>
<td>Planning and conducting work activities, and ensuring adequate staffing levels, time, space and equipment are available</td>
</tr>
<tr>
<td>1.3.12.4</td>
<td>Ensuring required authorizations for work are in place</td>
</tr>
<tr>
<td>1.3.12.5</td>
<td>Ensuring laboratory biosafety and laboratory biosecurity risk assessments have been performed, reviewed and approved, and that the required control measures are in place</td>
</tr>
<tr>
<td>1.3.12.6</td>
<td>Ensuring that all staff employees have been informed of risk assessments and/or provisions for any recommended precautionary medical practices (e.g. vaccinations or serum collections)</td>
</tr>
<tr>
<td>1.3.13</td>
<td>The organization access to appropriate occupational health expertise</td>
</tr>
<tr>
<td>1.3.14</td>
<td>The organization established an occupational health programme consistent with the facility’s activities and risks</td>
</tr>
<tr>
<td>1.3.15</td>
<td>One or more facility managers have been appointed with responsibilities relevant to facilities and equipment, determined according to requirements set out in this public biosafety management standard</td>
</tr>
<tr>
<td>1.3.16</td>
<td>A security manager has been designated with responsibilities conforming to requirements set out in this public biosafety management standard</td>
</tr>
<tr>
<td>1.3.17</td>
<td>In laboratories where animals are kept, an animal care manager has been designated with responsibilities conforming to requirements set out in this public biosafety management standard</td>
</tr>
</tbody>
</table>

### 1.4 Records, Documents and Data Control

| 1.4.1 | Records, documents and data established, controlled and maintained to provide evidence of conformity to the requirements of this public biosafety management standard | Yes |
| 1.4.2 | Records, documents and data are handled in such a way that they remain legible, readily identifiable and retrievable | Yes |

### 1.5 Analysis of Data

| 1.5.1 | Appropriate data are determined, collected and analyzed to assess the suitability and effectiveness of the biosafety management system and to evaluate where continual improvement of the system can be made | Yes |

### 1.6 Change Management

| 1.6.1 | All changes associated with the design, operation and maintenance of the facility subject to a defined and documented change management process | Yes |

### 1.7 Consultation and Communication

| 1.7.1 | Relevance biosafety information related to an organization’s activities communicated to and from employees and other relevant parties | Partial |
| 1.7.2 | Employee involvement and consultation arrangements are documented | Yes |
| 1.7.3 | Personnel have access to adequate and up-to-date information about the organization’s biosafety | Yes |
After filling in the information on Page-1, Press "Next" and the system will take you to the next page of the Form which has sub-elements as shown in the below Figure 42.

Facilitator to please EMPHASIZE that filling of all sub-elements and their contents is mandatory.

### SELF-ASSESSMENT OF COMPLIANCE WITH GAPIII REQUIREMENTS IN POLIOVIRUS-NON-ESSENTIAL LABORATORIES

#### Biorisk Management System

<table>
<thead>
<tr>
<th>#</th>
<th>BIORISK MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th>Yes</th>
<th>Partial</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Process, Methodologies and Procedures</td>
<td>Risk assessment system (RA)</td>
<td>Yes</td>
<td>Partial</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>2.1.1</td>
<td>RA established according to this polio biorisk management standard in the organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1.2</td>
<td>Fully implemented according to this polio biorisk management standard in the organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1.3</td>
<td>Maintained according to this polio biorisk management standard in the organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1.4</td>
<td>Does the risk management system’s performance reported to senior management for review and as a basis for improvement?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1.5</td>
<td>Has organization identified questions and activities associated with possible biological risk and control measures applied?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.1.6</td>
<td>Are activities associated with possible biological risk, including maintenance, are carried out under specified conditions?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2.2 Assessment Timing and Scope

<table>
<thead>
<tr>
<th>#</th>
<th>BIORISK MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th>Yes</th>
<th>Partial</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.1</td>
<td>The risk assessment is defined according to its scope, nature and timing and proactive rather than reactive</td>
<td>Yes</td>
<td>Partial</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2.2.2</td>
<td>The RA is proactive rather than reactive</td>
<td>Partial</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2.3 Roles and Responsibilities

<table>
<thead>
<tr>
<th>#</th>
<th>BIORISK MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th>Yes</th>
<th>Partial</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.3.1</td>
<td>Resources requirement for RAs have been identified and provided</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.2</td>
<td>RAs are training for management of RAs</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.3</td>
<td>RAs are working on risk assessment and verification activities</td>
<td>Partial</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3.4</td>
<td>RAs are internal review</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2.4 Hazard Identification

<table>
<thead>
<tr>
<th>#</th>
<th>BIORISK MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th>Yes</th>
<th>Partial</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.1</td>
<td>Hazards associated with proposed work have been identified</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.4.2</td>
<td>Hazards associated with proposed work have been documented</td>
<td>Yes</td>
<td>Partial</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

#### 2.5 Risk Assessment

<table>
<thead>
<tr>
<th>#</th>
<th>BIORISK MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th>Yes</th>
<th>Partial</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5.1</td>
<td>Suitable methodologies for assessing and recording risks are identified</td>
<td>Yes</td>
<td>Partial</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2.5.2</td>
<td>Implemented</td>
<td>Yes</td>
<td>Partial</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2.5.3</td>
<td>Maintained</td>
<td>Yes</td>
<td>Partial</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2.5.4</td>
<td>Risk assessments are documented</td>
<td>Yes</td>
<td>Partial</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
The system will then open next page (Page-3) of the tool, after filling in the information on Page-2. The following Figure 43 show the sub-elements of the page 3.
• By clicking on "Next" button after the information is filled in by the user on Page-3, the following screens will be shown by the system (Figure 44) for Sub-section 4 of Annex-6 RA tool.

<table>
<thead>
<tr>
<th>#</th>
<th>Biocidal Management System</th>
<th>Assessment Question</th>
<th>Not Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>General Safety</td>
<td>The General Safety element examines the processes in place to make sure hazards associated with personnel’s work in the facility are identified and managed while addressing their implications on biocidal. Each preventive and proactive approach should be taken to establish measures to identify, select, mitigate, and respond to hazards due to general safety, such as fire, electrical, radiation, chemical, animal care, and processed equipment.</td>
<td></td>
</tr>
<tr>
<td>4.1.1</td>
<td>A formal process is in place to identify and manage risk associated with general safety.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.2</td>
<td>General laboratory safety.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.3</td>
<td>Fire safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.4</td>
<td>Electrical safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.5</td>
<td>Radiation safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.6</td>
<td>Chemical safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.7</td>
<td>Use of gases (including risk of asphyxiation)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.8</td>
<td>Hot work and cold work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.9</td>
<td>Equipment under pressure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.10</td>
<td>Laboratory animal care and use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1.11</td>
<td>General housekeeping, including storage requirements and tidiness</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 44

• Now take the participants to Section-5 and EXPLAIN its sub-sections one by one. (Figure 45)

<table>
<thead>
<tr>
<th>#</th>
<th>Biocidal Management System</th>
<th>Assessment Question</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Recruitment</td>
<td>Qualifications, experience and aptitudes relating to biocidal are considered as part of the recruitment process.</td>
<td>Yes</td>
</tr>
<tr>
<td>5.1.2</td>
<td>An assessment being done for non-core personnel (e.g. contractors, visitors, students), and measures implemented to ensure they are applied where necessary?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Training</td>
<td>Apparatus and procedures for biocidal training of personnel are:</td>
<td>Yes</td>
</tr>
<tr>
<td>5.2.1</td>
<td>Identified</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>5.2.2</td>
<td>Established</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>5.2.3</td>
<td>Maintained</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
• Press “Next” to access Section-6 which has only one sub-section (*Figure 46*)
- **Next is Section-7 (Figure 47)**

<table>
<thead>
<tr>
<th>#</th>
<th>BIOPSY MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Clothing and Personal Protective Equipment (PPE)</td>
<td></td>
</tr>
<tr>
<td>7.1.1</td>
<td>PPE needs are identified</td>
<td>Partial</td>
</tr>
<tr>
<td>7.1.1.1</td>
<td>Adequate PPE available for normal and emergency working conditions</td>
<td>Yes</td>
</tr>
<tr>
<td>7.1.1.2</td>
<td>Routine checks and the maintenance of PPE established and being conducted</td>
<td>Yes</td>
</tr>
<tr>
<td>7.1.1.3</td>
<td>PPE are used in conjunction with appropriate administrative and engineering controls</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Figure 47**

- **Section-8 (Figure 48)**

<table>
<thead>
<tr>
<th>#</th>
<th>BIOPSY MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Human Factors</td>
<td></td>
</tr>
<tr>
<td>8.1.1</td>
<td>The organization has established and maintains a program to address risk associated with human behavior, including the management of how workers interact with the facility and its equipment</td>
<td>Yes</td>
</tr>
<tr>
<td>8.1.2</td>
<td>An authority delegated to stop work if potentially unsafe or unsafe conditions occur</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Figure 48**
• **Section-9 (Figure 49)**

![Figure 49](image)

**SELF-ASSESSMENT OF COMPLIANCE WITH GAP III REQUIREMENTS IN POLIOVIRUS-NON-ESSENTIAL LABORATORIES**

**Biorisk Management System**

<table>
<thead>
<tr>
<th>#</th>
<th>BIORSK MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1</td>
<td>Worker Health Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.1.1</td>
<td>The organization ensures that risk to worker health, and that of other personnel whose health could be directly impacted by exposure to biological agents and toxins, is managed effectively including prevention and protection measures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.1.2</td>
<td>The requirements of the health surveillance program are determined by a defined health hazard identification and risk assessment process involving all relevant personnel</td>
<td></td>
</tr>
<tr>
<td>9.2</td>
<td>Vaccination of Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.2.1</td>
<td>Based on risk, the need for vaccination has been identified and covers groups identified as being potentially exposed to biological agents and toxins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.2.2</td>
<td>A vaccination policy has been defined and implemented</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.2.3</td>
<td>Access to laboratories or work is controlled for individuals until they comply with the vaccination policy</td>
<td></td>
</tr>
<tr>
<td>9.3</td>
<td>Medical Emergencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9.3.1</td>
<td>A system is established to effectively manage medical and/or environmental emergencies, including, but not limited to, the identification of potentially infected workers and provision of immediate medical care to exposed, ill or injured workers</td>
<td></td>
</tr>
</tbody>
</table>

**Figure-49**

• **Section-10 (Figure 50)**

![Figure 50](image)

**Biorisk Management System**

<table>
<thead>
<tr>
<th>#</th>
<th>BIORSK MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Emergency Scenarios</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.1.1</td>
<td>All credible and foreseeable emergency scenarios that may impact the organization’s biorisk safety have been identified</td>
<td></td>
</tr>
<tr>
<td>10.2</td>
<td>Emergency Response and Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.2.1</td>
<td>Plans and procedures are established and maintained</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.2.1.1</td>
<td>Identify the potential for incidents and emergency situations involving biological agents, toxins and materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.2.1.2</td>
<td>Prevent their occurrence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.2.1.3</td>
<td>Respond to emergency situations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.2.1.4</td>
<td>Limit the likely illness or other damage that may be associated with them</td>
<td></td>
</tr>
<tr>
<td>10.3</td>
<td>Emergency Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.3.1</td>
<td>Biorisks are taken into consideration during preparing and implementing emergency plans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.3.2</td>
<td>Control measures are in place and can be demonstrated as being reasonable and proportionate to the scale and nature of the emergency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.3.3</td>
<td>Emergency plans are effectively communicated to all employees and relevant third parties and treated with the goal of making everyone aware of their obligations</td>
<td></td>
</tr>
<tr>
<td>10.4</td>
<td>Emergency Exercises and Simulations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.4.1</td>
<td>Structured and realistic emergency exercises and simulations, including security drills are conducted at regular intervals, based on risk, to test the plans, prepare personnel, and learn from any good practices or deficiencies identified</td>
<td></td>
</tr>
<tr>
<td>10.5</td>
<td>Contingency Plans</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10.5.1</td>
<td>In the event of an emergency, adequate contingency measures are in place to ensure the safety and security of continued operations</td>
<td></td>
</tr>
</tbody>
</table>
• Section-11 *(Figure 51)*

![Figure 51](image1)

• Section-12 *(Figure 52)*

![Figure 52](image2)
- Section-13 *(Figure 53)*

![Figure 53](image)

- Section-14 *(Figure 54)*

![Figure 54](image)
• **Section-15 (Figure 55)**

![Figure 55](image)

**SELF-ASSESSMENT OF COMPLIANCE WITH GAP II REQUIREMENTS IN POLIOVIRUS-NON-ESSENTIAL LABORATORIES**

<table>
<thead>
<tr>
<th>#</th>
<th>BIOPREDIKT MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1</td>
<td>Transport Procedures</td>
<td>Procedures for the safe and secure transport of cultures, specimens, samples and contaminated and potentially contaminated materials are established and maintained in accordance with legal requirements for the transport of dangerous goods</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Figure-55*

• **Section-16 (Figure 56)**

![Figure 56](image)

**SELF-ASSESSMENT OF COMPLIANCE WITH GAP II REQUIREMENTS IN POLIOVIRUS-NON-ESSENTIAL LABORATORIES**

<table>
<thead>
<tr>
<th>#</th>
<th>BIOPREDIKT MANAGEMENT SYSTEM</th>
<th>Assessment Questions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16.1</td>
<td>Physical Security</td>
<td>Controls are implemented and maintained for the physical security of cultures, specimens, samples and contaminated and potentially contaminated materials or waste determined as part of the risk assessment process</td>
<td>Yes</td>
</tr>
<tr>
<td>16.2</td>
<td>Information Security</td>
<td>A policy and procedure is in place to identify sensitive information</td>
<td>Yes</td>
</tr>
<tr>
<td>16.3</td>
<td>Personnel Control</td>
<td>A personnel security policy is defined and implemented</td>
<td>Yes</td>
</tr>
<tr>
<td>16.4</td>
<td>Personnel Security</td>
<td>A policy is in place to provide personal security support services to staff members, including personal security awareness training when required</td>
<td>Partial</td>
</tr>
<tr>
<td>16.5</td>
<td>Contractors, visitors and suppliers</td>
<td>The organization ensures that suppliers, contractors, visitors and sub-contractors adhere to the requirements of established management systems and do not compromise biolink management of the facility</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Figure-56*
• The system will automatically calculate different scores against various elements/sub-elements to determine adherence to safety protocols and convert it into a heat map (Figure 57)

**Figure-57**

**EXPLAIN** to the participants the scoring and how it is being reflected on heat map.
• Press “Submit”, and the system will display a notification as shown in below Figure 58.

![Figure 58](image)

• There can be instances where a facility user (non-PEF) is asked to fill Annex-6 RA tool even if the Form-1 is not submitted, in this case, the user can directly access Annex-6 RA tool by clicking on Data entry tab on Home screen Menu and selecting Annex-6 RA tool from the drop-down. (Figure 59)

![Figure 59](image)
Session 6: Reports (Analysis)

Activity 6.1: Introduction and Access to different facility level reports (Lecture)
Time: 5 Minutes

- TELL the participants that in this session we will learn how to access and use different reports at facility level. Point out on the Home screen where the reports of different facilities can be accessed (Figure 60).

- From “Reports (Analysis)” tab, you have access to “Facility Inventory” and Bio Risk Management”. Click on “Facility Inventory” which gives you a comprehensive view of material, its storage and other related information (Figures 61 & 62). EXPLAIN the participants various fields given in the table.

EXPLAIN to the participants that icons encircled in Red in below screen enable the user to make a copy of the report, export to Excel, CSV, pdf and/or print directly.
### Figures 61 & 62

*Category of Material:
**Volume (ml):** amount in grams
***Room/Section Number of Laboratory or Facility, Protein No., Cryo box/Container No., etc.
# -4°C, #39°C, #40°C, #90°C or Liquid Nitrogen*
• TELL the participants that Bio Risk Management Tool also has two tabs i.e. Annex-6 RA Tool and PIM RA tool *(Figure 63)*. The Annex 6- RA tool takes you to the next screen pertaining to the Summary of latest Annex-6 RA Tool *(Figure 64)*.
Annex 6 - Risk Assessment Tool

Self-Assessment of Compliance with GAP III Requirements in Poliovirus Non-Essential Laboratories

<table>
<thead>
<tr>
<th>Section</th>
<th>Score of response</th>
<th>Total Score</th>
<th>Total Score (0-100)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>75.6</td>
<td>100</td>
<td>100</td>
<td>75.6%</td>
</tr>
<tr>
<td>2</td>
<td>151</td>
<td>100</td>
<td>100</td>
<td>151%</td>
</tr>
<tr>
<td>3</td>
<td>22.2</td>
<td>20</td>
<td>20</td>
<td>100%</td>
</tr>
<tr>
<td>4</td>
<td>179</td>
<td>179</td>
<td>179</td>
<td>100%</td>
</tr>
<tr>
<td>5</td>
<td>24</td>
<td>24</td>
<td>24</td>
<td>100%</td>
</tr>
<tr>
<td>6</td>
<td>21</td>
<td>21</td>
<td>21</td>
<td>100%</td>
</tr>
<tr>
<td>7</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>100%</td>
</tr>
<tr>
<td>8</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>100%</td>
</tr>
<tr>
<td>9</td>
<td>112</td>
<td>112</td>
<td>112</td>
<td>100%</td>
</tr>
<tr>
<td>10</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100%</td>
</tr>
<tr>
<td>11</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>100%</td>
</tr>
<tr>
<td>12</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>100%</td>
</tr>
<tr>
<td>13</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100%</td>
</tr>
<tr>
<td>14</td>
<td>75</td>
<td>75</td>
<td>75</td>
<td>100%</td>
</tr>
<tr>
<td>15</td>
<td>22</td>
<td>22</td>
<td>22</td>
<td>100%</td>
</tr>
<tr>
<td>16</td>
<td>160</td>
<td>160</td>
<td>160</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>763.5</td>
<td>2271</td>
<td>2271</td>
<td>100%</td>
</tr>
</tbody>
</table>

Figure 64
• On clicking PIM-RA Tool under Bio Risk Management tab in the Menu, below screen appears (Figure 6) and illustrates about the risk level of the facility based on the data gathered through Annex-6 RA Tool along with Risk mitigation strategies.
Guidance for facilities with collections in the MODERATE risk level

In a facility handling OGP/Sabin PV PM, the inoculation of fecal samples in sewage concentrates, or the transfaction of nucleic acid derived from such material into PV permissive cells (Annex 1) represents the greatest potential risk of inadvertent PV release (I). The inoculation or transfaction of PV PM into PV permissive cells could result in unintentional PV amplification, greatly increasing the risk of release from the facility (Annex). Production of PV was unintended (II).

If the inoculation of fecal samples or sewage concentrates, or the transfaction of nucleic acid from OGP/Sabin PV PM into PV permissive cells is deemed essential (e.g., to isolate other viruses of public health importance that replicate in the same cell lines as PV, the laboratory and staff should meet stringent standards of biosafety and biosecurity (Table 2). These include adherence to accepted standards of good laboratory and microbiological practices, supported by the validation/documentation of methods and the implementation of written standard operating procedures, and certification to a national or international biosafety management standard (e.g., APHIS, Annex 4). Rigorous risk assessments should be conducted and documented for all procedures that will be used with PV PM fecal samples or sewage concentrates to identify strategies to minimize the risks of inadvertent release.

Laboratory staff should provide proof of PV immunization according to the national schedule. Any individuals who cannot produce a proof of PV immunization should be immunized according to national or international recommendations for persons with potential occupational exposure to PV.

Guidance for facilities with collections in the LOW risk level

PV PM fecal samples or sewage concentrates that will not be inoculated into PV permissive cells (e.g., samples that will be handled only for nucleic acid extraction or fixation, or inoculation only into PV non-permissive cells) pose a lower risk, as these procedures will not enable live virus to grow (II). The inoculation of respiratory tract specimens, or the transfaction of nucleic acid derived from such material into PV permissive cells is also of lower risk, largely because of the lower PV incidence and titers in these sample types (II).

However, the laboratory should still adhere to nationally or internationally accepted standards of good laboratory and microbiological practices, supported by the validation/documentation of methods and the implementation of written standard operating procedures (Table 2). Similar to the moderate risk level, facilities should conduct and document risk assessments to identify strategies to minimize the risks of inadvertent exposure or release.

As above, laboratory staff should provide proof of PV immunization according to the national schedule. Any individuals who cannot produce proof of PV immunization should be immunized according to national or international recommendations for persons with potential occupational exposure to PV.

Guidance for facilities with collections in the LOWEST risk level

Respiratory tract samples that will not be inoculated into PV permissive cells (e.g., samples that will be handled only for nucleic acid extraction or fixation, or inoculation only into PV non-permissive cells) pose the lowest risk, as the PV incidence and titers in respiratory materials are low (II). Nucleic acid extracted from OGP/Sabin PV PM that will not be transfected into PV permissive cells is also of the lowest risk (II). The laboratory should still adhere to accepted standards of good laboratory and microbiological practices, supported by the validation/documentation of methods and the implementation of written standard operating procedures, and facilities should conduct and document risk assessments to identify strategies to minimize and mitigate the risks of inadvertent release (Table 2).

PV immunization for relevant staff is recommended.

[SACI]: Is this material that may contain OGP/Sabin nucleic acid or nucleic acid that may contain PV?

[MPCE]: Is PV nucleic acid potentially infective? Does it have the potential to create infectious viral particles under certain conditions?

Figure 65
Session 7: Hand on Practice for Facility/Lab User

90 Minutes

INSTRUCTIONS FOR FACILITATORS

- Please ensure that all participants have laptops
- ASK the co-facilitator to check the internet connection
- After the participants connect with the internet, once again check signal strength
- As participants would be representing different countries, to practice ASK them to select a particular country i.e. “XYZ”.
- Before asking the participants to practice as Facility/Lab user in the system, invite any clarifications or queries

- ASK the participants to open their laptops and give them key to connect to internet
- GIVE them around 60 minutes to fill the forms.
- Thereafter give 30 minutes to clarify any issues.

IMPORTANT POINTS

- GUIDE them that it is individual work and if they need any assistance, they can ask the facilitator/co-facilitator
- The system has intelligent features and it will auto-populate different forms with the data already entered in the system
- The system also picks up from a country as to which NPCC is approving authority for different forms and sends the form accordingly on “SUBMIT”
- NPCC can also be registered as a facility user in addition to his primary role. For this, NPCC does not have to follow this procedure and can assign himself to a facility after logging in as NPCC. This will also be explained later.
- Distribute the participants in three groups and ASK each to practice filling Lab Survey Report, Form-1 and Annex-6 RA tool
- **THIS IS THE DISCRETION OF FACILITATOR TO EITHER PRACTICE FILLING OF FORMS AFTER EACH SESSION OR AT THE END AS SUGGESTED HERE**

Before concluding this session, ASK the participants once again, if they faced any difficulty in filling of the forms, login process or changing of credentials? Also, ADVISE them to practice the process in their own time, for which training team will be available to assist
Chapter-V

NPCC Module
Chapter-V: NPCC Module

Number of Sessions: 2

Introduction and Role of NPCC:
WELCOME the participants and TELL them that having covered the facility user in detail, now we will move on to the next module of the system which is NPCC user.

EXPLAIN to them that GAPIII defines several actors responsible for the implementation of poliovirus containment: National Polio Containment Coordinators (NPCC); Poliovirus-Essential Facilities (PEFs) authorized to harbor polioviruses; National Authorities for Containment (NACs); and an international oversight body, the Global Commission for the Certification of Poliovirus Eradication (GCC).

National polio containment coordinators (NPCC), designated by the Ministry of Health or an equivalent authority, must survey all facilities in the country which may harbor poliovirus and identify those which will become PEFs. Then the NPCC will follow-up and validate that facilities not designated as PEF destroy, transfer, or “inactivate” infectious and potentially infectious materials following specific guidelines, 18 before the phased containment for each poliovirus serotype. The inventories of facilities holding poliovirus materials and the validation of the fate of these materials will be shared with NCC, RCC, WHO and the GCC through periodic reports. The NCC, RCC and WHO are also involved in the validation of these reports before sharing with the GCC.

Materials Required

- Slides Pack-5 (Not applicable in remote settings)
- Multimedia projector with Screen
- Flip Charts with Stand
- Marker Pen of different colors
- Presentations Required

Trainer Preparation

- Prior to starting the session, the trainer(s) must be sure that all materials and equipment needed for the session are ready at hand.
- If the session is to be co-facilitated, the co-facilitators should decide, before the session, who will facilitate which part and prepare accordingly.
- Re-check the slides and align them with the contents and activities of the session.
Sessions
EXPLAIN to them that next few sessions would be mix of practical and interactive sessions. In this module, we will be having following sessions

I. NPCC’s Home Page and its Features
II. NPCC’s role related functions i.e. Invite facility/lab/national users through e-mail to register themselves, approve new user account for lab/facility and all national level users, approve forms submitted by facility/lab users (Lab/facility survey form, Facility reporting form GAPIII, Annex-6 RA Tool),
III. NPCC’s dashboards and different reports
IV. Fill Progress Reporting Form
V. NPCC’s Management Role i.e. Assign multiple facilities to a registered user, or/and assign facilities to him/herself, edit the facility information and change its focal person, create facility users and edit information of NAC member
VI. Login as facility user and accessing different features
Session – I: NPCC’s Home Page

Activity 1.1: Login as NPCC (Lecture)
Time: 10 Minutes

- WELCOME the participants and TELL them that in this activity, they will get to know about how NPCC logs in using his/her credentials.
- ASK how NPCC is registered? EXPLAIN to them that NPCC is registered by EMRO admin and his login credentials are shared by EMRO.
- The facilitator should now connect his/her laptop with Multimedia and login to Home page.
- Confirm that everyone recognizes the Home screen.
- TELL the participants that in order to Login as NPCC, they have to click as shown in Figures below (Figure 1).

Figure-1

EMPHASIZE that NPCC would be receiving numerous emails for different approvals i.e. user registration, Lab Survey Forms and Form-1. He should be frequently checking his email including Junk/Spam folder.
• After clicking “Login” on the screen as shown in the above (Figure 1), following screen will appear (Figure-2)

![Figure-2](image)

• Enter your Login credentials, press “LOGIN” and the system will take you to the Home screen of NPCC (Figure-3)

![Figure-3](image)
Activity 1.2: NPCC Home Screen and its Features (Lecture)
Time: 20 Minutes

- **Welcome Note:** Refer to screen shown in Figure below *(Figure-4)* and TELL the participants that it shows what NPCC can do through this module, as encircled in red. Very briefly, EXPLAIN to them about these functions and tell that in sessions that will follow, we will learn about these functions one by one.

![Figure-4](image1.png)

- **Updating Profile & Password:** TELL the participants that upon logging in NPCC can change his/her details submitted during registration process and can also change password. Refer to Home screen top right corner *(Figure-5)* under red circle, you can see “Edit Profile” tab

![Figure-5](image2.png)
• Clicking “Edit Profile” tab will take you to the following screen (Figure-6) where the user can change his/her details or update the password.
Session – 2: NPCC’s Role Related Functions

Activity 2.1: Invite New Users (Lecture)
Time: 10 Minutes

- Now draw their attention towards the rectangular colored boxes at the top of the screens (*Figure-7*)

ASK them what they think why two boxes on the right are bigger than the two on

- Later, TELL them that these are to draw the attention of NPCC as these have new requests or pending tasks. Refer to the *Figure-7* below.

![Figure-7]

- Through the red box on the extreme left, the NPCC can invite facility users to register themselves in the system. Having clicked it, following screen will appear (*Figure-8*). This screen has pre-filled ‘Subject’ and ‘Message’, NPCC has to only enter the email addresses (up to 10) of facility users, whom he intends to invite to register.

![Figure-8]
• After pressing “SEND”, the NPCC will receive a confirmation message as under:

You have successfully sent invitation to 1 number of persons

• If NPCC has previously sent invitations to facility users for registration, then after clicking on the red box as shown in Figure-7 above, following screen will appear:

![Figure-9](image)

- The above Figure-9 shows the details of the invitations sent along with time and status, giving an option to NPCC to ‘Resend’
Activity 2.2: Pending User Approval (Lecture)
Time: 10 Minutes

- Now SHOW the participants the blue rectangular box as shown in Figure-10 below.

![Figure-10](image)

- After clicking the blue box, NPCC can “View” the pending user registration request as shown in the Figure-11 below:

![Figure-11](image)

- From here, NPCC can click “View” and review the registration form. He/She can either “Approve” or “Reject” the request (Figure-12 below). In both cases, concerned facility user will be intimated through an email. In case of approval, he/she will be given Login credentials which can be changed on first login (as explained earlier) (Figure-13 below). In case of rejection, NPCC will enter the remarks. The facility user can rectify and re-submit again.
Activity 2.3: Pending Form-1 Approval (Lecture)
Time: 10 Minutes

- Now SHOW the participants the yellow rectangular box as shown in Figure-14 below
• After clicking the yellow box, NPCC can "View" the pending Form-1approvals as shown in the Figure-14 above
• From here, NPCC can click "View" and review the Form-1 (Figure-15). After reviewing the form-1, he/she can either "Approve" or "Reject" the request. In both cases, concerned facility user will be intimated through an email. In case of rejection, NPCC will enter the remarks. The facility user can rectify and re-submit again.

![Figure-15](image-url)
Activity 2.4: Pending Survey Approvals (Lecture)
Time: 10 Minutes

- Now SHOW the participants the green rectangular box as shown in the Figure-16 below.

![Figure-16](image)

- After clicking the green box, the user will get the following screen Figure-17 below which will show the list of survey forms present in the database with their status.

![Figure-17](image)

- Here again NPCC has various options, he can view the form and “Approve”, “Reject” or even “Delete” a form. Any of these actions will be intimated to the facility user through an email and notification on his home screen. In case a form has been rejected with remarks from NPCC, the facility user can rectify and re-submit again.
Session – 3: NPCC’s Management Role

In the Home screen, on Menu bar, NPCC can click and access management role assigned to him/her. Through this tab, following can be accessed

- Facilities/Focal Person to assign more than one facility to a single user
- Edit Current Users’ Details
- Create New Facility/User
- Add or Edit NAC/NCC Members (RCC members can be edited by EMRO user)

Let’s see these functions one by one.

Activity 3.1: Facilities/Focal Person (Lecture)
Time: 10 Minutes

- Now TELL the participants that after clicking this dropdown item, following screen will appear (*Figure-18*).

*Figure-18*

- Through this screen, the NPCC will have list of all facilities registered in respective country and he/she can 'VIEW', 'EDIT' and even change the user for a particular facility. (Refer to red circle in the *Figure-18* above)
• By clicking ‘VIEW’, he can see the details of the facility and its user.
• With the ‘EDIT’ button, following screen will appear *(Figure-19)*

![Edit Facility Information](image)

*Figure-19*

• In this screen, except Country, NPCC can change all details pertaining to a facility and Save it. This will update the facility details in entire system. Bottom of the page also shows the record of changes made for this particular facility by NPCC in the past *(Figure-20)* below

![Change History](image)

*Figure-20*
• By pressing “Assign user” tab, NPCC will access following screen which shows current user of the particular facility and a dropdown of all registered users in the system. He can select any of the registered users and save changes by clicking “Change User” in green button. NPCC can also remove a user from a particular facility by clicking “Remove User” in red button. This change will also be automatically updated in the entire system and facility user’s details associated with this facility will also change accordingly (Figure-21)

Activity 3.2: Current Users’ Details (Lecture)
Time: 10 Minutes

• NPCC in his management role can access the list of all users that are registered, request pending for registration and even rejected. He can also change the details of current users by clicking on “Edit” button as shown below (Figure-22)
• After clicking the "Edit" button, the NPCC can access the following screen where he can update and change the information about the facility user as shown in the Figure-23 below. After clicking “Save” the information will be updated in the entire system.

![Figure-23](image)

• All changes made pertaining to this facility user by NPCC in the past will be visible at the bottom of the screen as shown in the below Figure-24.

![Figure-24](image)
Activity 3.3: Create Facility/User (Lecture)
Time: 10 Minutes

- Now TELL the participants that through accessing this tab, NPCC can create a new facility and a user at his own. He will have to punch the data himself. NPCC can either register a facility without user, a user without facility or both facility and its user. Following two screens (Figure-25 & 26) show how to enter new facility and user details.

![Figure-25]

- By clicking “Save”, the facility and/or the user will become part of the system and can start filling out respective forms.
Activity 3.4: NAC Members (Lecture)
Time: 10 Minutes

- The NPCC can add “Edit”, “View” or “Delete” NAC members of his particular country. Below screen shows how to add new members (encircled in Red) and perform other functions (encircled in Green) (Figure-27).

![Figure-27](image)

- By pressing “New NAC Member” at the bottom of the screen, NPCC will see following form which he would need to fill and save. (Figure-28)

![Figure-28](image)
• For editing existing NAC member details, he can press “Edit” in front of the name of particular NAC member as shown in green circle in the *Figure-27* above. By pressing edit, following screen *Figure-29* will appear on which NPCC can update the details and save. The bottom of the screen history of changes made for this particular member

![Figure-29](image-url)
Session – 4: NPCC’s Dashboards

- One of the unique features of the system is NPCC’s Dashboard which gives him complete overview of his country status, different reports, analysis, and progress on Polio End Game-III. With dashboards, NPCC is on top of all the data about facilities and any risk associated with them.
- Now TAKE the participants to the Home Screen of dashboard which has a scroll bar containing different dashlets on the page. The dashlets display the information in the form of numeric and bar charts, details of which are embedded in them. The user can get the detailed information of numeric by clicking on the arrow shown in the below Figure and detailed information of the bar charts can be obtained by clicking on a certain part of the bar chart. TELL the participants that the dashboard has various features. If you click on any information, it will provide you the complete insight. Facilitator should take the participants to the LIVE system and demonstrate by clicking each of the dashlet on the NPCC dashboard and EXPLAIN to them how it works.
- EXPLAIN to the participants that due to scroll down, the dashboard will be shown in different parts starting from the top. These screens have been numbered serially for ease of reference and are being covered in different activities of this session.

Activity 4.1: Dashboard-1
Time: 10 Minutes

- We will now discuss all the information accessible through this dashboard. Refer to below (Figure-30) which shows top of the dashboard page

![Figure-30](image)

- Above screen (Figure-30) has information about total facilities in the country, showing separately the facilities that are PIM, NAC members, Progress Reporting Form (GAPIII) with its status and Biorisk Management Tools. Below figures show what is displayed by clicking on each.
• Starting from the tab, Total Facilities. EXPLAIN to them that by clicking “View” (Figure-31) NPCC can access detailed information about the facility.

![Total Facilities In Country X](image)

**Figure-31**

• Next is Facilities having PIM. Similar to above screen, NPCC can view details of the facilities. (Figure-32). This screen is showing no data available as the database does not have enough data.

![Facilities Having PIM](image)

**Figure-32**

• By clicking on “NAC Members”, NPCC can see details of the members along with relevant information (Figure-33)

![Total NAC Members In Country X](image)

**Figure-33**
The tab of “Progress Reporting Form” shows the status and by clicking it NPCC can access previously reported forms (if any) and can initiate filling of new form by pressing red tab on the right bottom corner of the screen (Figure-34).

Clicking on “Bio Risk Management Tool” tab, following screen (Figure-35) will appear giving details of all submitted forms by the facilities allowing NPCC to further access each form (under Action column) and undertake different actions.
Activity 4.2: Dashboard-2
Time: 10 Minutes

- Next part of the dashboard is in the form of Pie charts and indicates the status of Lab/Facility Survey Reports and Facility Reporting Form GAPIII. (Figure-36)

![Figure-36](image)

- If you move the cursor on the pie charts, it will give you the values showing number of facilities whose forms have been “Approved”, “Pending”, “Not Submitted” or “Returned” (Figure-37).

![Figure-37](image)

EXPLAIN to the participants that each graph can be exported to Excel or PNG file by clicking on three lines on top right of the graph for detailed analysis.
• By clicking on the blue arrow, next to the title of pie chart, detailed list of facilities will appear from where NPCC can, not only view the list but also can access the forms and change their status. (*Figure-38*)

<table>
<thead>
<tr>
<th>Activity 4.3: Dashboard-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time: 10 Minutes</td>
</tr>
</tbody>
</table>

- Here in blue, you can see a pie chart that gives details of Annex-6 RA tool compliance by the facilities (Note that it only takes into account those facilities which are having storage facilities and expected to report). It shows the status by “Approved”, “Pending”, “Not Submitted” or “Returned” and it functions same way as explained above in activity 4.2.
- On the right of the (*Figure-39*), the details about National inventory of storage facilities is given to include WPV, VDPV, OPV, Sabin disaggregated by IM or PIM. Moving the cursor on the pie, will SHOW number of facilities in each category which can be further accessed by clicking on the pie chart.
Activity 4.4: Dashboard-4
Time: 10 Minutes

- The next feature informs NPCC about national facility PV storage status segregated by IM or PIM under four sub-categories i.e. "Never Possessed", "Inactivated", "Transferred" and "Destroyed". Clicking on the pie chart will show detailed list of facilities under different categories (*Figure-40*). The list of facilities can be further clicked to get complete information about a particular facility.

![Facilities PV Storage Status - IM](image)

*Figure-40*

Activity 4.5: Dashboard-5
Time: 10 Minutes

- These are again pie charts that consolidate the list of facilities disaggregated by Speciality and by sector. The pie charts (*Figure-41*) show number of facilities in different categories, which can be clicked to gain further information.

![No. of facilities by speciality](image)

![No. of facilities by sector](image)

*Figure-41*
Activity 4.6: Dashboard-6
Time: 10 Minutes

- Dashboard \((Figure-42)\) also reflects declaration statistics pertaining to Facility Reporting Form (Form-1) as under:
  - Number of facilities which were aware that two of three wild poliovirus types have now been declared eradicated and require containment.
  - Number of facilities which understood that inventories for PV IM or PIM must be repeated as the classification of samples may change when new eradication steps are achieved.
  - Number of facilities which have read the WHO Guidance to minimize risks for facilities collecting, handling, or storing materials potentially infectious for polioviruses (PIM Guidance) and I am applying it to provide the information requested in this form

\[Figure-42\]

- Above pie charts \((Figure-42)\) are again drill down screens giving access to further details about the facilities and users in each category
Activity 4.7: Dashboard-7
Time: 5 Minutes

- Next is the table showing Freezer Capacity available in the country disaggregated by their types as shown in the Figure-43 below

<table>
<thead>
<tr>
<th>Freezer Capacity</th>
<th>Number of Refrigerator (+2°C to +8°C)</th>
<th>Number of Freezer (-10°C to -15°C)</th>
<th>Number of Freezer (-20°C or -25°C)</th>
<th>Number of Freezer (-70°C or below)</th>
<th>Number of Liquid Nitrogen Storage Tanks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

*Figure-43*

- By clicking on any type of Freezer, the details of the facility owing that freezer will be accessible as shown in the Figure-44 below

*Figure-44*
Activity 4.8: Dashboard-8
Time: 5 Minutes

- The last pie chart on the dashboard *Figure-45*, shows number of facilities disaggregated by their types as shown in the Figure below with drill down options as explained earlier.
Session – 5: Data Entry

Activity 5.1: Introduction/Accessing Progress Reporting Forms (Lecture)
Time: 5 Minutes

- National Poliovirus Containment Coordinators (NPCCs), National Task Forces for containment (NTFs), or other identified focal points, as appropriate, are expected to complete this form annually and deliver it to the Chair of the National Certification Committee for Poliomyelitis Eradication (NCC) in support of the finalization of national reports. This Progress Reporting Form aligns with preparations for PV containment and completion of Phase-I of GAP III. TELL the participants that if NPCC has not submitted this form, there will be an indication to this effect on top right corner of the dashboard from where he can directly access the form to fill and submit (Figure-46 below).

![Figure-46]

- The other way to access “Progress Reporting Form” is through the main Menu bar of the Home Screen under the tab of Data Entry as shown in the Figure-47 below:

![Figure-47]
Activity 5.2: Filling Progress Reporting Forms (Lecture)
Time: 55 Minutes

- TELL the participants that if NPCC has few of the progress reporting forms already submitted to EMRO or he has some of the forms in drafts, the following screen will appear (Figure-48)

![Figure-48](image)

- By clicking on the red button displaying “New Progress Reporting Form”, screen will appear as shown in the Figure-49 below. The screen displayed will show the auto-populated contact details of the person submitting the form. NPCC will only enter the reporting period for which he wants to submit the progress. The user can click on “Previous” and “Next” button to go back and next pages of the form.

![Figure-49](image)

- By clicking on “Next” at the bottom of the Figure 49 shown above, the system will take the NPCC to the next page which pertains to NCC’s follow-up on previous RCC recommendations related to Poliovirus containment.
After entering each recommendation and its follow up, the user has to press red button to add another one. The recommendations will be visible in the summary screen at the bottom of the page. Having entered all, the user will press the green button “Save & Continue” to move to the next page. Refer to the Figure-50 & 51 below:
• By clicking on “Next” at the bottom of the Figure-51 shown above, the system will take the NPCC to the next page which pertains to Identification and Survey of facilities. The questions are self-explanatory, user after filling the information will press “Next” as shown in the Figure-52 below:

![Figure-52](image1)

- The next screen asks information about facilities surveyed during the reporting period as shown in the Figure-53 below:

![Figure-53](image2)
By filling information about the surveyed facilities in the above screen Figure-53, the system will take the user to the next screen of the progress reporting form which relates to the facilities that do not retain any PV. Refer to the Figure-54 below:
Having filled the information and by clicking "Next" on the above screen Figure-54, the screen for Section III about Retention of PV IM or PIM will appear Figure-55. This section contains different sub-sections, which are shown on different screen as under:

- Section 3a: List of facilities retaining WPV/VDPV IM or PIM, and requiring containment

![Figure-55]
➢ Section 3b: List of facilities retaining OPV2/Sabin2 IM11 and requiring containment *(Figure-56)*

**Progress Reporting Form**

*Section 3b: List of facilities retaining OPV2/Sabin2 IM11 and requiring containment*

Please provide complete data on the identification and retention of OPV2/Sabin2 IM11 in countries that experienced OPV2 circulatory spread and the use of mOPV2 for outbreak response purposes after the switch from OPV to mOPV. The collection of data on OPV2/Sabin2 IM11 will only be completed after the last use of mOPV2.

**Facility name**: [Field]

**Address**: [Field]

**City/District**: [Field]

**Type of material**: [Field]

**Material**: [Field]

**Percentage (%)**: [Field]

Add Facility

**Add From Available Data**

<table>
<thead>
<tr>
<th>Facility name</th>
<th>OPV/Sabin IM</th>
<th>Type of material</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Diagnostic Laboratory</td>
<td>mOPV2</td>
<td>IM</td>
<td>2.00</td>
</tr>
<tr>
<td>national polio lab2</td>
<td>mOPV2</td>
<td>IM</td>
<td>2.00</td>
</tr>
<tr>
<td>national polio lab2</td>
<td>Sabin2</td>
<td>IM</td>
<td>1.00</td>
</tr>
</tbody>
</table>

*(In countries using bOPV and/or mOPV/mOPV2, the collection of these data may only be requested after the last use of these vaccines.)*

*Figure-56*
Section 3c: List of facilities retaining OPV1/Sabin1 or OPV3/Sabin3 IM 12, requiring containment in Phase III of GAPIII *(Figure-57)*

Progress Reporting Form

<table>
<thead>
<tr>
<th>Facility name</th>
<th>OPV/Sabin IM</th>
<th>Type of material</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chughtias Lab</td>
<td>Sabin1</td>
<td>IM</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facility name</th>
<th>OPV/Sabin IM</th>
<th>Type of material</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Diagnostic Laboratory</td>
<td>Sabin1</td>
<td>IM</td>
<td>2.00</td>
</tr>
<tr>
<td>National Public Health</td>
<td>OPV</td>
<td>IM</td>
<td>1.00</td>
</tr>
</tbody>
</table>

*Figure-57*
➢ Section 3d: List of facilities retaining OPV/Sabin PIM (Figure-58)

Progress Reporting Form

Section 3d: List of facilities retaining OPV/Sabin PIM

Please ensure that complete data on the identification and retention of OPV2/Sabin2 PIM are provided as soon as possible. In countries that experienced VDPV circulation and the use of mOPV2 for outbreak response purposes after the switch from OPV to bOPV, the collection of data on OPV2/Sabin2 PIM will only be completed after the last use of mOPV2.

In countries that experienced the use of bOPV, and/or VDPV1/VDPV2 circulation and the use of mOPV1/mOPV3 for outbreak response purposes after the switch from OPV to bOPV, the collection of data on OPV1/Sabin1 and/or OPV3/Sabin3 PIM will only be completed after the last use of bOPV, mOPV1 and/or mOPV3, respectively.

<table>
<thead>
<tr>
<th>Facility name</th>
<th>OPV/Sabin PIM</th>
<th>Type of material</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>IM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Select</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add facility</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add From Available Data

<table>
<thead>
<tr>
<th>Facility name</th>
<th>OPV/Sabin PIM</th>
<th>Type of material</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Diagnostic Laboratory</td>
<td>OPV1</td>
<td>IM</td>
<td>1.00</td>
</tr>
<tr>
<td>Central Diagnostic Laboratory</td>
<td>Sabin3</td>
<td>IM</td>
<td>1.00</td>
</tr>
<tr>
<td>Selvash Labs (pty) limited</td>
<td>OPV2</td>
<td>IM</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Figure-58
• Section 4 also has different sub-sections as under:
  ➢ Section 4a: Designation of Poliovirus Essential Facilities (PEFs) *(Figure-59)*

![Figure-59]

  ➢ Section 4b: List of designated PEFs in the country *(Figure-60)*

![Figure-60]
• Section 5 contains information about Nomination of the National authority for containment (NAC) in countries/territories with designated PEFs. New NAC members can be added here (Figure-61)
Session – 6: NPCC’s Role as Facility User

- There could be instances where NPCC may also be taking up the role of a facility user.

ASK the participants what these situations could be?

- We earlier discussed NPCC’s management role in Session-3, where NPCC could create a facility and assign multiple facilities to different users or to himself. Now, to start using the system as a facility user, NPCC needs to select his role from the left top corner of the home screen as shown in Figure-62 below.

Figure-62

- Once he selects Facility Role, the drop down in front will SHOW list of facilities that NPCC has assigned to himself. By clicking on the facility, he will land onto facility user’s Home Screen and can do all actions as a Facility User.

Facilitator to demonstrate through live system
Chapter VI

EMRO User Module
Chapter-VI
EMRO User Module

Number of Sessions: 5

Introduction and Role of EMRO user:

- WELCOME the participants and TELL them that they all know that EMRO is playing a pivotal role in WHO Global Action Plan to minimize poliovirus facility-associated risk after type-specific eradication of wild polioviruses and sequential cessation of oral polio vaccine use.

EMRO is also the custodian of this system which is housed in its servers.

- EMRO’s role is more of coordination. Together with its Member States and health partners, WHO ensures that it continues to be a trusted authority in public health and is fully equipped to support countries to tackle these challenges. This is being achieved by focusing efforts on four cross-cutting regional strategic priorities and transforming the way it addresses these challenges while remaining true to WHO’s principles of the right to health and the responsibility of governments for the health of their peoples.

- In pursuing this vision, WHO is focusing on transformative actions that complement and extend ongoing work to implement the Regional Roadmap 2017–2021. This work is being informed by a detailed roadmap covering each regional strategic priority. Key initiatives in this regard include:
  - Launching a health innovation programme and advancing the use of information technology by introducing the latest tools and innovations
  - Building capacity among future public health

- This activity being undertaken is also part of WHO’s efforts to strengthen PV containment efforts and reflects the organizational commitment in terms of exploring new initiatives, technology and financing it.

- Against this premise, let’s see the role and functions of EMRO user from the system’s perspective. This module includes

  I. Login process, Orientation with Home Screen, and its Menu and how to change/update user credentials including passwords
  II. Regional and Country dashboard
  III. Review different forms filled by NPCC and Facility/Lab User
  IV. Administrative Control of EMRO user
Session – I: EMRO’s Login Home Page

Activity 1.1: Login as EMRO User (Lecture)
Time: 30 Minutes

- WELCOME the participants and TELL them that in this activity, they will get to know about how EMRO user logs in using his/her credentials.
- ASK them how EMRO user is registered? EXPLAIN to them that EMRO is registered through the EMRO admin.
- The facilitator should now connect his/her laptop with Multimedia and login to Home page.
- Confirm that everyone recognizes the Home screen.
- TELL the participants that in order to Login as EMRO, they have to click as shown in Figure-1 below.

![Figure-1](image_url)
After clicking “Login” on the screen as shown in the Figure-1 above, following screen will appear Figure-2

Figure-2

Enter your Login credentials, press “LOGIN” and the system will take you to the Home screen of EMRO (Figure-3)

Figure-3

You will appreciate that more or less the home screen of EMRO user is quite similar to NPCC’s Home Screen with few modifications to align it with the role of EMRO user
• The EMRO user can change his/her credentials, login details by clicking “Edit Profile” on top right corner of the Home Screen. The procedure for this is the same as was discussed in Facility/Lab and National user.

• You will notice that rectangular colored boxes are three instead of four.

ASK the participants which box is missing?

• TELL the participants that the missing box is of “Form-1” as that is only reviewed and approved by NPCC.
• Just like NPCC, EMRO user can also invite different officials to register in the system in a way similar to NPCC (Blue box on left top corner).
• The right most box in yellow is different to NPCC as it provides an option to EMRO user to give comments on Progress Reporting Form (Form-2). By clicking on yellow box, following screen will appear *(Figure-4)*. From the edit button, EMRO user can open the form, enter his comments, and send it back to respective NPCC for review.

![Progress Reporting Form](image)

*Figure-4*

• On the Menu bar, given on the left of the screen, indicate to the participants two changes from NPCC’s Menu bar i.e. Country Dashboard and GAPIII Completion Report *(Figure-5)*. We will discuss these features one by one in subsequent sessions.

![Menu bar](image)

*Figure-5*
Session – 2: EMRO’s Dashboard

EMRO’s Dashboard carries in it a wealth of data which gives complete overview of Regional status, different reports, analysis, and progress on Polio End Game-III.

Now TAKE the participants to the Home Screen of dashboard which has a scroll bar containing different dashlets on the page. The dashlets display the information in the form of numeric and bar charts, details of which are embedded in them. The user can get the detailed information of numeric by clicking on the arrow shown in the below Figure and detailed information of the bar charts can be obtained by clicking on a certain part of the bar chart. TELL the participants that the dashboard has various features. If you click on any information, it will provide you the complete insight. Facilitator should take the participants to the LIVE system and demonstrate by clicking each of the dashlet on the EMRO dashboard and EXPLAIN to them how it works.

EXPLAIN to the participants that due to scroll down, the dashboard will be shown in different parts starting from the top. These screens have been numbered serially for ease of reference and are being covered in different activities of this session.

Activity 2.1: Dashboard-1
Time: 10 Minutes

We will now discuss all the information accessible through this dashboard. Refer to below Figure-6 which shows top of the dashboard page.

- Above screen has information about total facilities in the region, designated PEFS, NAC members of the countries, Pending User and Form-1 approvals at the end of NPCC (for more than 14 days). Below Figures 7, 8, 9, 10, 11 & 12 show what is displayed by clicking on each.
Starting from the tab, Total Facilities, EXPLAIN to them that EMRO user can further select country, district, sector, and by type Figure-7. Please also refer to icons given at top left corner of the screen, from where the user can export the report in different formats i.e. excel, pdf or print.

By clicking “View”, EMRO user can access detailed information about the facility as shown in the Figure-8 below.
• By clicking on blue arrow of Designated PEFs, EMRO user will see a list of facilities with date of designation. The user can also view the list of PEFs, country wise and see further details of the facility by clicking on it (Figure-9)

![Designated PEFs Table](image)

Figure-9

• By clicking on “NAC Members”, EMRO can see details of the members along with relevant information (Figure-10)

![Total NAC Members Table](image)

Figure-10

• Pending User Approval will only give list of those approvals which are pending for over fourteen days. (Figure-11)

![Pending User Approvals Table](image)

Figure-11
• Pending Form-1 Approval will also only give list of those approvals which are pending for over fourteen days (Figure-12)

![Figure-12]

Activity 2.2: Dashboard-2
Time: 10 Minutes

• Next part of the dashboard is in the form of pie charts and indicates country-wise status of Survey Form and Form-1 Reporting Compliance. (Figure-13)

![Figure-13]

If you move the cursor on the pie charts, it will give you country-wise number of facilities whose forms have either been “Approved”, “Pending”, “Not Submitted” or “Returned”. The pies have different color codes to differentiate different statuses as shown on the bottom of the screen. By clicking on the pie and a particular color, details of facilities falling in
that status of respective country can be seen (*Figure-14*)

**Survey Form (Approved)**

<table>
<thead>
<tr>
<th>#</th>
<th>Country</th>
<th>Facility Name</th>
<th>Submission Date</th>
<th>Approval Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pakistan</td>
<td>Chak Shehzad</td>
<td>04-Jun-2010</td>
<td>04-Jun-2010</td>
<td>View</td>
</tr>
<tr>
<td>2</td>
<td>Country X</td>
<td>Wazl Test Facility</td>
<td>11-May-2020</td>
<td>11-May-2020</td>
<td>View</td>
</tr>
<tr>
<td>3</td>
<td>Country Z</td>
<td>CC (CP)</td>
<td>09-May-2020</td>
<td>09-May-2020</td>
<td>View</td>
</tr>
</tbody>
</table>

*Figure-14*

- Similar procedure can be adopted to view Form-1 Reporting Compliance and details thereof.

**Activity 2.3: Dashboard-3**

**Time: 10 Minutes**

- The dashboard also provides country-wise details of reporting compliance of Form-2 and Annex-6 RA tool as *Figure-15* below. Clicking on the pies will give you a list of facilities in different categories.

*Figure-15*
Activity 2.4: Dashboard-4
Time: 10 Minutes

- Next feature of the dashboard gives you country-wise insight to number of facilities/labs having WPV/IM. *(Figure-16)*

![Figure-16](image)

From the bottom of the screen, you can further select and disaggregate with different values (i.e. VDPV PIM or IM/Sabin IM or PIM etc.) as shown below *(Figure-17 & 18)*

![Figure-17 & 18](image)
Activity 2.5: Dashboard-5
Time: 10 Minutes

- Next feature of the dashboard gives the status of countries who have completed the GAPIII completion report in the form of pie chart. At the bottom of the chart, you can select the year *(Figure-19).*
Activity 2.6: Country Dashboard

Time: 5 Minutes

- EMRO user can access Country Dashboard of any country by clicking on “Country Dashboard” in the Menu bar of Home Screen. He can select the country from right top corner of the dashboard. This will directly take him to NPCC’s dashboard of that country with all the features similar to as we discussed in NPCC module (Figure-20)
Session – 3: Review Data Entry

- From “Review Data Entry” tab in the Menu bar (Figure-21) EMRO user can review all Lab Survey, Facility Reporting and Progress Reporting Forms country-wise with their current status i.e. Approved/Pending.

![Figure-21](image)

- Below screens (Figures-22, 23 & 24) SHOW different forms as they appear to EMRO user which he can further click to get the details:

![Figure-22](image)
Session – 4: Reports (Analysis)

Activity 4.1: Inventory
Time: 10 Minutes

- From “Reports (Analysis)” tab in the Menu bar (Figure-25), EMRO user can review all inventories, list of National Laboratories and data related to Bio Risk Management.
Let's first see "Inventory" tab. It has three options, the first one is regarding Facility level data from all countries. The user can select the country and facility from drop-down menu. This will give him all the details pertaining to that facility's inventory as shown at the bottom of the screen (Figure-26).

By pressing the "Country" in the Menu, EMRO user can have a consolidated state of inventory in the country and facility wise details as shown at the bottom of the screen (Figure-27).
• The regional level inventory report shows consolidated inventories by country as shown in the screen below (Figure-28)

![Figure-28](image)

Activity 4.2: National Laboratories
Time: 20 Minutes

• EMRO user can access all details of National laboratories of regional countries segregated by Master List (All), Sector/Type and Speciality, Reporting Compliance, Storage Status, Inventory (Retained) Graphs and Inventory Graphs (Figure-29)

![Figure-29](image)
• **By Sector/Type and Speciality:** This screen has different filters through which the user can select countries, sector, type, and specialty. The table below will populate accordingly (Figure-30).

![Figure-30](image)

• **By All:** This screen has different filters through which the user can select countries, sector, type and specialty. The table below will populate accordingly (Figure-31).

![Figure-31](image)
• **By Reporting Compliance:** EMRO user can view country specific reporting compliance of different forms which he can check under reports on the left of the screen. The details will be populated in the table shown at the bottom of the *Figure-32* below.

![Figure-32](image)

• **By Storage Status:** Below screen *Figure-33* shows access to information pertaining to storage status, conditions for all regional countries. The user can select the country as well as type of storage. The list will be shown in the table at the bottom of the screen which can be further clicked for greater details.

![Figure-33](image)
- **Inventory (Retained) Graphs**: The information about inventory retained can be seen country-wise plus polio virus (WPV, VDPV, OPV, Sabin), type (1,2,3, nucleic acid), material (IM, PIM) (Figure-34) The information will be displayed in a graph at the bottom of the screen.

![Figure-34](image)

- **Inventory Graphs**: This information about inventory is similar to what was shown in inventory retained graphs in the screen above (Figure-34) with addition of status to include “Never been possessed”, “destroyed”, “Inactivated” and “Transferred” (Figure-35). The colors in the graph coincide with the type of PV.

![Figure-35](image)
Activity 4.3: Bio Risk Management
Time: 10 Minutes

- Annex-6 Risk Assessment Report provides country-wise list of facilities who have submitted the report, which can be viewed by the user as shown under column of Action. *(Figure-36)*

![Figure-36](image)

- PIM RA tool report provides country-wise list of facilities reflecting Risk Level handling OPV/Sabin poliovirus potentially infectious material of each facility *(Figure-37).*

![Figure-37](image)
Activity 4.4: GAPIII Completion Report
Time: 5 Minutes

- It gives a list of countries that are compliant to GAPIII Report (*Figure-38*)
Session – 5: Administrative Role of EMRO User

- EMRO user in Admin role can access, view and edit facility, district, sector and type of facilities for each country of the region. These lists he can access through manage tab on the Menu bar.
- **Facilities List: (Figure-39)**

  ![Figure-39](image)

- **Districts List:** DRAW attention to different options under Action column and demonstrate each (Figure-40)

  ![Figure-40](image)
• Below is an example as to how a district can be added or updated for a particular country. The history of change for a particular country will be recorded in the system (Figure-41).

![Figure-41]

• **Others List**: Figure- below. The list can be seen by facility type, specialty, sector, affiliation/organization, type of agencies/institutes and country. EMRO user can edit, delete or toggle status (Activate or Deactivate) of any particular field (Figure-42).

![Figure-42]
Chapter-VII

Helpdesk Mechanism
Chapter-VII
Helpdesk Mechanism

EMRO has established a helpdesk mechanism that will allow users to report any issue or give suggestions for improvement in addition to ensuring that the software is up and running all the times. JIRA Helpdesk software is being used which is an all-purpose issue tracking solution. The requests by the users have been categorized into following:

- **An incident** is an unplanned event that disrupts or reduces the quality of a service and requires an emergency response. Example: “The website is down!” Incident management is the process of responding to an unplanned event or service interruption to restore the service to its operational state. Normally in the incidents, root cause behind the incidents are unknown.
- A **Change request** allows adding, modifying, or removing some feature that could affect the website experience.
- Any other request which is not incident nor change like password reset come under **other issue**

Helpdesk can be contacted by all users i.e. those registered in the system and also those not yet registered that will be covered in the following sessions:

**Session – 1: Unregistered Users**

- The unregistered users can access Helpdesk through Home screen *(Figure-1)*

*Figure-1*
• After clicking on the helpdesk icon on Home Screen, as explained above, an unregistered user will be prompted to send an email to peg@pegsr.atlassian.net

• The email sent to the peg@pegsr.atlassian.net will automatically get registered in the JIRA Helpdesk system as an issue and sender will be notified through an automated system generated email. Once the issue is resolved the sender would again be notified through another email.

From non-registered users it is mostly expected that issues would pertain to registration process or login problems.

Session – 2: Registered Users

• Registered users have two options to report an issue.
  - Without logging in, same as explained above for non-registered users (email to peg@pegsr.atlassian.net)
  - **Logged in user**: After having logged in, the registered user will be able to report a problem/suggestion as explained below.
  - On each screen a logged user will have a hyperlink for helpdesk as seen in the *(Figure-2)* below.

Figure-2
When the user clicks on the helpdesk it will take him/her directly to JIRA helpdesk portal [https://pegsr.atlassian.net/servicedesk/customer/portal/3](https://pegsr.atlassian.net/servicedesk/customer/portal/3) (Figure-3)
As shown in the Figure-3 above, the user has clear guidelines to report in different categories i.e. incident, change and other help.

**Reporting an incident:** When user clicks on “Report an incident”, another screen as below will open up where user will add the problem where user needs to add *(Figure-4)*

- Summarize the problem
- Describe the problem
- How urgent is this?
- What’s the impact?
- Email confirmation address.
- User can attach any file or image to support his/her problem as Attachment
• **Request a change**: When user clicks on “Request a change” below screen *(Figure-5)* will open where user can add
  - Summary
  - Description
  - Change type
  - Change reason
  - Change start date
  - Change completion date
  - Any attachment and user email address fields to submit it.
- **Get other help:** When user clicks on “Get other help”, below screen (Figure-6) will open where user can add Summary, Description, Attachment fields to submit it.

![Figure-6](image)

**An email confirmation will be sent against each request/suggestion/issue reported. Another email will be sent to confirm that the actions has been completed. The link to monitor progress of the issue reported is provided in confirmation email.**
A typical flow of each issue right from sending to resolution is as follows (Figure-7):

- Any submission pertaining to content/workflow/visualization change will only be implemented after approval of EMRO
- Any submission pertaining to systems functionality will be addressed at priority
- Standard requests will be addressed according to urgency level
ACKNOWLEDGMENT

WHO EMRO acknowledges efforts by all officials of EMRO, who were directly involved and have contributed tremendously towards development of this database management system by taking time out of their official duties and working for extra hours.

My special appreciation to Dr. Humayun Asghar for conceiving this project and leading this activity, thanks to Mr. Ashraf Wahdan for unimpeded oversight of the development process and minutely testing each component of the system, including Pakistani Officials from National Institute of Health (NIH), Ministry of National Health Services, Regulations and Coordinations (MoNHSR&C).

I would also like to acknowledge SysReforms International, Pakistan’s team led by CEO, Mr. Zafar Jamil, Mr. Wasif Raza Mirza (MIS Advisor) and Ms. Saleha Manzoor (Technical Coordinator) for the excellent work that they have done in designing and development of the system that completely and effectively translates EMRO’s requirements for containment reporting.