

ROCHE MANUAL EXTRACT FOR SITES

TOCILIZUMAB & BALOXAVIR MARBOXIL



1. Ordering of IMP for Sites

It is the Sponsor's responsibility to ensure that a site has all the necessary approvals before ordering IMP. For sites in the EU, the EU QP release has to be issued before drug ordering. As a prerequisite, Sponsor needs to provide the site and pharmacy information details to Roche. Drug ordering will be done via an online ordering tool called STRIDE. Sponsor has overall responsibility for the following activities in STRIDE:

- Enter / upload all site shipment addresses
- Maintain site shipment addresses
- Activate / Inactivate sites
- Order IMP for each site

Note: Roche will not dispatch IMP shipments before the weekend, to avoid that the shipment falls into quarantine during transit.

2. Shipping Temperature Monitoring Scenario 1: Cloud-based Temperature Monitoring

All shipper boxes used in the Roche ECS Depot Network are validated by Roche to keep IMP between suitable temperature ranges for a period of 24 hrs to 120 hrs (depending on the depot and the shipper solution). The depot will use appropriate shipper boxes depending on the location to the site and the expected transit time. The shipper boxes include a cloud-based temperature monitoring device (called "Smart Sensor Data Logger").

- Manufactured by Controlant, an industry leader in Supply Chain Management Solutions
- Compact
- Controls:
 - Display screen (min/max/last temperature, signal strength, battery charge)
 - Start and Stop buttons
 - Two light indicators
- Built-in sensors
 - Clock, Temperature, Geolocation & Light
- Continuous monitoring
 - Takes readings every 10 minutes
 - Uploads data to the cloud every 60 minutes
- Reusable (returned to Roche after each shipment)



Figure 1 - About the Smart Sensor Temperature Logger

ROCHE MANUAL EXTRACT FOR SITES

TOCILIZUMAB & BALOXAVIR MARBOXIL

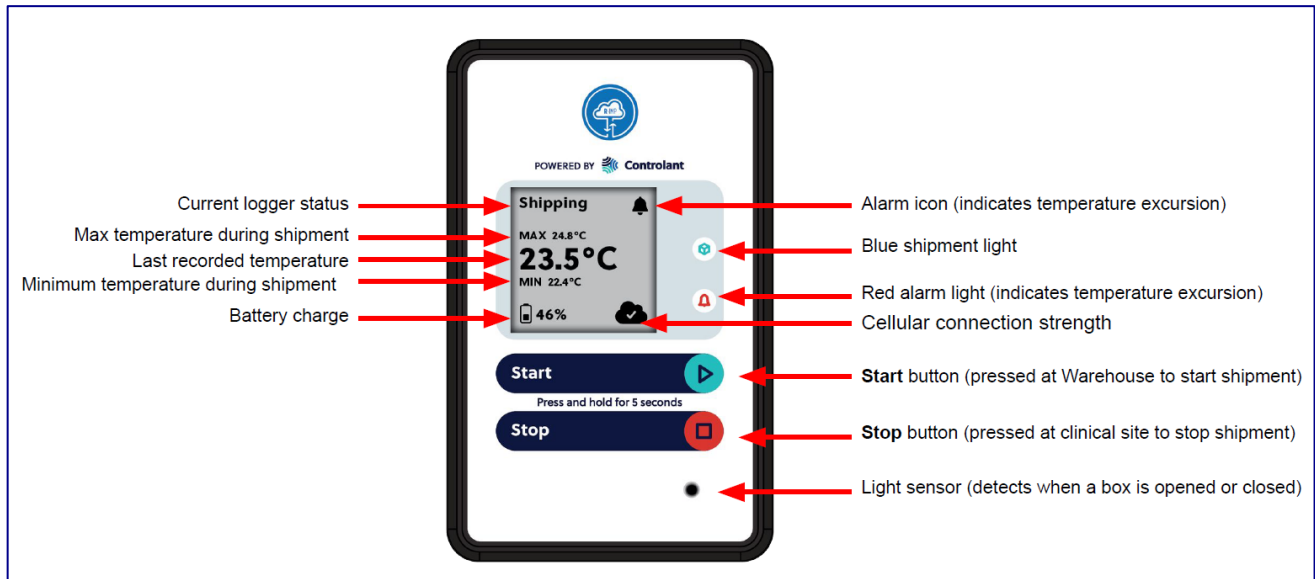
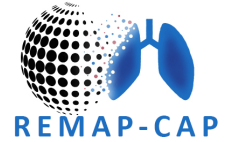


Figure 2 - The Smart Sensor Display: Overview

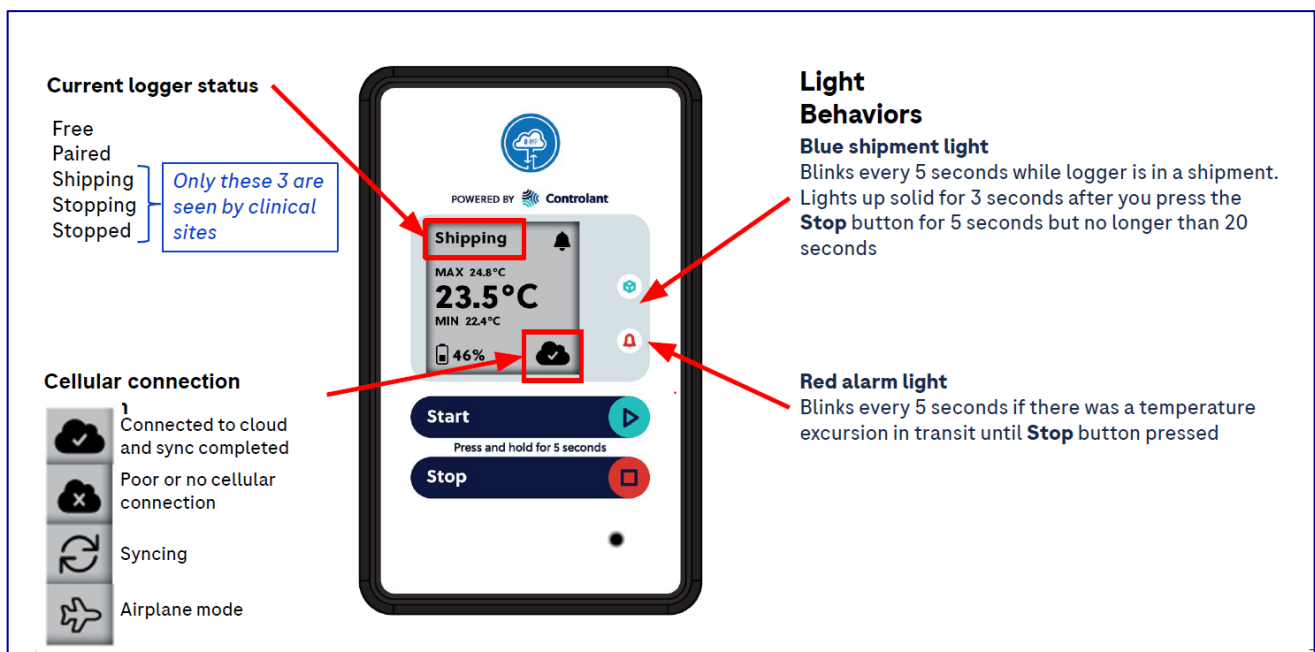


Figure 3 - The Smart Sensor Display: Details

ROCHE MANUAL EXTRACT FOR SITES

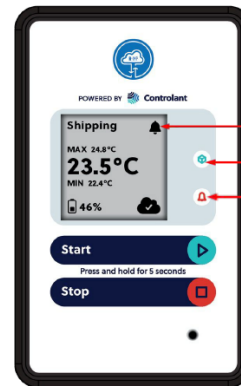
TOCILIZUMAB & BALOXAVIR MARBOXIL



Open shipment and follow instructions printed on Receipt and Return handling instructions:

1. Check for alarm on logger:
 - If **red alarm light is blinking and the alarm icon shows on the display**, physically **quarantine** material under product specific storage conditions (refer to label instructions).
2. Press the **Stop** button on the Smart Sensor and hold it down until the blue shipping light illuminates and the display changes from Shipping to Stopping and then Stopped.

Note: If the cloud icon is crossed out, the logger has no signal to upload the temperature recording and a stopping time and date of the logger recording. Wait a couple of minutes, move the logger near a window and check on the logger status to see if it shows Stopped status and a cloud icon has a check mark.
3. Return the shipper and logger for re-use.
4. Download the temperature report and file it in the site study file (temperature recording available for download for 10 days).



Alarm icon
Blue shipping light
Red alarm light

Figure 4 - Instructions for Site: Receiving a Shipment

Ship to:		Delivery Note/Consignment Request		DHL		
Sender: DHL Life Science Hub on behalf of F. Hoffmann-La Roche Ltd, Switzerland In der Au 8, 61197 Frankfurt, DEU		DHL Order No: 9691426574 Consignment No: 2631 Protocol: [Redacted] Site ID/Ref: [Redacted] Investigator Name: Comment:		DHL Shipment ID: SID0004HTO Terms of Delivery: Delivered At Place Incoterms 2020		
Goods issue date: 11-Jan-2024 Carrier ID: DHL EXP Service Level: CEM IVRS: ALMAC IRRS3 Phone:		Shipper 1 of 2: Content of shipper with ID 101BC0004300105569 and data logger ID MJG6N03WF0				
Pos	Item Number	Description	(packaging Batch ID / Manufacturing Batch)	Ship QTY	Medication Numbers (only for blinded study materials)	Temperature report
0001		[Redacted]	[Redacted]	3	ND173375 ND190154 ND242971	
0002		[Redacted]	[Redacted]	3	ND128406 ND153605 ND763134	
Scan QR-Code to access temperature report or go to https://roche-clinical-reports.controlant.com						
Gross Weight (kg): 20.098 Net Weight (kg): 0.679		For receiving site/pharmacy use only Acknowledgment of receipt Date: [Redacted] Time: [Redacted] Time zone: [Redacted] Name: [Redacted] Signature: [Redacted] The medication packs listed above were received in good order without any break, temperature deviations. If no, please enter below "temp excursion record" number of damaged or missing packs as applicable: If applicable, please call connect to the info to address any request of this shipment immediately		ORIGINAL Page 2 of 3 11-Jan-2024 13:52		

With each IMP shipment, a site will receive the following set or the documents:

1. Delivery Note/Consignment Request
2. Receipt and Return handling instructions

Useful info included there:

- Clear instructions for the site on how to handle the shipment, including a link to a short training video.
- A QR code the site can use to download the temperature report.

Note! It is crucial for a site timely document date, time, time zone of the shipment receipt + materials receipt condition

Figure 5 - Shipment Documentation

ROCHE MANUAL EXTRACT FOR SITES

TOCILIZUMAB & BALOXAVIR MARBOXIL



Clinical sites are required to download the temperature report for each shipment and file/archive the report in the site file.

- The **Logger Report Repository** is the website where temperature reports are available for download.
- Sites can download the report by:
 - Navigating to <https://roche-clinical.reports.controlant.com/> and entering their Roche issued Site ID and the Consignment Number for the shipment (both are found on the Delivery/Consignment Note) or by
 - Scanning the QR code on the Delivery Note
- A login ID and password are not required to use the Logger Report Repository
- Reports must be downloaded upon receipt of the shipments (reports are available for downloading for **10 days** after a shipment is delivered). If a site does not download the report within 10 days, they can request a copy from support@controlant.com.

can be found on page 1 of the DHL delivery note

Figure 6 - At the Clinical Site: Downloading the Temperature Report

Scenario 1:

The logger was not stopped when the shipment was received. A “false temperature deviation” was recorded because it was left on the table while the investigational medicinal product was timely placed in the required temperature conditions.

Required actions:

- Contact your IIS sponsor and/or Roche study contact immediately and explain the time inconsistency between the time and date of logger stop and the time and date the IMP was transferred to the temperature-controlled storage unit.
- Provide the completed delivery note showing the date and time was transferred to the temperature-controlled storage unit.
- **Quarantine** the IMP at your site.
- **Do not use IMP** until a confirmation is received from the IIS sponsor or from the Roche study contact that is suitable for use.
- File this correspondence in your pharmacy site file and/or study file.



Figure 7 - What if the logger has not been stopped timely? (scenario 1)

ROCHE MANUAL EXTRACT FOR SITES

TOCILIZUMAB & BALOXAVIR MARBOXIL



Scenario 2:

A logger has not been stopped and sent back with the shipper box.

Required actions:

- Notify immediately your IIS sponsor and/or Roche study contact and explain the situation.
- Attach the completed delivery note showing the date and time the IMP was transferred to the pharmacy-controlled temp unit.
- **Quarantine** the IMP at your site.
- **Do not use IMP** until a confirmation is received from the IIS sponsor or from the Roche study contact that is suitable for use.
- File this correspondence in your pharmacy site file and/or study file.



Figure 8 - What if the logger has not been stopped timely? (scenario 2)

Saga Logger – Manual data upload process

A manual data upload only needs to take place if:

- The device cannot connect to the Cloud.
- The shipment has a Pending data status. To locate this, in the Supply Chain Monitoring (SCM) platform, navigate to the Single shipment view and within the Loggers table, look under Data status.
- Controlant Support contacts the site and requests a manual data upload.

How to complete a manual data upload:

- 1 Go to <https://upload.controlant.com>.
- 2 Connect the logger to your computer and open File Explorer/Finder. You may need to wait for the data file to appear.
- 3 Locate and open the Controlant drive.
- 4 On the webpage opened earlier, either drag and drop the DATA.BIN file in it OR press "or choose file" and select the DATA.BIN file.
- 5 If upload is **successful** - eject the logger from your computer. All available data will be visible in the SCM platform.

Drag and drop a file here to upload

If upload is **unsuccessful** - eject the logger from your computer, place it aside and contact Controlant Support.

Controlant Support - support@controlant.com

Figure 8 - What if the site is unable to stop the logger due to limited/no cellular/mobile phone network?

ROCHE MANUAL EXTRACT FOR SITES

TOCILIZUMAB & BALOXAVIR MARBOXIL



3. Shipping Temperature Monitoring Scenario 2: TempTale® Ultra

Upon receipt of the shipment, the recipient should unpack the shipment, locate the temperature device and store the IMP in a segregated area according to the storage requirements indicated on the product label or accompanying documentation. On the temperature device, press and hold the STOP button until the device confirms that the recording has stopped. The shipping documentation in the shipper box includes a temperature data sheet with handling instructions for the device. Connect the temperature monitoring device to your computer's USB port. A window will show the available temperature log files. Ensure to print the PDF and archive this together with the shipping documentations in the site file.

- If the temperature report has **no alarm icon**, IMP can be used and can be moved to available stock.
- If the acknowledgment of receipt could not be completed due **to a system error showing an incomplete temperature report or if the temperature monitor has an alarm**, action needs to be taken. Site needs to immediately quarantine the materials and contact the Sponsor to report this situation together with the shipment documentation and any files generated by the temperature monitoring device. If final decision is:
 - o **Use Drug**: IMP can be used and can be released from quarantine.
 - o **Do not use Drug**: IMP must immediately be destroyed.

The TempTale® Ultra temperature monitor User Manual can be found here:

<https://www.shreddocs.com/hvac/docs/2000/Public/06/t83000472-temptale-ultra-manual.pdf>

4. Disposal or Return of Shipper Boxes

Roche is introducing multiple-use shipper boxes in a staggered approach throughout the Roche ECS Depot Network. If the supplying depot already uses multiple-use shipper boxes, the shipping documentation will include handling instructions for the return of empty shipper boxes. If no handling instructions are included, the sites are asked to dispose of the empty shipper boxes according to local regulations. The cloud-based temperature monitoring device "Smart Sensor Data Logger" must be returned to Roche. Information is provided in the shipping box.