



1. Qualifying organizations may request test kits by completing the survey found here: <https://arcg.is/1GPiOa>. If the survey will not load, use an alternate internet browser (internet explorer does not support this application)
2. Enter the facility type and county location of the facility
3. Choose from the dropdown list of qualifying entities. If your organization is not listed, email COVID19.testing@tn.gov to request approval.
4. Provide point of contact name, phone number, and email. The shipping address is pre-populated and should reflect the address to which the kits should be shipped (the address cannot be a PO Box). If the address needs to be changed, email COVID19.testing@tn.gov
5. Select "Available Supplies" and the quantity needed (enter CLIA number for Professional Test Kits; CLIA Waiver not needed for OTC Kits; order enough for atleast a 30-day supply)
 - a. If you have a Sofia analyzer to run Quidel tests on, please order these if available instead of BinaxNow cards until Quidel resources are depleted.
 - b. If you are receiving a direct shipment from Federal government, use these supplies before ordering through TEMA. If your Federal allotment does not suffice your testing needs, place an additional order through the TEMA survey to meet your demands.
6. Forecast the number of tests you anticipate will be used in the next 30 days
7. Provide the number of Test Kits currently in stock
8. Provide any additional information you feel we should have in order to complete this request (e.g., if you have 200 kits on hand but have a testing event planned for 300 people, explain that you need an additional 100 kits to meet that capacity)
9. Click submit
10. The email provided will receive a confirmation of the placement of the request. Note: Requests placed prior to 11am CST Tuesday will be shipped on Wednesday. Requests placed prior to 11am CST Thursday will be shipped on Friday. Expect to receive kits within 5-7 business days. Requests placed after 11am CST Thursday will ship the FOLLOWING Wednesday.