Supply Request Form:
The Illinois Department of Public Health (IDPH) Division of Laboratories has designed an online process for requesting COVID-19 testing supplies including Nasopharyngeal swabs (NP), Anterior nare swabs (N), transport media, ice packs, shipping boxes with coolers, UPS return service labels, UN3373 shipping labels and biohazard bags. This new online form can be found [here](#). Orders will be filled from the IDPH warehouse in Springfield in 1-2 business days from receipt. Some of the transport media we will be shipping requires refrigerated storage.

Due to limited supply availability, when submitting a supply request form, only request one week to ten days’ worth of supplies, keeping in mind the need to store refrigerated if needed. We will monitor the quantity of supplies being requested against the number of specimens that are being submitted for testing. Please do not submit multiple orders. Once you receive an order, you should wait to submit another order when your supply level is such that you will need more in the next 3 days.

The IDPH Laboratories in Springfield, Carbondale, and Chicago are currently accepting COVID-19 specimens daily from 8:00 am-8:00 pm 7 days a week. It’s important to remember that all specimens for COVID-19 testing must be tested within 72 hours of collection. If using one of the standard shipping services (UPS, FedEx, etc.) for Friday or Saturday pickup or delivery, please consult with the service to ensure the package will be delivered in a timely manner to avoid sending specimens that would be considered unacceptable for testing. If you have any questions regarding this new process, please contact the IDPH Lab in Springfield at 217-782-6562.

Submission Criteria:
Specimen type includes upper and lower respiratory specimens such as nasopharyngeal or oropharyngeal swabs, sputum, lower respiratory tract aspirates, bronchoalveolar lavage, nasal swabs, and nasopharyngeal wash/aspirate or nasal aspirate collected from individuals who meet CDC criteria for COVID-19 testing. The minimum sample volume required is 1ml in an appropriate transport medium. Collection should occur as quickly as possible and performed according to standard technique and placed in an appropriate transport media. The optimum specimen type and timing for peak viral levels during infections caused by COVID-19 have not been determined.

Rejection Criteria: Rejection criteria for samples submitted to the IDPH lab include but are not limited to those with the following issues:

1. Sample and submission form do not match
2. Missing submission form
3. Specimens without patient identifiers
4. Specimens stored or shipped incorrectly; specimens must remain at 2-8C after collection and must be received at the lab within 72 hours of collection.
5. Specimens collected using expired liquid transport media
6. Leaking specimens
7. Specimens with insufficient volume for testing
8. Specimen with no swab

Submission form: An IDPH submission form must accompany specimens and be fully completed. The submission form may be found here: COVID-19 Submission Form

Turn Around Time: 3-5 days

Ship to: Chicago, Springfield or Carbondale lab using UPS or assigned courier.

Supply Request: To request supplies for testing, please use this form: Supply Request Form

Results: Laboratory results will be sent via FAX to the number listed on the submission form. IDPH is unable to provide test results for specimens tested at any other reference lab, aside from IDPH. IDPH cannot provide results directly to patients.

Sampling Procedure:

1. Explain the procedure to the patient (Nasopharyngeal or Nasal swab)
2. Assemble swabs, PPE, hand sanitizer
3. Complete all paperwork and double check. Please note that if you are sampling numerous patients from the same facility that you can enter many of the common data elements electronically and print multiple copies of the submission form. This will save time by requiring you to only complete patient specific information on the lab submission form if you make copies that have much of the information completed in advance. If you choose to write patient-specific information, please ensure the writing is legible and clear.
4. Perform Hand hygiene
5. Use gown, procedure mask or fit tested N95, face shield or goggles, gloves per facility guidance and risk assessment.
6. Twist to remove the cap from appropriate liquid transport media tube
7. Remove the swab and handle carefully to prevent touching the sterile end of the swab
8. Swab the patient as appropriate given the type of swab provided (Nasopharyngeal or Nasal)
9. Place the swab in the transport media tube and package for delivery to IDPH.