

COVID-19 Testing Manual

Procedures for Organizations



Overview & Purpose

The objective of this program is to provide accurate, affordable, and efficient SARS-COV-2 testing services to organizations through saliva based testing. The following video may be helpful to share with your organization: [How to Swab on Vimeo](#).

Please contact covid-support@quadrantbiosciences.com with further questions about the COVID-19 testing program.

Performance Standards

1. This program utilizes the Clarifi COVID-19 Test Kit created by SUNY Upstate Medical University and Quadrant Biosciences. This test is authorized under an FDA Emergency Use Authorization (EUA).
2. The test is performed by Quadrant Laboratories, LLC, a CLIA/CLEP high-complexity accredited clinical laboratory.
3. Pooling results are delivered within 24 hours and reflex testing results are delivered 48 hours after samples are received on site at Quadrant Biosciences's laboratory.

External References

[Clarifi COVID-19 Test Kit EUA Letter](#)

[Web App User Guide](#)

[Pooling Information](#)

[Patient Fact Sheet](#)

[Healthcare Provider Fact Sheet](#)

[UN3373 Stickers](#)

[Log Sheet](#)

Prior to Testing

Required Materials for Testing

Quadrant Biosciences will provide the following materials:

1. Barcoded saliva collection kits (one per person).
2. Biohazard bag sufficient to hold 12 saliva collection kits.
3. Transportation containers for supplies.

Each organization is responsible for providing the following:

1. Personnel at each site. It is recommended each collection station will need **three** personnel:
 - a. One **Greeter** to screen test subjects as they arrive.
 - b. Two **Attendants** who distribute saliva collection kits, scan their barcodes, and receive completed collections.

Each collection station is estimated to have a processing capacity of 100+ individuals per hour under ideal conditions.

2. One table for each collection station (for materials to distribute to individuals being tested).
3. Container of disinfecting lab wipes (one per station).
4. PPE, including disposable paper gowns with cuffed sleeves, plastic gloves, N95 or surgical fluid masks, and facial shield or goggles. Staff using these PPE should be properly trained on donning and doffing procedures.
5. Large trash receptacles (one per station) with bags and ties.
6. Social distancing reminder marks and signs.
7. Hand sanitizer stands.
8. Two barcode scanners for each station. These must be capable of reading 128C. We recommend the [Honeywell Genesis 7580g](#) or [Handheld Scanner](#).

App Usage

These testing services utilize a web application for data collection. The app is located at:

app.clarifi-covid-19.com

(Note: The Web App [user guide](#) is provided in the top right corner of the app homepage.)

Profile Creation

For those being tested.

Prior to testing, adults must create a profile for themselves through the app following the steps below. If a profile is not created, a person cannot be tested. Therefore, it is critical that anyone being tested is instructed to create a profile for themselves, prior to arriving at the testing site. We recommend that these profiles are created at least two days before testing.

How to Create a Profile

Below are step by step instructions that can be provided via email to the people being tested in your organization:

1. Sign into your account (app.clarifi-covid-19.com), click "register," and complete the required fields to create a profile. This information is needed for compliance with the NYS Department of Health and for insurance purposes.
2. Please be sure to select your campus name when prompted to select an organization.
3. Individuals will not need to "Add a COVID-19 test" prior to testing. This will be completed on site the day of testing.*

** Unless your organization has been instructed by Quadrant Biosciences, test subjects should not "Add a COVID-19 test" themselves. This is **only** done once they are in possession of a test kit, and instructed to do so by a healthcare professional (HCP). Typically, the HCP does this on behalf of the individual.*

Organization Manager Setup

For organization administrators and health care professionals.

Healthcare professionals (HCPs), organization administrators, or other authorized personnel can use the app to search profiles for their organization. This is helpful in order to view registrations that were completed by patients/students against the organization's roster.

In order to gain access, these individuals must:

1. First create an account at app.clarifi-covid-19.com/register.
2. After creating an account, please have an administrative contact email. covid-support@quadrantbiosciences.com to specify (1) your organization and the (2) names and (3) email addresses that should have access as an organizational manager to facilitate testing and view results.

Test Registration Manager Setup

For personnel responsible for registering patient test samples. This user type does not allow users to view results.

In order to assign this user type, Organization Managers must:

1. First create an account at app.clarifi-covid-19.com/register.
2. After creating an account, please have an Organization Manager email covid-support@quadrantbiosciences.com with the names and email addresses of the accounts which they would like to have the access to.

Day of Testing

Setup of the Test Area

1. Staff must ensure they have proper PPE prior to testing. This includes N95 or surgical fluid masks, gloves, and close toed shoes.
2. Test subjects form a line with sufficient spacing to maintain social distancing. Additional staff not directly facilitating testing can be beneficial for this step.
3. When prompted, test subjects approach Greeter.
4. Greeter asks the test subject if they are currently experiencing any COVID-19 symptoms; if they are, the Greeter instructs the test subject to stop and report to the organization health office for separate evaluation. (Additional staff used to redirect symptomatic test subjects can be beneficial.)
5. Non-symptomatic test subjects are asked to verify that they have not eaten, drank, brushed their teeth, or used other prohibited substances (i.e. nicotine) as instructed. If they cannot verify this, they are asked to exit and return in an hour.
6. Greeter will ask the test subject for their name and search for it in the app. If they don't exist, the test subject will be asked to leave the line and register prior to testing.
7. If the test subject passes this screening, they enter a line for collection points.
8. If the collection points have chairs, they must be sanitized between use.
9. Once prompted, test subjects sanitize their hands, and sit down in a collection seat.
10. An Attendant approaches the test subject with a test kit and can begin the collection procedures. Collection procedures vary depending on the device used and are detailed below.

Collection Procedures - OR-100 Collection Device



1. Ensure the test subject understands the collection procedure prior to beginning collection.
2. The collection should be liquid saliva from the mouth, not phlegm from the throat, or nasal mucus. Avoid deep throat phlegm or mucus.
3. Unpack the collection tube enough so that the test subject can pick it up.
4. Have patients collect samples, by swabbing along the gumline and cheek or under their tongue.
5. Keeping the tube upright to ensure no liquid is spilled, have the test subject insert the sponge end of the swab into the tube, and secure the sample by twisting the blue cap. Once closed, the patient should shake the sample 10-15 times.
6. Instruct the test subject to hand back the collection tube, keeping it upright.
7. If collection is successful, using a finepoint lab marker, the Attendant writes the test subject's **legal full name and date of birth (DOB)** on the collection tube using caution not to write on the pre-printed barcode. [Labels](#) may be used and fixed to the tube. Labels must NOT cover the barcode.

The name and DOB should follow the following syntax:

Last Name, First Name

MM/DD/YY

*Note: The **LEGAL** name **MUST** be used and **MUST** match the name listed within the registration app **EXACTLY** (e.g., subjects cannot register as Robert and write Rob on the tube). Any discrepancies will require follow-up with the organization manager and create delays in receiving test results.*

Please note that a **lab marker is preferred**, standard ballpoint pens will smear. (We recommend the [Thermo Scientific Fine Line Lab Pen](#), but if that cannot be acquired, a fine point permanent marker will suit).

8. After writing the test subject's information on the collection tube, the Attendant will scan the barcode on the collection tube into the app.
9. After scanning, the Attendant will **click "submit"** to complete test registration in the app. (**Note:** This is a critical step because if the "submit" button is not clicked successfully, the test registration will not be found by lab staff and sample results could be delayed.)
10. At this point, the test subject should be instructed to exit the collection area.

Collection Process - OM-505 Collection Device



1. Ensure the test subject understands the collection procedure before allowing them to handle anything.
2. The collection should be liquid saliva from the mouth, not phlegm from the throat, or nasal mucus. Avoid deep throat phlegm or mucus.
3. Unpack the collection tube enough so that the test subject can pick it up.
4. Have the test subject spit into the tube until liquid, not bubbles, reach the fill line. This generally takes two to three minutes.
5. Once experienced with the collection procedure, the Attendant can start steps 1-4 with additional test subjects before the first test subject finishes step 4.
6. Ensure enough saliva is in the collection tube before proceeding to step 7.
7. Keeping the tube upright to ensure no liquid is spilled, have the test subject cap the funnel lid. This should result in a loud click.
8. Instruct the test subject to hand back the collection tube, keeping it upright.
9. The Attendant will replace the funnel with the small cap and ensure that the cap is fitted securely.
10. The Attendant will then shake the tube for five seconds.
11. The Attendant will then discard the used funnel.
12. If collection is successful, using a finepoint lab marker, the Attendant writes the test subject's **legal full name and date of birth (DOB)** on the collection tube using caution not to write on the pre-printed barcode. [Labels](#) may be used and fixed to the tube. Labels must NOT cover the barcode.

The name and DOB should follow the following syntax:

Last Name, First Name

MM/DD/YY

*Note: The **LEGAL** name **MUST** be used and **MUST** match the name listed within the registration app **EXACTLY** (e.g., subjects cannot register as Robert and write Rob on the tube). Any discrepancies will require follow-up with the organization manager and create delays in receiving test results.*

Please note that a **lab marker must be used**, standard ballpoint pens will smear. (We recommend the [Thermo Scientific Fine Line Lab Pen](#), but if that cannot be acquired, a fine point permanent marker will suit).

13. After writing the test subject's information on the collection tube, the Attendant will scan the barcode on the collection tube into the app.
14. After scanning, the Attendant will **click "submit"** to complete test registration in the app. (**Note:** This is a critical step because if the "submit" button is not clicked successfully, the test registration will not be found by lab staff and sample results could be delayed.)
15. At this point, the test subject should be instructed to exit the collection area.

Both of these collection devices cannot be pooled at your organization. Do not decant the contents into a pooled collection tube. The pooling will be performed by Quadrant Laboratories.

Sample Registration

In order to process samples, they must be registered in the Clarifi COVID-19 app.

A) Patient View

1. Log into app.clarifi-covid-19.com.
2. Click on "Register COVID-19 Test".
3. Confirm that you have received a test kit. If so, click 'Yes, I have a test kit'.
4. Select your profile from the drop down list. Click 'Next'.
5. Confirm your organization. If organization is not correct, click 'Update Profile' and select the correct organization. If Organization is correct, click 'Next'.
6. Confirm that you have not consumed food/drink/prohibited substances for the past 30 minutes as well as not having brushed their teeth/used mouthwash in the previous 1 hours.
7. Confirm that you are not experiencing COVID-19 symptoms. If not, Click 'Next'.
 - a. If you are experiencing COVID-19 symptoms speak with an Testing Administrator to to seek further medical assistance.
8. Confirm whether or not you have received the COVID-19 vaccine.
 - a. If no, click 'Next'.
 - b. If yes, enter brand of vaccine, date of most recent shot, and how many shots into their respective fields (this information will auto-populate for future test registrations).
9. Confirm that you have not had close contact with a confirmed COVID-19 case in the past 14-days.
10. Answer 'Other Information' questions, click 'Next'.
11. Register COVID-19 sample barcode.
 - a. Enter the 14 digit barcode into the first field, and again in the second field to confirm. If manually entering the barcode, be sure to type it into both fields to avoid errors, do NOT copy and paste.
 - b. Confirm collection date & time (auto-populated).
 - c. Click 'Next'.
12. Confirm profile information displayed is correct and barcode is correct.
 - a. Click 'SUBMIT' (if Submit is not clicked, the test will not register).

B) Organization Manager/Test Registration Manager View

1. Log into app.clarifi-covid-19.com.
2. In the top right corner, click 'User Roles' and select Organization Manager.
3. Under the 'Profile Search' tab search for your organization.
4. Search for Patient Profile and click 'View Registration'.
5. Click 'Add a Covid-19 Test'.
6. Confirm the patient has a test kit in hand. Click 'Yes, I have a test kit'.
7. Confirm they have not consumed food/drink/prohibited substances for the past 30 minutes as well as not having brushed their teeth/used mouthwash in the previous 3 hours.
8. Confirm the patient does not have COVID-19 symptoms. Click 'Next'.

- a. If a patient is experiencing symptoms, they should exit the testing area and seek further medical attention.
9. Confirm if the patient has/has not received COVID-19 vaccine.
 - a. If no, click 'Next'.
 - b. If yes, enter brand of vaccine, date of most recent shot, and how many shots the patient has received (this information will auto-populate in future registrations).
10. Confirm Patient has not had close contact with a confirmed COVID-19 case.
11. Answer 'Other Information' questions, click 'Next'.
12. Register COVID-19 sample barcode.
 - a. Enter the 14 digit barcode into the first field, and again in the second field to confirm.
 - b. Confirm collection date & time (auto-populated).
 - c. Click 'Next'.
13. Confirm profile information displayed is correct and barcode is correct.
 - a. Click 'SUBMIT' (if Submit is not clicked, test will not register).

BinaxNow/Clarifi Hybrid Testing Model

This testing model is available only as a combination. Quadrant Biosciences does not sell or process results of BinaxNow as an independent test.

1. Following the [product instruction guide](#) published by Abbott, collect a sample and process the BinaxNow Rapid Test kit to determine a result. Record the time and date of when you collect the patient sample.
2. Organization Manager locates patient profile on 'Profile Search' page.
3. Click on 'Add Results' (right column).
4. Confirm Patient Name and DOB.
5. Select 'BinaxNow' in Test Type dropdown.
6. Select the appropriate Test Result provided by the BinaxNow test.
7. Input the Date and Time the sample was collected.
8. Input the Date and Time the sample was resulted.
9. Click Submit.

Ordering Supplies

Saliva collection kits can be ordered by contacting Heather Blair via email at heather.blair@quadrantbiosciences.com. Supplies can be picked up or shipped to the organization. There are two warehouses to pick up supplies: 841 E Fayette St, Syracuse, NY 13210 and 6251 Fly Road, East Syracuse, NY 13057. The Fly Road location is approximately 10 minutes from the drop off site at Quadrant Biosciences. The pick up location will be confirmed by Heather Blair via email.

Mailing Samples

Saliva samples are classified as UN3373 Biological Substance, Category B for shipping purposes. This means the sample must be in triple containment:

1. Primary leak proof packaging - saliva tube.
2. Secondary leak proof packaging - bag - this also requires a sufficient absorbent pad for the sample volume.
3. Outer packaging - shipment box.

In order to ship the saliva collection kits back to us, you will need to:

1. Complete the [Log Sheet](#) for every box of samples returned to the lab. It is critical that lab staff are able to easily identify the organization and number of samples being shipped from your organization.
2. Tighten the tops of the saliva collection kits to ensure spilling does not occur.
3. Add an absorbent pad to the biohazard bags.
4. Place 12 saliva collection kits into the biohazard bag. A pool will be created from the 12 samples you place in this bag. (However, if many bags are returned with less than 12 samples per bag, samples from your site will be combined to process pools of 12). You may provide 1-2 bags of less than 12 samples with each shipment. You can place up to 24 samples in a bag if you would like 2 pools to be created in a random fashion from the samples in the bag.
 - a. Your samples will NOT be combined with another site's samples. Do not combine samples collected on different days into a bag to be pooled. Do not combine OR-100 and OM-505 saliva collection kits into one bag; these must be pooled separately within the lab.
 - b. If it is required that samples provided to the lab are not combined in a pool with other samples from your site (e.g., faculty vs. students) please write in permanent marker "Do not combine" on the bag.
5. Print a [UN3373 label](#) and fill in information for an emergency contact. Add the label to the box (a simple cardboard box is sufficient).
6. Contact Peter Rasmussen peter.rasmussen@quadrantbiosciences.com if you were not assigned a laboratory to ship samples to.

Dropping off Samples

Syracuse Laboratory:

1. Complete the "[Log Sheet](#)" for every shipment.
2. Bring samples to Institute for Human Performance (IHP) located at 505 Irving Ave, Syracuse, NY 13210 between 8AM to 7PM Monday - Friday, and 8AM to 3PM on Saturday and Sunday.
 - a. Samples dropped off on weekdays between 8AM - 3PM can expect a **next-day** delivery of results.
 - b. Samples dropped off on weekdays between 3PM - 7PM can expect a **two-day** delivery of results, with the potential for earlier delivery.
 - c. Samples dropped off after 6PM: please knock on the garage entrance door and the security guard will let you into the building.
3. When you arrive at IHP, park in the garage on Madison Ave side (see directions on page 13).
4. Enter IHP through the parking garage and ask the security guard at the front desk to unlock the pooling drop-off room on the first floor.
5. Place samples in the drop-off room and sign the log on the table which includes the date and time of the delivery, the organization, and initials of the person making the delivery.
6. If dropping off on Saturdays, please pull up to the front of the building. The building and garage are locked on the weekends. If a guard is not available to meet you, please call the lab phone at 315-464-7729 or Lab Manager Sarah Gentile at 315-575-3784 and a member of the lab staff will meet you to receive your samples.

Buffalo Laboratory:

1. Complete the "[Log Sheet](#)" for every shipment.
2. Deliver to Farber Hall 301 on the University at Buffalo South Campus (3435 Main Street, Buffalo NY) between 7AM and 8PM Monday - Friday and 8AM – 5PM Saturday and Sunday.
 - a. Samples dropped off on weekdays between 8AM - 3PM can expect a **next-day** delivery of results.
 - b. Samples dropped off on weekdays between 3PM - 7PM can expect a **two-day** delivery of results, with the potential for earlier delivery.
 - c. Samples dropped off after 6PM: Drop off in Room 224A.
3. Complete the log sheet which includes the date and time of the delivery, the organization and initials of the person making the delivery.
4. When the laboratory is closed, deliveries may be made to the Farber Hall mail room (Room 224A) on the second floor. The mail room is checked for deliveries daily.
5. Parking is available in the Farber Hall lot (see map on page 14).
6. Any questions should be addressed to Lab Manager Mike Wendel at 716-335-5660.

The Institute for Human Performance
505 Irving Avenue
Syracuse, NY 13210

From the North

- (Syracuse Airport or Syracuse Transportation Center)
- Take Route 81 South to exit 18 (Adams St.)
- Exit down the ramp using the left lane
- Proceed underneath the expressway - keep to the far left lane
- Turn left on Adams St. and stay in left lane
- Travel three blocks to the top of the hill (Irving Ave.)
- Turn left on Irving Ave.
- Travel two blocks (IHP is on the right in second block), to Madison St. (4-way stop sign)
- Turn right on Madison
- Parking is off Madison on the right

From the East

- Take NYS Thruway to exit 34a (481)
- Take 481 south to 690 west to the Downtown/Townsend St exit 13
- Turn left off the ramp onto Townsend St.
- Turn left at sixth light (Adams St)
- Go under Route 81 overpass, crossing Almond St., stay in the left lane and go to the top of the hill (Irving Ave.)
- Turn left on Irving Ave
- Travel two blocks (IHP is on the right in second block), to Madison St. (4-way stop sign)
- Turn right on Madison
- Parking is off Madison on the right and behind the IHP

From the West

- Take NYS Thruway to exit 39
- Take Route 690 East to Route 81 South to exit 18 (Adams/Harrison Sts.)
- Exit down the ramp using the left lane
- Proceed underneath the expressway - keep to the far left lane
- Turn left on Adams St and stay in the left lane
- Travel three blocks to the top of the hill (Irving Ave.)
- Turn left on Irving Ave
- Travel two blocks (IHP is on the right in second block), to Madison St. (4-way stop sign)
- Turn right on Madison
- Parking is off Madison on the right and behind the IHP.

State University of New York



Upstate
Medical
University

From the South

- Take Rt. 81 North to Exit 18 (Adams St.)
- Exit down the ramp using the right lane
- Turn right on Adams St
- Travel three blocks to the top of the hill -- keep to the far left lane
- Turn left on Irving Ave
- Travel two blocks (IHP is on the right in second block), to Madison St (4-way stop sign)
- Turn right on Madison
- Parking is off Madison on the right and behind the IHP



Quadrant Biosciences

3435 Main St.

Farber Hall Room 301

Buffalo, NY 14214



Directions

From North/East

- Travel west on I-90 (portions toll) to I-290 west (exit 50)
- proceed west on I-290 to Exit 7A, Main Street west (Route 5)
- travel about 3 miles to Bailey Ave (Route 62)
- turn left onto Bailey Ave and right onto Michael Road, into UB

From South/West

- Travel east on I-90 (portions toll) to I-290 west (exit 50)
- proceed west on I-290 to Exit 7A, Main Street west (Route 5)
- travel about 3 miles to Bailey Ave (Route 62)
- turn left onto Bailey Ave and right onto Michael Road, into UB

Enter Here

Park Here



Sample Exceptions

There are several aspects of the test registration process and testing that must be completed accurately to avoid a sample being held out of processing as an exception. Results will be delayed for all samples marked as an exception. Necessary steps are legally required by the laboratory to correct for each invalid aspect of a sample before it can be processed.

For **each sample** marked as an exception, Quadrant Biosciences will contact your organization via email to correct one or more of the problems noted below and sign a specimen correct form as the responsible party making these changes.

- The person registered must choose their correct **organization** for organizational managers to successfully view results.
- **Name and Date of Birth** (DOB) on the sample must match the Name and DOB listed within the web app exactly (e.g., the person cannot be registered as Bob in the app and write Robert on the tube). It is strongly recommended that labels are printed prior to testing to write on and affix to the saliva collection kit or preprint with Name and DOB for each person being tested.
- The **barcode** on the tube must match the barcode typed or scanned into the web app (e.g., if the barcode is off by 1 number, the sample will be held out as an exception).
- If a test is being added to the web app on a phone or computer, the **submit button** must be clicked for the sample to be processed in the lab.
- The person being tested must have their accurate **permanent and legal address** entered in their profile on the web app. All results are now considered a diagnostic test and as such must be reported to NYSDOH.
- Unregistered samples will not be processed. All samples must be registered in the web app before they are returned to the lab.

Correcting Exceptions

When samples are withheld as exceptions, Organization Managers will be notified via email advising them of the errors and the option to correct or cancel the test and recollect a sample.

The screenshot shows the 'Organization Manager' interface with the 'Exceptions' tab selected. On the left, there is a search form with fields for 'Search for your organization' (containing 'SUNY DEMO'), 'Barcode', 'First Name', and 'Last Name'. Below these fields are 'Search' and 'Clear' buttons. On the right, a table lists exceptions with columns for 'Organization' and 'Sample Barcode'. Two entries are visible, each with a 'Resolve' link.

| | Organization | Sample Barcode |
|-------------------------|--------------|----------------|
| Resolve | SUNY DEMO | 55566644322435 |
| Resolve | SUNY DEMO | 56756745645644 |

- 1) Log into the Organization Manager Dashboard of app.clarifi-covid-19.com.
- 2) Select the 'Exception' tab (see image above).
- 3) Select your organization and click 'Search'.
- 4) All current Exceptions will be listed for your organization.
- 5) Click 'resolve' next to the patient name (See image to right).
- 6) The Organization Manager needs to correct the listed exceptions.
- 7) If the Organization Manager is able to correct the exception, provide details of the corrections made in the comment box.
- 8) Select 'What action should the lab take?'
 - a) Error has been corrected and sample can be run.
 - b) Test should be cancelled.
- 9) Confirm correction by checking off the certification statement.
- 10) Click Submit.

Notes: (1) After 6 days from collection date, should the sample remain in 'Exception' status, the test will be canceled and require a secondary collection. (2) Automated emails will be sent every 15 minutes. If you submitted a large volume of samples, there is a possibility that you may receive multiple emails while the lab confirms sample registration and sample identifiers.

The screenshot shows the 'Corrective Action Report' form. At the top, it says 'Profile Missing'. Below is a table with 'Profile Information' and 'Sample Information' columns. The 'Name' field is empty, 'Date of Birth' is 'Profile Missing', and 'Organization' is 'SUNY DEMO'. The 'Sample Barcode' is '55566644322435'. There is a 'Comments' text area. Below the comments, there is a section for 'What action should the lab take?' with two radio button options: 'Error has been corrected and sample can be run.' and 'Test should be cancelled.' There is also a checkbox for 'I certify that, to the best of my knowledge and belief, the information provided above is true and correct. *'. At the bottom right are 'Cancel' and 'Submit' buttons.

| | Profile Information | Sample Information |
|---------------|---------------------|--------------------|
| Name | | Test NoMatch |
| Date of Birth | Profile Missing | 5/5/96 |
| Organization | | SUNY DEMO |

Sample Barcode
55566644322435

Comments

Supply any information here to allow the lab to resolve these exceptions.

What action should the lab take? *

☐ Error has been corrected and sample can be run.

☐ Test should be cancelled.

☐ I certify that, to the best of my knowledge and belief, the information provided above is true and correct. *

Cancel Submit

Results & Next Steps

Results can be accessed by organizational managers and the person tested through the web application: app.clarifi-covid-19.com.

Viewing results as an organization manager:

Once logged in, you will need to switch roles from “Patient” (your personal dashboard) to “Organization Manager” by clicking “User Roles” in the top right corner.

Then, you will need to search for your organization from the dropdown menu on the left side of the dashboard (see below). (Note: You will not be able to view results or registrations from any organizations that you have not been provided “organization manager” access.) You can use the features listed on the left side of the dashboard to sort data (e.g., filter your organization's data by the date of testing).

Profile Search View:

There are two search options available once the Organization Manager role has been assumed. You can select the “Profile Search” tab or the “Registration Search” tab and use the available fields as search filters applied to your organization's records. If you select Profile Search and enter your organization and select search all records in the organization will be displayed and can be exported to a CSV format by selecting the “Export”. You can inspect a single account by selecting “View Registrations” and inspect all test registrations for that user and view results using the same user interface the user is presented with upon their login.

Organization Manager

Profile Search

Registration Search

Daniel Giles Inc

First name

Last name

Date of birth

Search

Clear

| Registrations | First Name | Last Name | Date of birth | Address |
|------------------------------------|------------|-----------|---------------|--------------|
| View Registrations | Kimberly | Perry | 06/27/2004 | Over there |
| View Registrations | Jonathan | Navarro | 09/09/1984 | Over there |
| View Registrations | dave | jadeski | 01/01/2001 | 121 King St. |
| View Registrations | Lauren | Rivera | 03/06/1968 | Over there |
| View Registrations | Kelly | Vega | 06/17/2012 | Over there |
| View Registrations | William | Haynes | 05/18/2014 | Over there |
| View Registrations | Nicholas | Willis | 11/13/2000 | Over there |
| View Registrations | Mark | Miller | 03/30/1969 | Over there |

Registration Search View:

In order to drill down, filter, and export results from multiple tests select the “Registration Search” tab. You are presented with more search options as shown below:

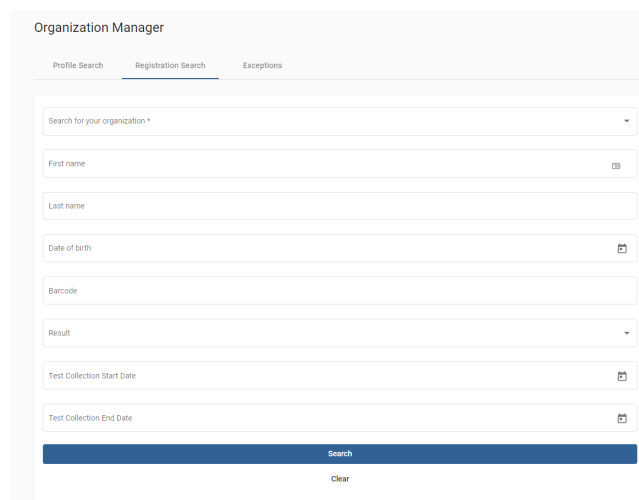
- First Name and Last Name filters on a name or part of a name (i.e. Steph will return any Stephanie or any name beginning with Steph).
- Date of birth filters on the exact Date of Birth.
- Barcode filters on the exact barcode entered.
- Result allows filtering on test result status including:
 - In Transit: Sample has been collected but has not arrived to lab.
 - Exception: Sample arrived at lab. Organization Manager must review and correct exception.
 - Test in Progress: Sample arrived at lab and has begun testing process.
 - Pooled Positive: COVID has been detected in the pool. Reflex Testing required.
 - Pooled Negative: COVID has not been detected in the pool. Patients are Presumed Negative.
 - Reflex Positive: Patient sample has been tested individually and is COVID Positive.
 - Reflex Negative: Patient sample has been tested individually and is COVID Negative.
 - Test Canceled: Sample was rejected due to
 - a. Exception Status.
 - b. Unstable due to time since collection.
 - c. Canceled by Organization Manager.
- Test Start and Test End Date allow filtering on a date range that is applied to the Test Collection date (not the date the test is processed).

Results are available directly on the “Registration Search” page and can be filtered by first name, last name, email, barcode, and result. Once you are satisfied with “Registration Search” results, you are able to download a **csv text file** by selecting “Export Results” for any test results returned by the search (see below). CSV export is not required but remains an option to view results.

The resulting file contains the following information, which can be exported and used to manage your response to any results found in your organization:

| SampleBarcode | LotBarcode | LabBarcode | HumanGene | SARSCOV | CollectionTime | LastName | FirstName |
|----------------|------------|------------|-----------|---------------|--------------------------|----------|-----------|
| 41001704580339 | L00001 | HHT-JYLR | PASS | POOL POSITIVE | 2021-03-19T14:04:12.978Z | Davis | David |

| DOB | School | StudentId | Phone | Email | InstitutionCode |
|------------|----------------|---------------------|------------|---|-----------------|
| 2013-12-28 | Aaron King Inc | testStudentId-81012 | 2654696520 | spencer.bragg+staging@quadrantbiosciences.com | HHT |



Contacts

| Topic / Issue | Point of Contact Name | Contact Email Address | Contact Phone Number |
|--|--|---|--|
| Logistics & Training | David Jadeski Michael Fletcher Peter Rasmussen | covid-support@quadrantbiosciences.com michael.fletcher@quadrantbiociences.com peter.rasmussen@quadrantbiosciences.com | Michael: 315-440-3434 Peter: 518-669-2733 |
| Billing: Collection Kits (SUNY) Collection Kits (Non-SUNY) Reflex Testing (All Clients) | | AR@quadrantbiosciences.com | |
| Deliveries to Syracuse Lab | Sarah Gentile | sarah.gentile@quadrantbiosciences.com | 315-464-7729 |
| Deliveries to Buffalo Lab | Michael Wendel | michael.wendel@quadrantbiosciences.com | 716-335-5660 |
| New Client Inquiries | Michael Fletcher | michael.fletcher@quadrantbiociences.com | 315-440-3434 |
| Test Results | Peter Rasmussen | peter.rasmussen@quadrantbiosciences.com | 518-669-2733 |
| Testing Supply Orders | Heather Blair | heather.blair@quadrantbiosciences.com | |
| Web App/ Registration | Dave Jadeski | covid-support@quadrantbiosciences.com | 315-702-0302 |

Approved By:

[\(CO-53\) CO-53 Implementation of PROD-1243 and PROD-1244](#)

Description

Update 08/19/21: Rerouting after minor revisions to both documents. Please review and approve by Friday (08/20) so these may be sent to Org Managers.
Implementation of PROD-1243 Clarifi COVID-19 Testing Manual: Procedures for Organizations and PROD-1244 Clarifi COVID-19 Testing Manual: Procedures for K-12 Schools.

Justification

Standardization of procedures needed to ensure most up-to-date version of manual is published/sent to customers.

| Assigned To: | Initiated By: | Priority: | Impact: |
|--------------|---------------|-----------|---------|
| Allison Iles | Allison Iles | High | Major |

Version History:

| Author | Effective Date | CO# | Ver. | Status |
|--------------|-----------------------------|-----------------------|------|-----------|
| Allison Iles | August 19, 2021 2:24 PM EDT | CO-53 | 0 | Published |