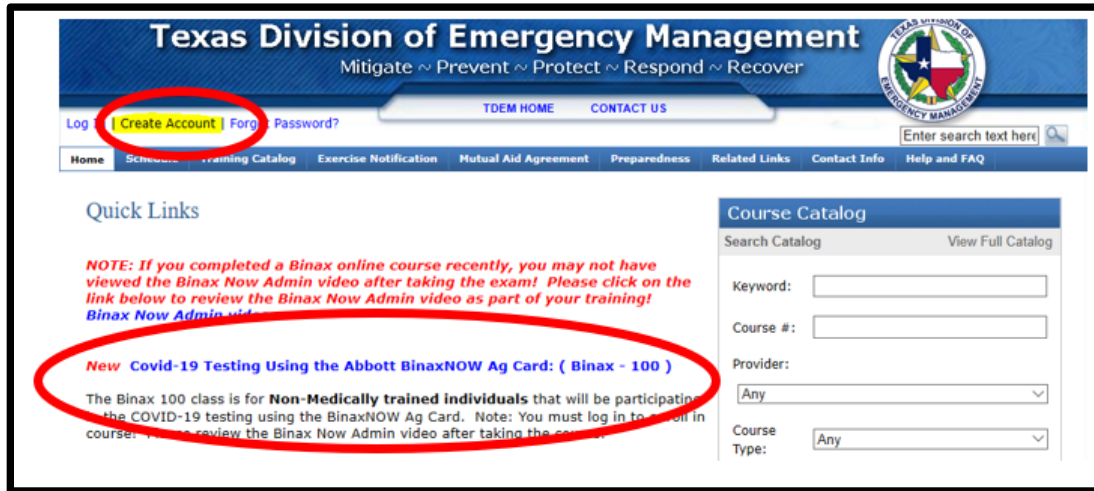


Test Coordinator Responsibilities

Chamber Test Coordinator

Login and register for www.preparingtexas.org



In preparingtexas.org registration, in the space for "Agency," put the Chamber of Commerce name.

Register for a User Account Step 2/6

Enter the name and address of the agency or organization you are associated with. The information you provide here will be used to pre-populate class registrations and applications. Please make sure the information is correct and as you would want it to appear on other forms (i.e. proper capitalization, spelling, etc.).

Work Address

Agency or Organization Name:

Address 1:
Address 2:
City, State: ,
ZipCode:
County:

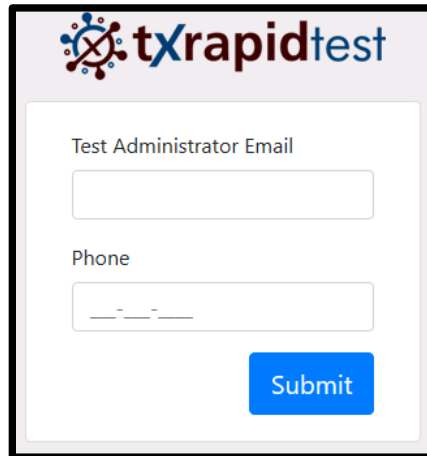
***Phone:** ###- ext.
###-####
Fax: ###-###-####
Cell: ###-###-####

Bold Denotes Required Field

Complete the Binax-300 training course for small businesses Course on preparingtexas.org.

Test Coordinator Responsibilities

Individuals who successfully complete the Binax-300 course will receive login information for the testing application at <https://app.txrapidtest.org>. The registration process *may take up to one hour* before it is active. You will need this APP to report the results from each test.

A screenshot of the txrapidtest registration form. At the top left is the txrapidtest logo. Below it are two input fields: "Test Administrator Email" and "Phone". The "Phone" field has a format of "___-___-____". At the bottom right is a blue "Submit" button.

<https://app.txrapidtest.org>

Phone support @ (512) 399-8050

Email support @ support@txrapidtest.org

FAQ @ <https://helpdesk.txrapidtest.org>

TDEM Coordination

The *Test Coordinator* will serve as a single primary point of contact with TDEM related to training and test supplies. Serve as a conduit for testing information coming from TDEM to the Chamber or Businesses

Test Coordinators will be responsible for registering their Chamber of Commerce and each business that will participate in the project on the website: <https://arcg.is/Gmb5v>.

Once the Chamber has registered its participation, TDEM will reach out to the Chamber to determine the amount of test kits to distribute and the scheduling of the delivery.

Test Coordinator will receive deliveries of test materials including BinaxNow test kits, facemasks, and biohazard bags from TDEM.

Delivery of the future allocations of BinaxNow Test Kits and PPE will be coordinated by TDEM with the Test Coordinator. **Distribution of these supplies will only take place after a Chamber and its businesses have reported results from at least 70% of the total tests previously allocated to the Chamber.**

Test Coordinator Responsibilities

Chamber Test Coordinators can request resupply by emailing k-12logs@tdem.texas.gov. Once 70% results reporting requirement is met, resupply will be scheduled based upon availability of supplies.

Chamber and Business Coordination

Serve as Point of Contact (POC) for businesses participating in the testing program (or considering participation)

Inform each interested business that they must have a trained Test Administrator prior to receiving testing supplies. Business test administrators must provide the Test Coordinator with a copy of their certificate of completion of the BinaxNow training modules to verify that they will comply with reporting requirements.

Determine allocation and distribution of test kits and facemasks received by the Chamber to participating businesses. One biohazard bag will go to the small businesses per box of test kits.

Notify participating businesses that they will need to provide gloves for test administrators.

Notify participating businesses that they will need to treat the used BinaxNow test cards as medical waste according to the guidelines in the Medical Waste for Schools document on TDEM's website: www.tdem.texas.gov/chambertesting/

Serve as a resource for business test administrators to troubleshoot problems encountered with the testing

Coordinate with businesses participating in the testing program to identify Test Administrators

Advise Test Administrators as to the preparingtexas.org training requirement for Binax-300 and the data reporting system at <https://app.txrapidtest.org>. Provide business test administrators with the test administrator guidance document. Serve as a resource for Test Administrators who encounter problems completing the Preparingtexas.org training

Ensure Test Administrators are trained and understand the use of the data portal

Ensure each business has a Test Administrator that has completed the proper training before receiving testing materials.

Provide resupply of test kits to businesses as requested and available from the Chamber.

Provide testing materials to test administrators before the initiation of testing activities

Duties of the Coordinator

Test Coordinator Responsibilities

Ensure quality control of the testing materials is conducted

Ensure that test administrators understand that every test kit that is used for quality control testing or training is reported through the app.txrapidtest.org application. For these kits, rather than reporting positive or negative results, the test administrator should choose the option for "Test not Performed". The test administrator conducting the quality control test or training should use their own personal information to enter into the system.

Serve as the subject matter expert for the participating businesses regarding testing procedures of this specific program

Ensure resupply of testing materials and PPE to test administrators as needed and available

Ensure Test Administrators are reporting results as required and serve as a resource if they encounter difficulties. Notify TDEM test coordinator of any problems associated with testing

Request resupply of test materials from k-12logs@tdem.texas.gov. Resupply will be based on the participating businesses reporting at least 70% of the tests provided.

Duties for Demobilization of Testing

Serve as POC for TDEM concerning demobilization of testing activities

Ensure all reporting has been completed as required by DSHS

See to the return of test instruments and supplies as directed by TDEM

Contact

Abbott Labs Technical Support for BinaxNOW Test Kits – 1 (800) 257-9525

Texas Testing Information Website

<https://tdem.texas.gov/chambertesting/>

Contact TDEM

chambertesting@tdem.texas.gov