HIV Testing Supply Request Process
Sites wishing to become an HIV test site must meet certain state and federal requirements. A general listing of applicable Florida statutes and rules pertaining to HIV testing can be found at Florida Statutes.

All sites wishing to implement HIV testing must contact the regional Early Intervention Consultant (EIC) at their local County Health Department (CHD). The local EIC will assist in the development of a Memorandum of Understanding between their site and the local CHD with the completion and submission of the DH1781 form, Application for Registration and Reregistration of HIV Testing Site Programs; completion of required HIV testing trainings; ordering HIV testing supplies; and ensuring compliance with the quality assurance and technical assistance guidelines. Registered HIV test sites approved to provide testing may receive free HIV testing supplies, lab processing support, and technical assistance.

Additional criteria must be met by sites wishing to perform rapid (point-of-care) HIV testing. Those criteria can be found within Florida’s Rapid HIV Testing Guidelines.

Sites which are approved to conduct HIV testing should follow the steps below to request HIV testing supplies.

1. The regional EIC will determine at the time of HIV test site registration approval if the test site will request and receive HIV testing supplies via the local CHD or directly from Central Office. Both methods are described below:
   a. The HIV test site will request and receive HIV testing supplies through their local CHD.
      i. The EIC will determine a point of contact at the local CHD for requesting HIV testing supplies.
      ii. HIV test sites will make supply requests every three months to sustain a three-month period of HIV testing.
      iii. HIV test sites will use and submit the Sure Check or OraQuick supply requests forms (forms provided from EIC) to the CHD point of contact to request supplies.
   b. The HIV test site will request and receive HIV testing supplies directly through Central Office.
      i. HIV test sites will use and submit the Sure Check, OraQuick, OraSure, or HCV supply requests forms (forms provided from EIC) to Central Office to request testing supplies every three months or as needed. Please complete all sections of the supply request form. Please note that the date needed should be a minimum of ten days from the time the request is received. We will not use an overnight courier for any orders except for controls.
      ii. The forms may be submitted via electronic format by using the Submit by Email button in the lower left hand corner of the form. Supply requests forms may also be submitted directly to HIVTestingKits.zzzzFeedback@flhealth.gov.
      iii. Once the supply request is received at Central Office, the order will be filled and shipped. The email listed on the supply request form from the testing site making the supply request will receive a UPS shipping confirmation. The testing site can confirm the supplies are on their way. This usually takes three to five days from the time Central Office receives the supply request.
      iv. Once the supplies are received at the testing location, a delivery confirmation will be emailed to the regional EIC to monitor supply and inventory levels for test sites in that region.

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