The Rhode Island Department of Health (RIDOH) appreciates your participation in the on-site business testing program. Your continued participation supports the effectiveness of our State’s response to COVID-19. **If you would like to discontinue COVID-19 testing in your workplace, please follow the below out-processing procedures.**

1. Termination timeline
   - Per the MOU, businesses that wish to terminate their participation, obligations, and responsibilities as active participants need to inform RIDOH seven days in advance.
   - Upon termination, the business must return all remaining unopened testing supplies to RIDOH within 30 days.

2. CLIA Close out process.
   - The CLIA close out process will vary depending on your business’ testing schedule.
     - **If your business has not tested anyone**, then the certificate was not used; therefore, the original CMS116 application can be resubmitted to RIDOH.COVID19BizTesting@health.ri.gov with “Closed” written on the top front page.
     - **If your business has been testing**, then the certificate has been actively used. An updated CMS116 with a new signature and date is required to close out the certificate. All CMS-116 forms that fall under this scenario must be executed on the form available here: [CLINICAL LABORATORY IMPROVEMENT AMENDMENTS (CLIA) (cms.gov)](https://www.cms.gov)

3. Inventory Reconciliation
   - **All unopened** boxes of BinaxNOW Self-Swabbing Antigen test kits should be consolidated and returned to RIDOH’s Test Kit distribution center (The Dunkin’ Donuts Center, 1 LaSalle Square, Providence.) The reporting data that your business provided to RIDOH will be used to reconcile the number of tests resulted against what your business currently has on-hand.
Rhode Island COVID-19 Business Testing Program Out-Processing

June 23, 2021

- Prior to returning the unused inventory, a project manager from the Rhode Island COVID-19 Testing Team will contact your business approximately seven days before closeout.
- Businesses will coordinate their return with Cameron Lewis, cameron.lewis.ctr@ohhs.ri.gov.
- Test returns on or before June 28, 2021 should be made at the Dunkin’ Donuts Center, 1 LaSalle Square, Providence.
- Test returns after June 28, 2021 should be made at the FEMA Warehouse, 2700 Plainfield Pike, Cranston.

4. Final Biohazard Waste Pickup

Refer to your “BinaxNOW Expectations” workflow document and schedule a pickup if your facility still requires our vendor’s services to remove waste.

If you have any questions, please email RIDOH.COVID19BizTesting@health.ri.gov.