

## **Instructions for Ordering Rapid Antigen Tests (RATs) Provincial Antigen Screening Program (PASP)**

Ontario's current limited supply of RATs is being prioritized for health care and highest risk settings that include First Nation, Inuit and Métis communities, and can be accessed through the Provincial Antigen Screening Program (PASP). The Ministry of Indigenous Affairs (IAO) is working with the Ministry of Health (MOH) and Indigenous Services Canada (ISC) to expedite and fulfill requests for tests by Indigenous communities and organizations. Please see below for instructions on how to apply. We appreciate your patience as there may be temporary delays in accessing these free rapid antigen tests.

Access to the [Provincial Antigen Screening Program](#) is through the Ministry of Health's website. IAO is working closely with MOH to ensure that Indigenous requests are prioritized. As such, please follow the below process to make certain IAO is aware of your request in order to have it expedited.

1. Visit [Provincial Antigen Screening Program](#) to check your eligibility.
2. Once you have confirmed your eligibility, you will receive an email confirming your application to the Provincial Antigen Screening Program has been approved (you will receive a reference number – this is not confirmation that tests have been ordered).
3. In the confirmation email, a link is provided to order RATs through the E-Health Online Ordering Portal. Please follow the instructions and carefully review the following, ensuring that you select the sector of "*Indigenous communities/organizations*":
  - **Items ordered** – ensure that when asked "What will you be requesting today?" on E-Health Online Ordering Portal, item selected is "Rapid Tests", not "Swab Kits" or "Personal Protective Equipment".
  - **Quantity of tests** – order the total number of individual rapid tests needed and not the number of kits. The amount of rapid tests ordered should be estimated based on the total number of individuals to be tested, the frequency of testing each week, and the number of weeks (e.g. 25 individuals x 5 times a week x 4 weeks = 500 individual rapid tests). If you request 500 rapid tests for four weeks, this equals 500 individual rapid tests or 500 'eaches'. The total kits shipped will be dependent on the brand of tests available to complete the order (i.e. some kits come in packs of 5, while other kits may come in packs of 2).
  - **Shipping details** – the delivery address provided for shipping requires an individual present to receive the tests (e.g., do not list an address to a band office if there is no one at the location during business hours). Please provide the contact information, including the name, valid phone number and email address. The contact listed must be able to monitor their phone and email, to receive the order. Please note that the delivery can not be made to a PO box. Please ensure that the identified phone number is one that can receive calls to confirm delivery.
  - **Additional comments** – please include a description in the "additional comments" section with details on how you plan to distribute the RATs, who

- they will be provided to and for what purpose. You may be asked for an organization or business number, if you do not have this number, select “other” to move through the order form (note: this will not impact your order).
- **Order confirmation** – when the order is received, the requestor will receive an order confirmation. (The confirmation will include a 15 character INC number for communities/organizations outside of Erie St. Clair LHIN, Hamilton Niagara Haldimand Brant (HNHB) LHIN, South West LHIN, and Waterloo Wellington LHIN).
  - **Delivery estimate** – when the order for RATs has been processed by the warehouse, the requestor will receive a notification with a delivery estimate (typically 2-4 days after processing). If the delivery estimate time frame has passed and the requestor has still not received their order, please follow up with [IndigenousTestKits@Ontario.ca](mailto:IndigenousTestKits@Ontario.ca).
4. After you submit your order for RATs through the portal, please contact [IndigenousTestKits@Ontario.ca](mailto:IndigenousTestKits@Ontario.ca) to notify IAO of your request (along with a 15 character INC number if included in your order confirmation)

Additional items to note:

- **Temperature Indicators for Rapid Antigen Tests:** The temperature indicators for RAT shipments are used by transportation carriers to ensure there is not a long-term exposure to below zero temperatures (over 4 hours) during lengthy transit. Rapid tests would need to have long term exposure (over 4 hours) for their components to freeze. All carriers ship in temperature-controlled vehicles and validate temperature indicators upon arrival at the destination. They will not deliver any shipments if temperature indicators are tripped on the truck.
  - The temperature indicators used indicate exposure to below zero temperatures after approximately 5 – 10 minutes, and therefore indicate short term exposure. As a result, MOH has noted seeing a number of tripped indicators during the transfer from the temperature-controlled vehicle to the facility, but the RATs will not be impacted by this short-term exposure. If you have received a tripped indicator, it is as a result of short-term outdoor exposure from carrier arriving at your site to deliver to your designated receiving location. These tripped indicators can be ignored, and the tests can be used.
- **Storage of Rapid Antigen Tests:** Once Rapid Antigen Tests are received, please ensure tests are brought inside for storage immediately following shipment to maintain product integrity. Recipient organizations should not be leaving the shipments outside for any period once they are delivered.
- **Delivery:** Please note, delivery is dependent on regional availability and weather delays. IAO is not in control of shipping delays or if a courier delivers a package to a location where a recipient is not available.

Should you have any additional questions, please contact [IndigenousTestKits@ontario.ca](mailto:IndigenousTestKits@ontario.ca).