

**State Laboratories Division  
Laboratory Preparedness and Response Branch  
Biological Response Section**

Contact: LPRB Branch Chief  
Ph: (808) 453-5993 & 453-5990; Cell: (808) 554-9992; Fax: (808) 453-5995

---

**ENVIRONMENTAL SAMPLES SUBMISSION FORM – BIOLOGICAL**

**To Be completed by the Biological Response Section Staff**

Submitter's ID No.: \_\_\_\_\_ Lab Accession Number: \_\_\_\_\_  
Other ID Number: \_\_\_\_\_

**To Be completed by the Responding Agency**

Sample Collection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sample Collection Time: \_\_\_\_\_ AM PM

Reporting Citizen: \_\_\_\_\_ Direct Telephone #: \_\_\_\_\_

Incident Address: \_\_\_\_\_ HI ZIP \_\_\_\_\_

Article description: \_\_\_\_\_ Article Opened:  Yes  No  Unknown

Powder  Letter/Envelope  Swab  Other: \_\_\_\_\_

Number of Individuals Exposed: \_\_\_\_\_

Names of Individuals Exposed: \_\_\_\_\_

Building closed due to incident:  Yes  No

Package exterior was decontaminated:  Yes  No

Sample tested for explosive agent:  Yes  No

Sample tested for chemical agent:  Yes  No

Sample tested for radiological agent:  Yes  No

Responding Agency: \_\_\_\_\_ Package delivered by: \_\_\_\_\_

Cellular Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_ HI ZIP \_\_\_\_\_

Incident Description: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM PM

**NOTE: Sample(s) will be discarded 30 days after testing unless otherwise instructed**

**To Be completed by the Biological Response Section Staff**

Received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM PM

Signature: \_\_\_\_\_

Specimen forwarded to:

Centers for Disease Control and Prevention (National Center for Emerging and Zoonotic Infectious Diseases, Division of Preparedness and Emerging Infections)

Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM PM

**State Laboratories Division  
Laboratory Preparedness and Response Branch  
Biological Response Section**

Contact: LPRB Branch Chief  
Ph: (808) 453-5993 & 453-5990; Cell: (808) 554-9992; Fax: (808) 453-5995

---

**Instructions for Completing  
ENVIRONMENTAL SAMPLES SUBMISSION FORM – BIOLOGICAL**

**Case Number:** Law Enforcement Agency or Fire & HAZMAT case number.

**County:** The county where the sample was collected.

**Sample Collection Date:** The date the sample was collected.

**Sample Collection Time:** The time the sample was collected.

**Reporting Citizen:** The citizen who reported the incident.

**Direct Telephone #:** The citizen's home or work phone number or other (cell phone)

**Incident Address:** The location where the sample was collected.

**Article description:** A description of the item found by a citizen.  
Please check the word which best describes the sample  
(i.e. Powder, Letter/Envelope, Swab, Other).

**Article Opened:** If the article is a suspicious envelope, package, etc., was it opened?

**Number of Individuals Exposed:** Number of persons present in the immediate vicinity of the suspect material.

**Names of Individuals Exposed:** Names of persons present in the immediate vicinity of the suspect material.

**Building closed due to incident:** Is the building closed to limit exposure to the suspect material?

**Responding Agency:** Name of Law Enforcement Agency, Fire & HAZMAT or Department of Public Safety.

**Package delivered by:** Name of representative from Responding Agency.

**Cellular / Work / Fax Number:** Contact information for Responding Agency.

**Agency Address:** Address of the agency submitting the sample.

**Incident Description:** Brief description of the incident.

**Signature / Date / Time:** Signature of representative from Responding Agency for chain-of-custody.

**NOTE: Sample will be discarded 30 days after testing unless otherwise instructed.**

**State Laboratories Division  
Laboratory Preparedness and Response Branch  
Biological Response Section**

Contact: LPRB Branch Chief  
Ph: (808) 453-5993 & 453-5990; Cell: (808) 554-9992; Fax: (808) 453-5995

---

## **Instructions for Submitting Samples for Biological Agent Testing**

### **Environmental Samples:**

1. Will be accepted by the Biological Response Section only after FIRE / HAZMAT Responders have performed their assessment to rule out radiological, explosive and chemical agents.
2. Only suspected samples such as swabs, powder, contaminated paper, letters or liquid shall be submitted for testing. Samples should be double-bagged and put in a container no larger than necessary and should not exceed one gallon in size. Sample submission form must be completed and securely attached. (Please refer to: Protocols for Transporting Specimens to the Biological Response Section.)
3. Extraneous materials such as gloves, towels, and clothing **MUST NOT** be included with the samples. Extraneous materials should be placed in a biohazard bag and disposed of locally according to state and federal guidelines.
4. Please refer to Attachment "A" for Decontamination procedures for containers with sample.

**State Laboratories Division  
Laboratory Preparedness and Response Branch  
Biological Response Section**

Contact: LPRB Branch Chief  
Ph: (808) 453-5993 & 453-5990; Cell: (808) 554-9992; Fax: (808) 453-5995

---

## **Attachment A**

### **DECONTAMINATION PROCEDURES FOR CONTAINERS WITH SAMPLES**

Containers containing samples shall be decontaminated with a freshly made bleach solution prior to leaving the sampling area.

To make a fresh bleach solution, mix 1 cup of household bleach with 13 cups of water (8.25% sodium hypochlorite) or mix 1 cup of household bleach with 9 cups of water (6% sodium hypochlorite). Please check the labelling of the bleach container for sodium hypochlorite concentration.

1. Spray sample jar/container with the bleach solution, wipe down with an absorbent material, and bag it (Bag 1) before transporting to the hazard categorization (HazCat) area.
2. After the HazCat has been completed and a determination has been made, seal the lid of the jar/container with parafilm, spray with bleach solution, wipe down, place jar/container back into Bag 1, and seal the bag.
3. If the sample is to be transported to a laboratory for further analysis.
  - a. Spray the outside of bag 1 with the bleach solution.
  - b. Place Bag 1 in a plastic bag (Bag 2) and seal it.
  - c. If the sample is going to a biological laboratory, place sample Bag 2 in a Biohazard bag (Bag 3)
4. Be sure to include all necessary completed forms with the samples, such as Chain-of-Custody, Field testing/Result form, and Environmental Samples Submission Form – Biological.