

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

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ENVIRONMENTAL SAMPLES SUBMISSION FORM – BIOLOGICAL

To Be completed by the Biological Response Section Staff

Submitters 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 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 (Director, Bacterial Special Pathogens Branch - Zoonoses and Select Agent Laboratory)

Other: _____

Signature: _____ Date: ____/____/____ Time: _____ AM PM

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**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.

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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.

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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 (8.25% sodium hypochlorite) with 13 cups of water.

1. Spray sample jars with the bleach solution and allow jars to sit for ten minutes before transporting to the hazard categorization (HazCat) area.
2. Wipe down the sample jar with an absorbent material.
3. After the HazCat has been completed and a determination has been made to transport the sample, place the sample in a plastic bag (Bag 1) and seal it.
4. If the sample is to be transported to the State Laboratories Division for biological analysis:
 - a. Spray the outside of the sealed bag 1 with the bleach solution.
 - b. Place the sealed bag 1 in a plastic bag 2 (Bag 2) and seal it.
 - c. Transfer the sealed bag out of the hot zone.
 - d. Place the sealed sample bag (Bag 2) in a biohazard bag (Bag 3).

Or,

If the sample is to be transported to the University of Hawai'i for chemical analysis:

- a. Place the sealed bag 1 in a plastic bag 2 (Bag 2) and seal it.
- b. Transfer the sealed bag out of the hot zone.