

BIG HORN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

121 3rd St W
First Floor Meeting Room
Hardin, MT 59034



Members

BIG HORN COUNTY LOCAL EMERGENCY PLANNING COMMITTEE AGENDA November 13, 2023 2:00 PM

1. Roll Call
2. Approve Minutes and Supporting Documents
3. Discussion
4. Old Business
 - A. ESF Recovery Review
5. New Business
 - A. Functional Annex E. Transporting of Specimens/Samples of Immediate Concern Plan
6. Public Comments
7. Adjourn



TO: BOARD OF COMMISSIONERS
AGENDA: LEPC November 13, 2023
DATE: November 13, 2023
ITEM #:
SUBJECT: A. ESF Recovery Review

Recommendation for Action:

Staff Contact:

Background:

Discussion:

Attachments:

1. ESF_Recovery

ESF Coordinator

Big Horn County Department of Emergency Services

Support Agencies

NGOs Operating within the Big Horn County area
Additional Agencies as Determined by Individual Incident Needs

Primary Agencies

City of Hardin Government
Town of Lodge Grass Government
Big Horn County Government

Introduction

Purpose

Emergency Support Function (ESF) #14 Long Term Recovery provides a mechanism for coordinating local, state and federal support and assistance to the local governments and jurisdictions within and including Big Horn County to enable community recovery from the long-term consequences of disasters and emergencies. ESF #14 accomplishes this by identifying and facilitating the availability of sources of recovery funding and providing technical assistance for community recovery and recovery planning.

Scope

ESF #14—Long Term Recovery is activated during or following disasters or emergencies with a declaration from the city, town or county government to address significant, long term impacts to foster sustainable, whole community recovery focused on infrastructure and services critical to the community.

Individuals, government departments, agencies, private stakeholders, companies and outside NGO assistance involved in ESF # 14 will vary greatly depending on the impacts, magnitude and type of incident.

Policies

ESF #14 Policies

Big Horn County Department of Emergency Service (BHC DES) serves as the ESF Coordinator for ESF #14 throughout the disaster or emergency. BHC DES activates ESF #14 based on potential for long-term fiscal, infrastructure and/or services impacts detrimental to community welfare.

Political jurisdictions or political subdivisions affected by the disaster serve as the Primary Agencies for ESF #14. This includes all departments, agencies and associated government organizations within political jurisdictions or subdivisions.

The Director of Emergency Services, or their designee, may act in a support/coordinating manner through the long-term recovery of the whole community. The Director may perform this function with the

County, cities or town government entities to assist with the coordination between levels of government during and following an emergency or disaster. This is meant to facilitate a smooth interaction between local, county, state and federal government agencies, departments and other associated parts and does not constitute any financial support from Big Horn County other than the time and expertise of the Director of Emergency Services and personnel from the BHC DES.

Post-incident data collection for damage assessments or other needs should be coordinated through the Emergency Operations Center ESF #14 or BHC DES to minimize duplication of services and ensure congruency of information accuracy between organizations completing data collection.

Support is tailored based on the type, extent, and duration of the incident and long-term recovery period, and on the availability of resources. ESF #14 is not a funding entity but facilitates the identification, coordination, and use of resources to support long-term recovery.

ESF #14 is concentrated on addressing significant, long term impacts to foster sustainable, whole community recovery focused on infrastructure and services critical to the community.

Concept of Operations

General

ESF #14 provides the coordination mechanisms for local governments and NGO assessment of long-term recovery needs in the impacted areas.

BHC DES organizes the ESF staff and support agencies based upon the core functional areas described in succeeding paragraphs. ESF #14 organizes and provides coordination and technical support for long-term recovery of the local jurisdiction(s).

Identified long-term recovery projects focused on infrastructure and services critical to the community will be managed by the local (county, city, town, NGOs) jurisdiction with assistance from BHC DES as needed and agreed to by Big Horn County.

Support agencies will provide assistance under the Incident Command System (ICS) in place to the ESF Coordinator and Primary Agencies in line with their mission, functions and capacity.

Table 14-1. Functional Categories and Responsibilities

	ESF Primary Agency	ESF Responsibilities
Coordination		• Coordinate needs with state and federal government agencies to enhance long-term recovery efforts on behalf of the local jurisdiction and/or NGOs. • Convene multi-disciplinary recovery expertise to provide strategic guidance and planning for long-term recovery efforts. • Identify and address long-term recovery issues, including those that fall between existing mandates of departments or levels of local government. • Avoid duplication of assistance by providing a single point of

		contact to state and federal government agencies during a disaster or emergency within Big Horn County or the cities/towns within County boundaries. • Coordinate application processes and planning requirements to streamline the assistance processes and identify and coordinate resolution of policy and program issues. • Identify programs and activities across the public, private and non-profit sectors that support long-term recovery and promote coordination between programs. • Identify appropriate programs and agencies to support implementation of comprehensive long-term community planning and identify gaps in available resources. • Identify appropriate programs and agencies to support and facilitate continuity of long-term recovery activities.
Technical Support		• Work with all levels of government(s), NGOs and private sector organizations to support long-term recovery planning for impacted communities. • Strategically apply subject matter expertise to help communities recover from disasters.

Organization—Response Structure

ESF #14 operates under the direction of BHC DES. BHC DES will identify and provide a coordinator based on the assistance needed for an incident requiring the activation of ESF #14. An appropriate coordinator will be assigned based on the impacts, magnitude and type of incident and subject matter expertise appropriate to the situation.

When an incident or incidents require assistance from more than one of the ESF functions, or activation of multiple ESFs from this EOP, BHC DES may delegate leading individual functions to ad-hoc emergency employees. Ad-hoc emergency employees provide a regional point of contact that represents ESF #14 in its dealings with any EOC operations or political jurisdiction. The Director of the BHC DES may supervise ad-hoc emergency employees.

Actions and Responsibilities

Table 14-2. Actions and Responsibilities

Functional Category	Actions and Responsibilities
General	• If advanced warning is available ESF #14 may provide early identification of projects that can be quickly implemented, especially to reduce impacts to critical facilities. • Collaborates with other activated ESFs in a way that facilitates long-term recovery including assessment of impacts and needs.

Coordination	• Convenes multi-disciplinary teams to develop incident-specific action plans that support community recovery and mitigation activities and avoid the duplication of requests for government assistance. • Facilitates sharing of information among government and non-government entities as needed for long-term recovery. • Coordinates identification of appropriate programs to support implementation of long-term community recovery. • Coordinates with ESFs, governmental departments and agencies and non-governmental bodies as needed to identify long-term recovery needs specific to the needs of the affected populations and incorporate these into recovery and restoration strategies. • Facilitates recovery decision making across ESFs and political jurisdictions.
Technical Support	• May provide technical assistance to local governments (county, city, towns) in their own long-term recovery processes or interactions with State and Federal agencies as a result of a disaster or emergency as requested and available.



TO: BOARD OF COMMISSIONERS
AGENDA: LEPC November 13, 2023
DATE: November 13, 2023
ITEM #:
SUBJECT: A. Functional Annex E. Transporting of
Specimens/Samples of Immediate Concern Plan

Recommendation for Action:

Staff Contact:

Background:

Discussion:

Attachments:

1. Functional Annex E. Transporting Specimens Plan

SECTION TWO

FUNCTIONAL ANNEX E

Transport of Specimens/ Samples of Immediate Concern Plan

Revised June 2023

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1.0 OVERVIEW

1. In order to protect humans and/or livestock, a coordinated response is needed when certain communicable diseases ([Attachment 4.3](#)) or life-threatening toxins ([Attachments 4.1 & 4.2](#)) are suspected by health professionals or Law Enforcement. In the event that a specimen or sample of immediate concern is discovered in the county ***The Big Horn County Health Department would be the lead agency for coordinating collection of specimens that would be tested. This includes events of a bioterrorism and/or natural disease outbreak nature.***
2. Immediate concerns include confirming or ruling out specific illnesses (i.e. SARS, smallpox, meningococcal meningitis, etc.) or the testing of suspicious substances such as powders or gases considered being a possible threat.
3. The State Lab (1-800-821-7284) is the only Laboratory Response Network (LRN) in Montana and will provide technical assistance and consultation to local communities on:
 - a. Specimen Collection
 - b. Specimen Packing and Shipping
 - c. General Emergency Preparedness Awareness

2.0 PURPOSE

1. The purpose of this plan is to provide guidance for Local Health Jurisdictions (LHJs) in the transport of specimens of immediate concern to the Montana Public Health Laboratory located in Helena for emergency purposes.
2. Guidance is also given in the identification of organisms and chemicals that may require laboratory verification at a facility outside of Big Horn County.
3. Transport of specimens will be done as quickly as possible, using the procedures outlined in the next section.

3.0 PROCEDURES FOR USE OF DIFFERENT COLLECTION/SHIPPING KITS

1. Health Officials or Law Enforcement staff will follow established protocols for their own agency for assessment, investigation and reporting. For Biological and Chemical Threats, The Montana Laboratory Services Bureau (MTLSB) Biological and Chemical Threat Agent Testing Policy (should be followed and appears as an attachment to this transport plan ([Attachment 4.1](#)).
2. Safety of the health care provider(s) or police officer(s) will be the highest priority, and handling of the specimen and documentation of events will be done according to written procedures of the particular department involved. Additional information on procedures for handling and identifying biological and chemical agents can be found in the [Attachments section](#) of this document or on the following website:
<http://www.dphhs.mt.gov/publichealth/lab/emergencypreparedness.shtml>.

3.1 BIG HORN PUBLIC HEALTH'S ROLE IN TRANSPORTING SPECIMENS OF IMMEDIATE CONCERN

1. Big Horn County Public Health should be contacted immediately and made aware of emergencies within its jurisdiction that would necessitate transport of samples to the MT LSB. For example, if there is a water system tampering, a white powder incident, or if multiple patients are presenting to the emergency room and/or medical clinics with symptoms of chemical exposure, Public Health is familiar with what types of kits should be used and has information on where these kits are stored. ([Attachment 4.7](#))
2. In some incidents, law enforcement might be the primary agency conducting an investigation and might contact the MT LSB directly, but Public Health should also be notified and be working with law enforcement and the lab to assist in getting the appropriate kit for transport.
3. Public Health can also serve as a liaison to the MT LSB Lab.
4. The following contact information for Public Health Personnel contains both work-hour and 24/7 numbers:
 - a. Megan Spry – Environmental Health
 - 1) 406-535-7466 – CMHD work
 - 2) 406-665-8724 - BHCEH work
 - 3) 406-366-0807 – cell
 - 4) megan.spry@onechc.org
 - b. Kelsey Roebeling – Public Health Nurse/Director
 - 1) 406-665-8722 - work
 - 2) 406-679-1566 - cell
 - 3) kroebeling@bighorncountymt.gov
 - 4) FAX: 406-665-1025
 - c. Alyssa Pitsch– Public Health Emergency Preparedness Coordinator (PHEP)
 - 1) 406-665-8720 – work
 - 2) 406-598-2895 – cell
 - 3) apitsch@bighorncountymt.gov
5. DPHHS State Laboratory Number:
1-800-821-7284 - 24/7

3.2 RAPID TOXIC SCREENING KIT-CLINICAL SPECIMENS

1. ***SITUATION EXAMPLE: Multiple patients are presenting to the emergency room and/or medical clinics with symptoms of chemical exposure.***
2. Public Health should be made aware of emergencies within its jurisdiction that would necessitate transport of samples to the MTPHL. Clinical partners collect urine and whole blood for rapid toxic screening.
 - a. Big Horn County Agencies/providers who may be directly involved in the collection and shipment of clinical specimens (blood or urine) of immediate concern to the Montana Public Health Laboratory (MTPHL) @800-821-7284 or other lab identified through consultation with state health authorities are:

a) Big Horn Hospital Lab:	406-665-9205
b) IHS Hospital at Crow Agency Lab	406-638-2626
 - b. The Public Health Office has two rapid toxic screening specimen collection kits.

- 1) One box is for transporting urine
- 2) The other box is for transporting blood products.
- c. These boxes also contain packaging information provided by the MTPHL.
- d. Because the collection tubes in these kits have expiration dates, the labs will replace those tubes in the kits to assure the specimen collection is done using current supplies ([Attachment 4.1, Tab D](#)) and confer with Big Horn Public Health and MTPHL so current protocol is followed.



Rapid Toxic Screening Kit

4. Once MTPHL is notified that Public Health or a medical lab has a specimen to transport, MTPHL will send detailed instructions on how to transport. The need for Chain of Custody documentation must be determined if the specimen is transported by someone other than the collection and packaging entity. (Chain of Custody document can be found as [Attachment 4.4](#) of this document)
5. The Montana Public Health Laboratory (MTPHL) @ 800-821-7284 (or other lab identified through consultation with health authorities) is to be notified by the BHPHD office or other involved agency (i.e. law enforcement; local lab) when specimens of immediate concern are taken from a patient. Packaging of the clinical specimen should be done according to guidance provided by MTPHL (directions can be found inside the Clinical Specimen White Box provided by the MTPHL, but the box should be used only after consultation with MTPHL. MTPHL may send special instructions and packaging once they are contacted.)
6. Transportation of clinical specimens may require coordination with Law Enforcement and should be done according to MTPHL instructions.
7. The Big Horn County Sheriff's Office is to be contacted when specimens of bioterrorism potential are involved (ex. Smallpox, Anthrax).
 - a. The integrity of the site should be maintained since potential acts of terrorism are deemed a crime scene until determined to no longer be of immediate concern.
 - b. MTPHL will ship samples to CDC where they will be tested for 150 chemical agents likely to be used by terrorists.
8. Transporting options are detailed in section 3.5 of this document.
9. MTPHL coordinates any additional testing for detected agents.

3.3 DRINKING WATER EMERGENCY SAMPLING (DWES) KITS

1. **SITUATION EXAMPLE: Water supply tampering**
2. In the case of a potential water tampering incident in the public water system, Big Horn County has three DWES kits provided by MTPHL. These kits are located at the Public Health Department and the water treatment plant in Hardin, and at the Environmental Office at Crow Agency. More specific location and contact information is available in [Attachment 4.7](#) of this document.

3. Instructions for DWES kits are contained in an envelope on the kit and below:
 - a. PROCEDURES:
 - 1) **DO NOT OPEN** this kit unless you are responding to and sampling a drinking water system due to an emergency event.
 - 2) If you intend to use this kit, notify both of the following numbers for assistance:
 - a) 24/7 DPHHS State Lab at **1-800-821-7284**
 - b) DEQ PWS at **1-406-444-4400** (or after hours with DES at 406- 841-3911)
 - b. USES:
 - 1) This DWES kit is to be used for collecting necessary samples from a drinking water facility during a suspected water tampering event.
 - 2) These samples will help determine unknown contaminants that may be in the water supply. This is not for compliance and is only a preliminary attempt to determine the risk to public health.
 - 3) Necessary precautions or limitations of the water system should be practiced while the samples are being analyzed and until results are known.
 - c. PLANNING AND ASSESSMENT TOOLS:

Refer to the documents listed below and which accompany this kit for assistance in site safety and evaluation and to assist in properly responding to an unknown contaminant threat event at a water system facility.

 - 1) “Sampling Guidance for Unknown Contaminants in Drinking Water” (EPA-817-5-0-003)
 - 2) “Sampling Guide for First Responders to Drinking Water Contamination Threats and Incidents” by New England Water Works Association and EPA
 - 3) Example of Sampling Protocols (inside cooler)
 - 4) Example of Chain of Custody Form (inside cooler)
 - d. RESPONSE CONSIDERATIONS:
 - 1) Personal and site safety, evaluations and field analysis, and personal protective equipment should be considered and used.
 - 2) Please note the site and field analysis information on the lab paper work that should accompany the samples.
 - 3) For further information, refer to the reference material. Hazmat teams and law enforcement may need to be consulted and control the site with water system personnel assistance.
 - e. CONTENTS OF COOLER:
 - 1) This cooler contains the bottles and equipment necessary to sample an unknown contaminant in a water system.
 - 2) This picture shows the contents of the cooler which is followed by a list of contents and analysis that will be conducted on the bottles collected. Sampling protocols and chain of custody guidance are also included in this kit –



- 3) Sample Bottles (Must be returned to the lab)
 - a) **3-** 1 L amber glass bottles Organic Chemical Analysis Semi-Volatiles
 - b) **4-** 1 L plastic bottles Inorganic Chemical Analysis, Metals, Radiologicals
 - c) **1-** 1 gal plastic cubitainer Inorganic Chemical Analysis, Metals, Radiologicals
 - d) 1- 500 ml plastic bottle Inorganic Chemical Analysis, Nutrients
 - e) **3-** glass vials Volatile Organic Chemical Analysis
 - f) **3-** sterile 120 ml bottles Microbiological Analysis
- 4) Supplies (Must be returned to the lab)
 - a) roll of evidence tape
 - b) permanent Sharpie markers
 - c) pair of plastic safety goggles
 - d) **2-** Laminated Instruction Cards
- 5) Documentations (Must be returned to the lab)
 - a) Chain of Custody Form
 - b) Emergency Response Sampling Protocols and Request Form
- 6) Supplies (disposable)
 - a) **2-** 1 gallon Ziplock baggies
 - b) **2-** pair of medium nitrile gloves
 - c) **2-** pair of large nitrile gloves
 - d) **2-** pair of 2xl disposable coveralls

3.4 CBAT KITS – CHEMICAL/BIOLOGICAL AGENT TRANSPORT KITS

1. **SITUATION EXAMPLE: Suspicious Biological/Chemical substances or unknown samples in the field.**
2. Chemical/Biological specimens would be reported by Law Enforcement with assistance from the Big Horn County Health Department, Environmental Health Office. Phone numbers are:
 - a. Big Horn County Sheriff's Office 406-665-9798
 - b. BHPHD Environmental Health Office 406-665-8724 or 366-0807(cell)
3. **Samples would most likely be collected by:**
 - a. All Six Montana Hazmat Teams
 - b. 83rd Civil Support Team (CST)

4. Kits are pictures below along with content pictures



5. MTDPHHS instructions are on the following pages.



**MONTANA LABORATORY SERVICES BUREAU
CHEMICAL/BIOLOGICAL AGENT TRANSPORT (CBAT)
KIT
Protocol for Use**

****PLEASE READ ALL INSTRUCTIONS BEFORE USE****

1. Montana Laboratory Services Bureau (MTLSB) Notification of Suspicious Substance
 - Notify MTLSB prior to collection at **1-800-821-7284 (24/7)**
2. Use CBAT Kit for sample collection and transport device. Contact MTLSB in the event additional kits are needed.
3. Verify Inventory:
 - **Items in CBAT Kit Container A:**
 - Two (2) Hot Zone Packs, each containing the following:
 - One (1) wide-mouth, glass sample jar in a sterile pack
 - One (1) environmental sampling swab in its own packaging
 - One (1) sterile spatula (powder/solid sampling device)
 - Two (2) sterile transfer pipette (liquid sampling device)
 - Two (2) Warm Zone Packs, each containing the following:
 - One (1) plastic over pack container with screw-cap lid and absorbent pad
 - Evidence bag (Note: The warm zone pack will also serve as the evidence bag)
 - Two (2) 7-inch lengths of tamper-resistant evidence tape
 - One (1) permanent marker
 - One (1) Cold Zone Pack, containing the following:
 - One (1) protocol for use of the CBAT Kit
 - Two (2) Unknown Sample/Chain of Custody Form
 - One (1) ball-point pen
 - One (1) 7-inch length of tamper-resistant evidence tape
4. Qualified personnel will collect samples from the “Hot Zone”
 - Team member assignments will be determined prior to entry of the Hot Zone
 - Appropriate personal protective equipment (PPE) must be used by all persons in the Hot Zone and Warm Zone
 - Samples are taken in a manner to ensure minimal spillage and sample disturbance.
 - Actions to minimize contamination of the outside of the sample containers must be implemented
 - Photographs may be taken to document the process.

NOTES FOR SAMPLE COLLECTION

- I. Verify “Non-Tamper Seal” is not broken
- II. Open container and enter the following on the Unknown Sample Chain of Custody/Submission Form (COC)
 - a. Fill-in “CBAT Kit seal” observation
 - b. Fill-in CBAT Kit number (found on the bottom and/or the inside of the kit)
- III. Take the CBAT Kit into the warm zone.
 - a. Remove the HOT ZONE sample collection materials and take to the hot zone.
 - b. The A bucket and remaining contents stay in the WARM ZONE.
- IV. The person collecting the sample will use permanent marker to:
 - a. Label **all** specimen containers
 - b. Initial and date the plastic over pack container.
 - c. Initial and date evidence bag.
 - d. Initial and date all evidence tape
- V. Prepare a bottle of fresh bleach solution for **decontamination** in each zone (1:9 part bleach – water – **not provided**)

HOT ZONE – Sample Collection [PPE Required]

NOTE: DO NOT WET POWDER WITH BLEACH OR ANY SOLUTION PRIOR TO COLLECTION

****IF SAMPLE IS LIMITED, ALWAYS COLLECT WITH ENVIRONMENTAL SWAB FIRST**

I. Non-Dispersed Samples

- a. Remove the environmental sampling swab from hot zone bag and open sterile packet.
- b. Collect the sample with the swab by rolling over the surface of powder or liquid.
- c. Place the swab back into its tube.
- d. Remove safety-coated glass jar and lid from hot zone bag and open sterile container.
- e. Using spatula, collect powder/solid and place into glass jar.
- f. **Fill jar half full (1 ounce)** with sample, if possible.
 - i. If sample is liquid, use the sterile transfer pipette to collect liquid and place into glass jar. Keep in mind transfer pipettes hold limited quantities. It may take several repeats to fill the jar to desired quantity.
- g. Seal environmental sampling swab and glass jar with lid and **decontaminate** with fresh bleach solution.

II. Samples that are dispersed over a surface or are otherwise difficult to collect with a spatula or pipette may be collected using only the environmental sampling swab as described above. This shall also apply to potentially contaminated items that cannot be placed into the provided containers.

WARM ZONE – Decontamination [PPE Required]

I. Environmental Sampling Swab

- a. Place evidence tape over the edge of the tube and lid and then initial and date.
- b. Place the sampling swab tube into the Warm Zone zip-lock bag.

II. Safety Coated Glass Jar

- a. Place the “Safety Coated Glass Sample jar” into plastic over pack container with the absorbent pad.
- b. Seal the plastic over pack container with lid and **decontaminate** with fresh bleach solution.
- c. Place evidence tape over the edge of the container and lid and then initial and date.
- d. Place the plastic over pack container into the (same) Warm Zone zip-lock bag.

III. Seal the zip-lock bag and decontaminate with fresh bleach solution.

NOTE: This bag will serve as the evidence bag for the samples collected.

IV. Deliver the samples in the decontaminated Warm Zone zip-lock bag (i.e. the evidence bag) to the Cold Zone.

COLD ZONE – Preparation of Sample for Transport

Final packaging and completion of paperwork

- a. Relinquish the sample(s) in the decontaminated Warm Zone zip-lock bag to the Cold Zone custodian by signing the *Unknown Sample Chain of Custody Form (COC)* with a ball-point pen.
- b. Place the decontaminated Warm Zone zip-lock bag into the CBAT bucket A and tightly seal the lid.
- c. Place tamper-resistant evidence tape over the edge of the lid and onto the bucket. Initial and date.
- d. Coordinate transportation of the CBAT Kit with the Montana State Laboratory Point of Contact.
- e. Complete all pertinent information on the *Unknown Sample Chain of Custody Form (COC)*, including **required pre-screening results**. *NOTE: Results of any field testing may also be annotated on the form.*
- f. Relinquish custody of the sealed CBAT Kit to the transporter.
 - Ensure that the “released by” and the “received by” boxes are signed.
 - The pink copy of the *Unknown Sample Chain of Custody (COC)* may be retained by the submitter.
- g. Insert the completed copy of the *Unknown Sample Chain of Custody Form (COC)* into the re-sealable Cold Zone zipper lock bag and transport with the CBAT Kit.
- h. Unused items may be returned with the CBAT Kit. Waste should be safely disposed of by collection personnel.

6. Benefits of using CBAT kit:

- a. Standardizes the field sampling process
- b. Pre-positioned to reduce response time
- c. Limits sample size
- d. Promotes familiarization among responders
- e. Contains a Chain of Custody
- f. Incorporates a minimum of 3 layers protection
- g. Easily decontaminated and screened

3.5 TRANSPORTATION OPTIONS IN BIG HORN COUNTY

1. **Mail** - The USPS will not guarantee next day mail; however, specimens are mailed to the MTPHL on a regular basis and arrive in a timely fashion. This option should not be used with specimens of **immediate** concern unless directed by the MTPHL.
2. **FedEx** - There is a FedEx office in Billings. Arranging pick-up in Hardin is difficult, but in an emergency, packages could be taken to Billings for next day service.
3. **UPS** - A UPS pick-up can be ordered through the Billings Office
4. **Law Enforcement** - Law Enforcement will transport specimens of environmental concern obtained by Law Enforcement to the MTPHL. Law Enforcement will coordinate delivery of clinical specimens of immediate concern to the MTPHL which cannot be transported any other way. However, transit time from Big Horn County to Helena can range from 4 hours to much more depending on road conditions. Civil Air Patrol delivery may be appropriate in certain high threat situations, and could be arranged by law enforcement.
5. **Laboratory Courier Service** - Montana's Laboratory Courier Service provides specimen pick-up at several designated sites throughout Montana, Monday through Friday and Sunday, at no cost to the originating laboratory. Emergency sample transport may be arranged by calling the Public Health Laboratory at 1-800-821-7284. A courier route map and schedule are [Attachment 4.5 & 4.6](#) of this document.

3.6 HANDLING AND STORAGE OF KITS

1. All kits are stored according to the following table in [Attachment 4.7](#)
2. Until use, these sample kit coolers are stored in a warm, dry, and known location.
3. Periodically staff of DPHHS State Lab may call to verify that these kits are still in place and in good condition.
4. If this kit needs to be used for an emergency, replacements or duplicate kits are available.
5. Upon filling and preparing to transport the kits to the lab, call DPHHS State Lab 24/7 at 1-800-821-7284 to notify them of its arrival and to get advice on delivery options. Additional contact information can be found as [Attachment 4.8](#) of this document.
6. Important to note, if this cooler has been placed in a hot zone or exposed to potential contamination, it is necessary to decontaminate the outside of this cooler before transport.
7. Use all safety precautions and necessary professionals to keep everyone involved safe and healthy.

3.7 OTHER RESOURCES AND CONTACT INFORMATION

Other agencies to consider notifying or getting assistance from:	Phone:	email of web:
1. 911 (if necessary)	911	
2. MT Dept. Environmental Quality-Public Water Supply Program	406-444-4400	
3. MT DPHHS – 24/7 lab:	800-821-7284	
4. Local Law Enforcement:	406-665-7900	
5. County Law Enforcement:	406-665-9787	
5. County Fire Department (AJ Espionza)	406-679-0516	
6. County DES (Brian Mischell)	406-679-0487	
DES might decide to call:		
County Commissioners	406-665-9700	
Power Companies		
Northwestern Energy	800-371-8666	
Big Horn Electric Hardin	665-2830	
Fort Smith Substation	666-2249	
Lodge Grass	639-2341	
Suppliers (chemical/equipment)		
Local Wastewater Treatment Plant:	665-9265	
Media (public information officers):		
Brian Mischell (DES Coordinator)	679-0487	
Anna Hein (Health Officer)	670-3306	
NOAA Emergency Alert System (EMS):		
www.wrh.noaa.gov		
MT Water/Wastewater Agency Response Network:		
www.mtwarn.org		
State Disaster and Emergency Services (DES):	406-841-3911	
HAZMAT & National Guard CST Team	406-841-3911	
EPA/National Response:	800-424-8802	
US Federal Bureau of Investigation (FBI)	801-579-1400	
US Dept. Homeland Security (DHS) –		
Protective Security Advisor (PSA):	406-839-1165	
Montana All Threat Intelligence Center – criminal:	406-444-1330	
dojintel@mt.gov		
Highway Patrol	800-525-5555	
WaterISAC (Information Sharing and Analysis Center):	866-426-4722	
info@waterisac.org		
Poison Control:	800-222-1222	

4.0 ATTACHMENTS:

- 4.1 Montana Laboratory Services Bureau Biological and Chemical Threat Agent Testing Policies**
- 4.2 Biological Agents of Greatest Concern**
 - Tab A: Biological and Chemical Flow Charts**
 - Tab B: Guidance for Assessing Suspect Biological and Chemical Environmental Threats**
 - Tab C: List of Private Laboratories for Biological Testing**
 - Tab D: Collection and Shipping Instructions for Human Samples**
- 4.3 Required Reportable Conditions**
- 4.4 Change of Custody Document**
- 4.5 MT Lab Services Bureau Courier Routes Map**
- 4.6 Lab Services Bureau Courier Scheduled Stops**
- 4.7 Locations of DWES kits in Big Horn County**
- 4.8 Contacts Laboratory Services Bureau**

Attachment 4.1: Montana Laboratory Services Bureau (MTLS Biological and Chemical Threat Agent Testing Policy November 2006

1. Overview

- a. All potential biological and chemical threat samples must first be evaluated by local Law Enforcement (LE) according to local policy to determine if a *credible* threat exists.
- b. If a biological threat exists, prescreening of samples for explosive, radiological and chemical hazards is required prior to submitting the samples to MTLSB.
- c. Environmental samples that are determined to be *non-credible* biological threats by LE will not be accepted for biological testing.
- d. The complainants may arrange for biological testing at a private laboratory at their own expense (see attached list).
- e. If individuals are exposed to a suspect chemical incident, and the threat is credible, then blood and urine samples should be collected as outlined in the attached Centers for Disease Control & Prevention guidance (v.10/6/2006).
- f. Environmental samples that are a credible threat for hazardous chemicals must also be prescreened for explosive and radiological hazards prior to submission for testing.
- g. Chemical samples may be tested at MTLSB. Please consult with MTLSB regarding the feasibility of testing and sample collection criteria.
- h. All samples submitted by LE for testing of biological or chemical threat agents will be considered as evidence of a crime. After testing is completed, samples will be returned to local LE or to the FBI.

2. Organization Roles & Responsibilities

- a. Contact the Montana Disaster Emergency Services (DES) Duty Officer at **406-841-3911** to report the incident, and to do the following:
 - 1) Request assistance in evaluation of the threat
 - 2) Arrange for pre-screening of the sample by HazMat if necessary
- b. Notify local public health department. Indicate the contact person's name and telephone number on the Chain of Custody form .
- c. If the suspect object/event has been deemed "credible", notify MTLSB at **1-800-821-7284** to:
 - 1) Consult with the laboratory scientist on any sample collection procedures and/or shipping and delivery requirement
 - 2) Initiate local Chain of Custody
 - 3) Arrange for sample delivery by MTLSB courier or according to local preparedness transport protocols

Attachment 4.2: Biological Agents of Highest Concern

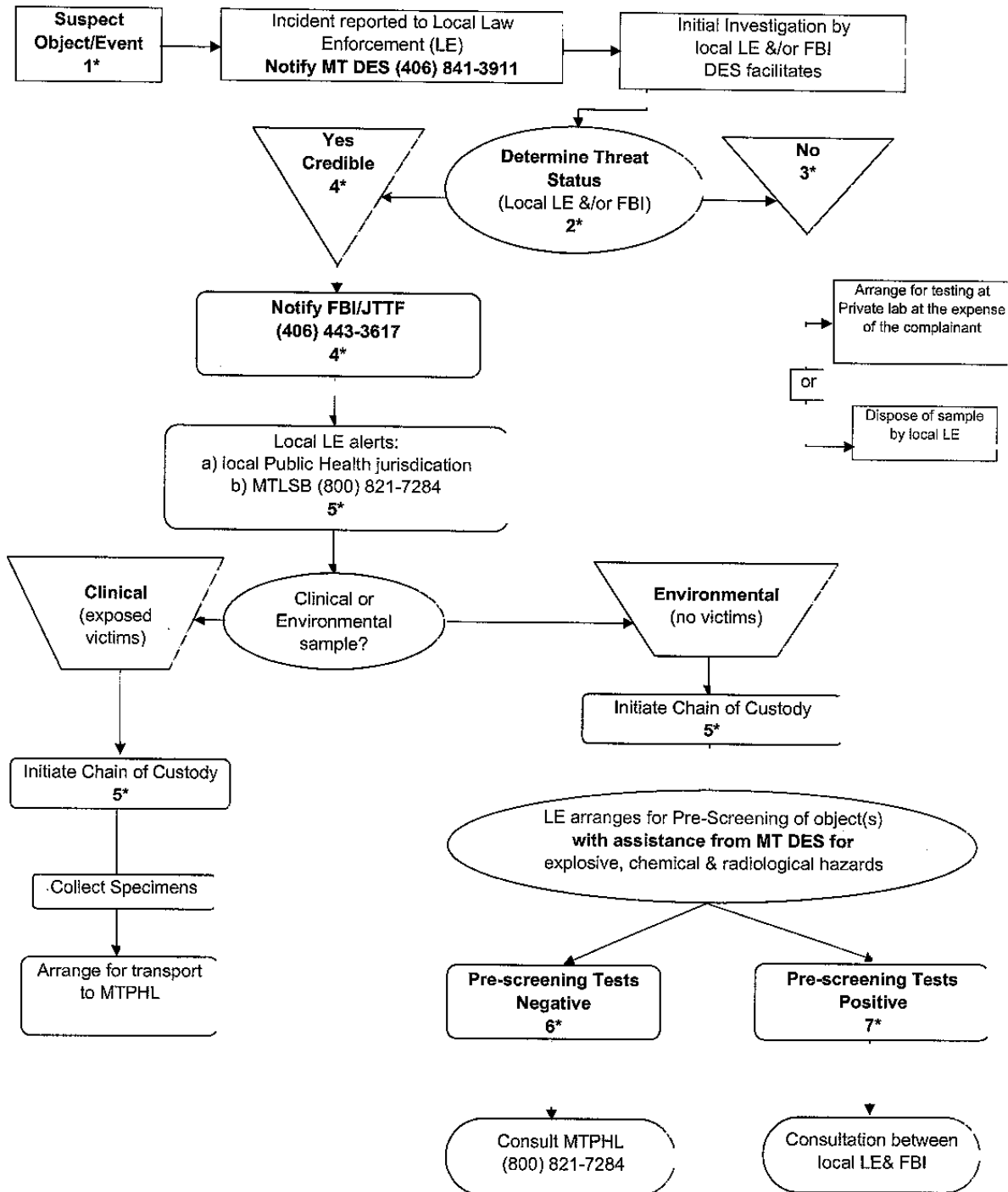
Category A	
1	Small Pox – Variola Major
2	Anthrax – <i>Bacillus anthracis</i>
3	Plague - <i>Yersinia Pestis</i>
4	<i>Botulinum</i> Toxin
5	Tularemia – <i>Fransisella Tularensis</i>
6	Hemorrhagic Fever - Filoviruses (Ebola, Marburg) - Arenaviruses (Lassa, Machupo)
Highest-Priority agents, Category A Include organisms that pose a risk because they - Can be easily disseminated or transmitted person-to-person; - Cause high mortality and subsequently have a major public health impact - Might cause public panic and social disruption; and - Require special action for public health preparedness.	

Category B	
Animal/Human Diseases	
1	Q Fever – <i>Coxiella Burnetti (Rickettsia)</i>
2	Brucellosis – <i>Brucella Species</i>
3	Glanders – <i>Burkholderia Mallel</i>
4	Alphaviruses - Venezuelan encephalomyelitis - Eastern and Western Equine Encephalomyelitis
5	Melioidosis (<i>Burkholderia pseudomallei</i>)
6	Psittacosis (<i>Chlamydia psittaci</i>)
7	Typhus Fever (<i>Rickettsia prowazekii</i>)
Toxins	
1	Ricin Toxin from <i>ricinus communis</i> (Castor beans)
2	Epsilon Toxin of <i>Clostridium perfringens</i>
3	<i>Staphylococcus enterotoxin B</i>
Foodborne or Waterborne	
1	<i>Salmonella Species</i>
2	<i>Shigella dysenteriae</i>
3	<i>Escherichia Coli</i> 0157:H7
4	<i>Vibrio Cholerae</i>
5	<i>Cryptosporidium parvum</i>
Category B Includes agents that are - Moderately easy to disseminate - Cause moderate morbidity and low mortality; and - Require specific enhancements of CDC	

Category C	
1	Nipah virus
2	Hantaviruses
3	Tickborne hemorrhagic fever viruses
4	Yellow fever virus
5	Multi-drug resistant Mycobacterium Tuberculosis
Category C Includes emerging pathogens that could be engineered for mass dissemination because - Availability - Ease of production and dissemination - Potential for high morbidity and mortality and major health impact	

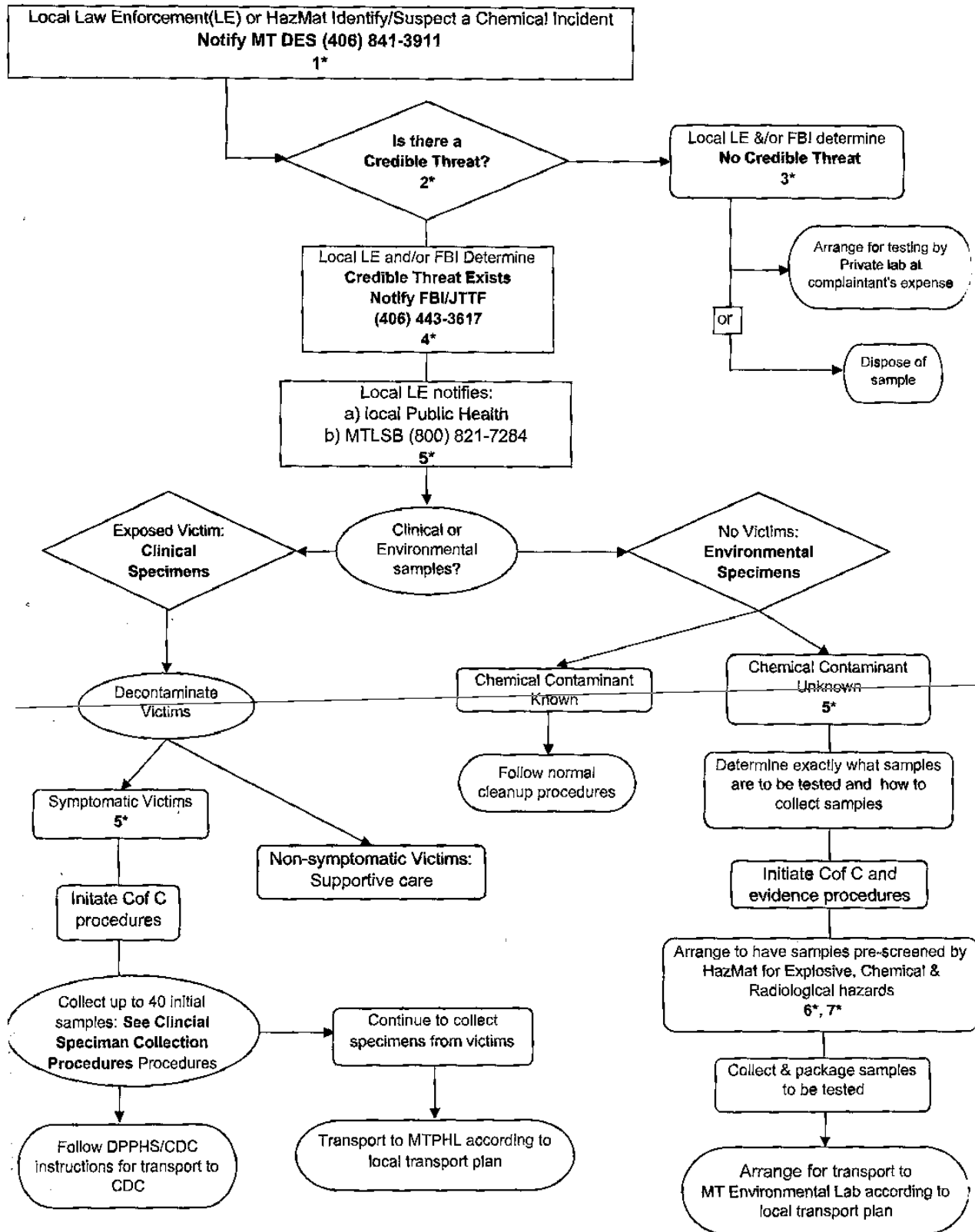
Tab A: Biological and Chemical Flow Diagrams

Procedures for Handling Suspect Biological Threat Samples



*See "Guidance for Assessing Suspect Biological or Chemical Environmental Threats"

Procedures for Handling Suspect Chemical Threat Samples



See "Guidance for Assessing Suspect Biological or Chemical Environmental Threats"

Tab B: Guidance for Assessing Suspect Biological or Chemical Environmental Threats

INTENT: The following general guidance is intended to assist first responders, including law enforcement, fire departments, and public health, who may be involved in assessing or providing information to others about whether or not a suspicious object or event presents a “credible threat”.

Finding	Definition/Action Items
1 Suspicious object or event	• Declared by a perpetrator: e.g., an object(s) alleged to contain an agent which will expose those opening it and those in the vicinity • Advance indication (Overt): something might occur as it has been suspected or recognized elsewhere • No announcement (Covert): detection depends on preparedness and education training ; includes a high index of suspicion to consider something unusual and a willingness to communicate concern to appropriate personnel for consideration
2A Person responding to object or event	Evaluate situation: • Is anyone at the scene a likely target of a threat? • Is there a logical explanation for the presence of the item(s) causing concern? • If there is a spill, does anyone on site remember anyone spilling something? • Did anyone witness the arrival of a suspicious item? Was it a usual source of delivery (FedEx, UPS)? Was it received in the usual manner? • Is there a phone number available to call the sender of the item and find out what was enclosed? Is the sender someone you usually get mail from?
2B If there is powder on or in the mail item and: • the item is not suspicious for a bomb, • the sender is known, • there is no articulated threat	• Recommend that the caller contact the sender for an explanation. • Powdery materials are frequently found on mail because mail picks up dust in mailrooms, mail boxes, trucks, and sorting facilities. Envelopes shred tiny flakes of paper when sliced or torn open or dried correction fluid flakes off. Commercial printers and bulk mailers use powdery material, including corn starch to keep pages, envelopes and magazines from sticking together.
2C Important information to give to complainant and others potentially exposed depending on the situation	• Do not touch, shake or empty the contents • If anything spills out, do not try to clean it up • Do not sniff, touch or taste it • Cover any spilled contents with paper or waste basket so it will not be disturbed by air or movement around it

	• If no visible powder, leakage or oily film, you might instruct caller to put each object in a separate plastic bag or container and place it on a stable surface depending on the situation • Use a separate bag for each object of concern; Law Enforcement (LE) will help with labeling, if necessary, during the investigation • Prevent others from coming near the area; leave the room and close door if available. Remember, this could be a crime scene • Anyone who handled the item is to wash their hands well with soap and water; blow your nose to clear your nasal passages; dispose of the tissue in plastic bag, if possible. Wash your hands again. If any material spilled out onto clothing, further decontamination will be necessary. • Complainant or supervisor should provide a list of all people in the area and give to LE
2D At the scene , the first responder (LE or Fire Department (FD) will:	• Secure the scene (SOP), • Prevent exposure to additional persons, • Perform an initial scene assessment. • could decide the potential severity (moderate to high risk) of the situation • requires an Incident Command according to your local Emergency Response Plan, and • undertake the following actions until information obtained indicates that a lesser response is safe: • Establish hot, warm, and cold zones • Determine appropriate level of PPE • Deny entry to scene and preserve evidence for each individual object(s) • Shut down air handling and any mail processing machinery if needed • Isolate exposed individuals – proceed as in FD and EMS SOP • Decontaminate individuals and transport to hospital if necessary (FD and EMS • have standard SOP) • Ongoing evidence collection • Scene decontamination if necessary
2E Suspicious characteristics Local LE does initial screening and risk assessment to identify whether the suspect object(s) is a credible threat. FBI can assist in joint assessment	• Threatening letter and/or history of threatening letters • An articulated threat, either explicit or implied • Item is suspicious for a bomb or other hazards (ticking, wires visible, unexplained material leaking from package) • Threatening phone call related to suspicious object • Unexpected delivery; fictitious or no return address • Unusual point of origin; possibly mailed from a foreign company

- Excessive postage; postmarked location doesn't match return address
 - No postage or no canceling of postage stamp
 - Misspelled word(s), particularly a common word or place
 - Poor handwritten or typed address; cut and paste lettering
 - Marked with restrictive endorsement; e.g., "Personal" or "Confidential"
 - Lopsided or uneven envelope/packaged item
 - Excessive weight, rigid or bulky
 - Excessive security material; e.g., tape or string
 - Package is hand-wrapped so can only be opened one way
 - Small holes; vapor, dust/powder
- 3 **Suspect object(s)/event determined
 NOT to be credible threat**
- If there is ***not* an articulated threat** (explicit or implied) and if the item is:
- not suspicious for a bomb (e.g. ticking, protruding wires or foil, or unexplained material leaking from package)
 - no powder or other foreign material Present
 - the caller is concerned only because the mail item is unfamiliar to them
- 4 **Credible threat is evident and involves a
 immediately biological or chemical agent**
- 5 The following are necessary actions for LE when an incident has been **ruled a CREDIBLE THREAT** of probable biological or chemical nature.
- Please consult the MTL SB at (406) 444-3444 or (800) 821-7284 for sample packaging instructions or any other questions.
- Recommend that the caller place the item in a plastic bag and discard it
- Complainant may arrange for testing of a *biological* sample at a private laboratory, at the expense of the complainant
- Local LE may dispose of the sample according to appropriate cleanup procedures
- Chemical* samples may be accepted at the State of Montana Environmental Laboratory at the laboratory's discretion or at a private chemical laboratory.
- Specific samples to be tested must be identified
 - Specific analyses must be requested in consultation with the State of Montana Environmental lab
 - Testing expenses are the sole responsibility of the complainant
- **FBI Joint Terrorism Task Force (JTTF) is to be notified at (406) 443-3617**
- FBI can help LE with a joint assessment and advise LE if FBI involvement is necessary.
- Notify the local public health (PH) department:
 - Document on Chain of Custody (C of C) form
 - PH can help with immediate antibiotic post-exposure prophylaxis for exposed individuals, specimen handling and transport, surveillance, health information and with communication with the public.
 - Collect evidence to be submitted for testing; collector must sign C of C
 - *Double bag* each *biological* object(s); seal with evidence tape; initial and date tape; include absorbent material; attach Biohazard label
 - *Triple bag* each *chemical* object(s); seal with evidence tape;

Items submitted to the MTLBSB *must* be pre-Screened for explosives, chemicals (volatiles) and radiological materials.

- initial and date tape; include absorbent material; attach Biohazard label
- Do not submit any material other than that to be tested
- Attach C of C form to the outside of the sample container
- Arrange for pre-screening of object(s) with assistance from MT DES
- Identify exactly what the sample should be tested for. Multiple samples will contaminate each other and compromise analytical testing. Samples whose integrity has been compromised will *not* be accepted for testing.
- Include completed MTPHL Requisition form for clinical specimens

6 Pre-screening tests are all Negative

- LE and HazMat sign appropriate line on C of C form
- With PH, arrange for transport of sample to MTPHL according to the local transport plan
- Notify MTPHL of the approximate time of arrival; (800) 821-7284
- Sample is signed over on the C of C form to a laboratory scientist at MTPHL

When testing is completed, LE will arrange for pick up of the evidence.
Chain of Custody form acknowledges LE is the final recipient of the evidence.

7 One or more of the Pre-screening tests are Positive

Local LE, local and state public health officials, and FBI consult on the next step.

Tab C: List of private laboratories for biological testing

The following is a list of private laboratories who will accept specimens for testing of suspect *biological* agents. The complainant is responsible for contacting the laboratories, making arrangements for sample transport, and for all financial obligations to the private laboratory.

Micro Test Laboratories, Inc.

104 Gold Street
P.O. Box 848
Agawam, MA 01001
(800) 631-1680
<http://www.anthraxtestingservices.com>

Aerobiology Laboratory Associates, Inc.

102 F Woodwinds Industrial Court
Cary, North Carolina 27511
(919) 463-0522
<http://www.aerobiology.net>

Microbe Inotech Labs, Inc.

12133 Bridgeton Square
St. Louis, Missouri 63044-2616
(800) 688-9144
<http://www.microbeinotech.com>

Walter H. Carter, Inc

1927 Sourwood Drive
Dalton, GA 30720
706) 278-3202
<http://www.healthyairquality.com/wcanthrax.htm>

Pure Air Control Services

4911 Creekside Drive, Suite C
Clearwater, FL 33760
(800) 422-7873
<http://www.pureaircontrols.com/anthraxtest.htm>

Tab D: Collection and shipping instructions for human samples to MTPHL (same as to CDC)

Instructions for Shipping Blood Specimens to CDC after a Chemical-Exposure Event

Guidance in Accordance with Packaging Instructions International Air Transport Authority (IATA) 650 Biological Substance Category B
For detailed instructions see CDC's Shipping Instructions for Specimens Collected from People Who May Have Been Exposed to Chemical-Terrorism Agents.

1



Place purple- and gray- or green top tubes by patient number into gridded-type box lined with an absorbent pad. If using an alternative packaging method, pack all tubes from the same patient together while preventing tube-to-tube contact.

2



Seal gridded box or alternative secondary container with one continuous piece of evidence tape. The individual making the seal must initial half on the tape and half on the packaging.

3



Wrap gridded box in absorbent pad and tape to seal. Seal gridded box or alternative container inside a Saft-Pak clear inner, leak-proof polybag (or equivalent).

4



Place the sealed Saft-Pak inner leak-proof polybag (or equivalent) inside a white Tyvek® outer envelope (or equivalent). **Note: If primary receptacles do not meet the internal pressure requirement of 95 kPa, use compliant secondary packaging material.**

5



Seal the opening of this envelope with a continuous piece of evidence tape. Write initials half on the evidence tape and half on the envelope.

6



Use polystyrene foam-insulated, corrugated fiberboard shipper to ship boxes to CDC. Place absorbent material in the bottom of the shipper.

7



Place refrigerator packs in a single layer on top of the absorbent material.

8



Place the packaged specimens in the shipper. Use cushioning material to minimize shifting while box is in transit. Place additional refrigerator packs on top of samples.

9



Place the blood shipping manifest in a sealable plastic bag and put on top of the sample boxes inside the shipper. **Keep your chain-of-custody documents for your files.** Place lid on the shipper.

10



Secure the shipper lid with filamentous shipping tape. Place your return address in the upper left-hand corner of the shipper top and put the CDC Laboratory receiving address in the center.

11



Add the UN 3373 label and the words "Biological Substance Category B" on the front of the shipper. UN 3373 is the code identifying the shipper's contents as "Biological Substance, Category B."

12



Send shipment via FedEx to:
Centers for Disease Control and Prevention
Attn: Jacob Wamsley
4770 Buford Hwy.
Building 110 Loading Dock
Atlanta, GA 30341
(770) 488-7263

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CDC Specimen-Collection Protocol for a Chemical-Exposure Incident

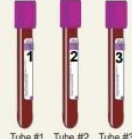
See "Chemical Agents: Shipping Instructions for Specimens Collected from People who May Have Been Exposed to Chemical Agents" http://emergency.cdc.gov/labissues/specimens_shipping_instructions.asp

Collect blood and urine samples for each person involved in the chemical-exposure incident.

Note: For children, collect only urine samples unless otherwise directed by CDC.

Blood-Sample Collection

For each person, collect blood in glass or plastic tubes in the following order: 1st: collect specimens in three (3) EDTA (purple-top) 4 mL or larger plastic or glass tubes; 2nd: collect another specimen in one (1) gray- or green-top tube. Collect the specimens by following the steps below:

1 Collect a minimum of 12 mL of blood in three (3) 4 mL or larger glass or plastic tubes. If using 3 mL tubes, use four tubes.  Do not use gel separators.	2 Mix contents of tubes by inverting them 5 or 6 times.  Tube #1 Tube #2 Tube #3 Label tubes in order of collection. #1, #2, #3	3 Place bar-coded labels on each tube, so that when the tubes are upright, the barcode looks like a ladder.  Tube #1 Tube #2 Tube #3 Store samples at 1°C to 10°C. Do not freeze.
4 After collecting samples in the purple-top tubes, collect one (1) sample in a gray- or green-top tube (gray-top tube shown). Allow the tube to fill to its stated capacity.  Do not use gel separators.	5 Mix contents of the tube by inverting it 5 or 6 times. 	6 Place bar-coded labels on the tube, so that when the tube is upright, the barcode looks like a ladder.  Store samples at 1°C to 10°C. Do not freeze.

Urine-Sample Collection

For each person, collect 40 mL- 60 mL of urine in a screw-cap urine cup.



Label the urine cup with the appropriate bar-coded label as shown. Indicate on the cup how the sample was collected if the method was other than "clean catch" (i.e., catheterization).

Freeze samples (optimally at -70°C).



Place bar-coded labels on all cups so that when the cup is upright, the barcode looks like a ladder.

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Urine Collection Protocol:

Universal (Standard) Precautions should be adhered to as defined in the **OSHA Blood-borne Pathogens Standard (29 CFR 1910.1030)**.

Supplies needed for Urine Collection:

- 120 mL sterile specimen collection cup to collect urine specimen
- Disposable gloves
- Urine specimen storage Boxes for transportation

Pre-Urine Collection:

- Place patient ID labels on specimen collection cup so that when the urine cups are upright, the barcode looks like a ladder.



Urine Collection:

Instruct each patient to do the following for urine collection:

1. Hands should be washed with soap and water
2. Do not remove the cap from the urine cup until ready to collect
3. Refrain from touching the inside of cup or cap at any time
4. Collect 40-60 mL of urine in the cup
5. Recap the urine cup

Please note:

In order to maintain sample integrity the specimen must be collected in as sterile and dust-free environment as possible. After collection immediately secure the cap on the cup and transfer the sample to at least -20° C cold storage freezer.

Shipping Instructions:

Materials for urine samples Shipment to CDC:

- Styrofoam shipping containers with outer cardboard liner (insulated shippers)
- DOT compliant labels (UN3373, UN 1875)
- Gridded specimen storage boxes with urine samples placed neatly inside
- Zipper bags or Biohazard plastic bags large enough for individual specimen storage boxes to be placed inside
- Small absorbents
- Rubber Bands (2 bands per specimen box)
- Dry Ice (fill shipper as full as possible, do not exceed 50 pounds)
- Completed FedEx Airbill

1) Shipping Labels

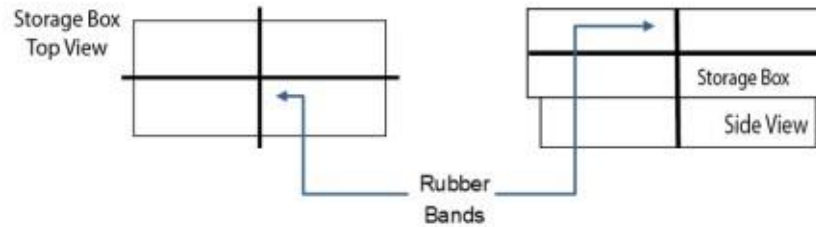
Do not cover any of the Up-Arrows already printed on the shippers. This could result in the shipment being rejected. Do not cover the labels.



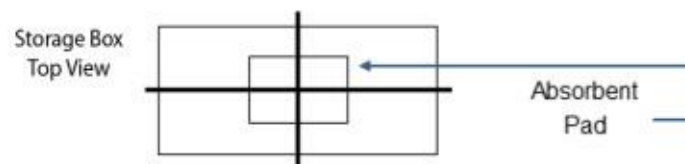
Figure 1: Shipping Labels; a. Keep Frozen Label (for shipments with dry ice); b. UN3373 Biological Substance Cat. B; c. Dry Ice Label (Record weight in kilograms of just dry ice & sender/receiver addresses filled out); e. OVERPACK Label (refers to the Styrofoam box inside of another box), f. Up-Arrow label

2) Steps to prepare shipment

1. Wrap 1 rubber band horizontally along the Specimen box and 1 rubber band vertically
i. This will create a (+) design on top and ensures the box stays closed during shipping



2. Place an absorbent underneath the overlapping rubber bands on top of the specimen boxes



3. Place specimen filled storage boxes inside biohazard bag and seal bag securely shut



4. Place bagged specimen boxes inside Styrofoam shipper neatly so that the samples will likely remain in an upright position as they travel. Add dry ice to keep the samples frozen during transportation.



5. Be sure to include a paper manifest documenting the samples being sent.

6. Package is to be sent Priority Overnight; Ship only Monday-Wednesday, NOT over the Weekend or Federal Holiday.
7. Send an email to Sample Logistics (ncehsamplelogistics@cdc.gov / wvg4@cdc.gov) and the CDC coordinating staff member to inform them of the package's expected arrival date and **attach an electronic copy of the manifest.**
8. The electronic manifest should include the following information: Specimen ID, any local ID (additional ID in the vial, if applicable), sample matrix, Box#, Position within the box, sample volume, collection date-if available, analytes to be measured (if available), any other pertinent comment.

Specimen ID	Local ID (if any)	Matrix (urine, whole blood, serum, plasma, CSF, etc.)	Box #	Position in Box	Volume (mL)	Collection Date

Analytes to be measured	Any pertinent comments (hemolyzed sample, clotted sample, etc.)
Choose an item.	

Shipping Address:

CDC Warehouse
3719 N Peachtree Road
Chamblee, GA 30341
ATTN: Sample Logistics – Sina De Leon
Chamblee Building 109, Room 1312B
Phone: 770-488-7227, Fax: 770-488-4301
Email: ncehsamplelogistics@cdc.gov / wvg4@cdc.gov

Instructions for Shipping Urine Specimens to CDC after a Chemical-Exposure Event

Guidance in Accordance with Packaging Instructions International Air Transport Authority (IATA) 650 Biological Substance Category B
For detailed instructions, see CDC's *Shipping Instructions for Specimens Collected from People Who May Have Been Exposed to Chemical-Terrorism Agents*.

 1	 2	 3	 4	 5
Use a gridded box or individually wrapped cups sealed with evidence tape to separate urine cups. Place absorbent material in the bottom of the box and insert the cups.	Use one continuous piece of evidence tape to seal the gridded box or Saf-T-Pak inner leak-proof polybag (or equivalent) containing wrapped urine cup(s). Write initials half on the evidence tape and half on the box or bag.	Wrap the gridded box with absorbent material and secure with tape. Seal the box inside a Saf-T-Pak inner leak-proof polybag (or equivalent).	Place the sealed Saf-T-Pak inner leak-proof polybag (or equivalent) inside a white Tyvek® outer envelope (or equivalent). <i>Note: If primary receptacles do not meet the internal pressure requirement of 95 kPa, use compliant secondary packaging materials.</i>	Seal the opening of this envelope with a continuous piece of evidence tape. Write initials half on the evidence tape and half on the envelope.
 6	 7	 8	 9	 10
Use polystyrene foam-insulated, corrugated fiberboard shipper to ship boxes to CDC. Place absorbent pad in the bottom of the shipper.	Place a layer of dry ice in the bottom of the shipper on top of the absorbent material. DO NOT use large chunks or flakes of dry ice.	Place the packaged urine cups in the shipper. Use absorbent material or cushioning material to minimize shifting while box is in transit. Place additional dry ice on top of samples.	Place the urine shipping manifest in a sealable plastic bag and put on top of the sample boxes inside the shipper. Keep your chain-of-custody documents for your files. Place id on the shipper.	Secure the outer container lid with filamentous shipping tape. Place your return address in the upper left-hand corner of the shipper top and put the CDC Laboratory receiving address in the center.
 11	 12	 13	Send shipment via FedEx to: Centers for Disease Control and Prevention Attn: Jacob Wamsley 4770 Buford Hwy. Building 110 Loading Dock Atlanta, GA 30341 (770) 488-7263	
Add the UN 3373 label and the words "Biological Substance Category B" on the front of the shipper. UN 3373 is the code identifying the shipper's contents as "Biological Substance, Category B."	Place a Class 9/UN 1845 label on the front of the shipper. This label for dry ice MUST indicate the weight of dry ice (in kg) in the shipper and the proper name (either dry ice or carbon dioxide, solid).			

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Attachment 4.3: Required Reportable Diseases

Big Horn County Health Department Infectious Diseases
809 North Custer Ave.
Hardin, MT 59034

Report Conditions Immediately

Report suspected or confirmed cases by faxing 406-665-1025 or calling 406-665-8720
After Business Hours 406- 679-1566 (Kelsey-Public Health Nurse)
or 406-366-0807 (Megan-Environmental Health).
If unavailable call (406)444-0273 24/7.

Reporting Communicable Diseases in Montana

Montana health care providers are required to report cases of the following conditions to their county health department per ARM 37.114.201 . This reporting falls within HIPAA medical privacy exceptions for release of information. Reporting patients with the conditions below does not require patient consent. Reporting enables public health officials to conduct follow-up on cases of significance, and to identify outbreaks or emerging health concerns. Additionally reportable is any unusual incident or unexplained illness or death in a human or animal with potential human health implications, per ARM 37.114.203.

Acquired Immune Deficiency Syndrome (AIDS)

Anaplasmosis

Anthrax^①

Arboviral diseases, neuroinvasive and non-neuroinvasive^①
(California serogroup, Chikungunya, Eastern equine encephalitis, Powassan, St. Louis encephalitis, West Nile virus, Western equine encephalitis, Zika virus infection)

Arsenic poisoning (urine levels ≥ 70 micrograms/liter total arsenic ≥ 35 micrograms/liter methylated plus inorganic arsenic)

Babesiosis

Botulism (infant, foodborne, other, and wound)^①

Brucellosis^①

Cadmium poisoning (blood level ≥ 5 micrograms/liter or urine level ≥ 3 micrograms/liter)

Campylobacteriosis

Candida auris^①

Chancroid

Chlamydia trachomatis infection

Coccidioidomycosis

Colorado tick fever

Coronavirus Disease 2019 (COVID-19)

Cryptosporidiosis

Cyclosporiasis

Dengue virus infection

Diphtheria^①

Ehrlichiosis

Escherichia coli, Shiga-toxin producing (STEC)^①

Gastroenteritis outbreak

Giardiasis

Gonorrheal infection

Granuloma inguinale

Haemophilus influenzae, invasive disease^①

Hansen's disease (leprosy)

Hantavirus Pulmonary Syndrome/infection^①

Hemolytic Uremic Syndrome, post-diarrheal

Hepatitis A, acute

Hepatitis B, acute, chronic, perinatal

Hepatitis C, acute, chronic, perinatal

Human Immunodeficiency Virus (HIV)

Influenza (including hospitalizations and deaths)^①

Lead levels in a venous blood specimen at any level

Lead levels in a capillary blood specimen ≥ 3.5 micrograms per deciliter in a person less than 16 years of age

Legionellosis

Leptospirosis

Listeriosis^①

Lyme disease

Lymphogranuloma venereum

Malaria

Measles (rubeola)^①

Melioidosis^①

Meningococcal disease (*Neisseria meningitidis*)^①

Mercury poisoning (urine level ≥ 10 micrograms/liter or urine level ≥ 10 micrograms/liter elemental mercury/gram of creatinine or blood level ≥ 10 micrograms/liter elemental, organic, and inorganic mercury)

Monkeypox

Mumps

Pertussis

Plague (*Yersinia pestis*)^①

Poliomyelitis^①

Psittacosis

Q Fever (*Coxiella burnetii*), acute and chronic
(Including exposure to a human by a species susceptible to rabies infection)

Rubella, including congenital^①

Salmonellosis (including *Salmonella typhi* and paratyphi)^①

Severe Acute Respiratory Syndrome-associated Coronavirus (SARS-CoV) disease^①

Shigellosis^①

Smallpox^①

Spotted fever rickettsiosis

Streptococcus pneumoniae, invasive disease

Streptococcal toxic shock syndrome (STSS)

Syphilis

Tetanus

Tickborne relapsing fever

Toxic shock syndrome, non-streptococcal (TSS)

Transmissible spongiform encephalopathies
(including Creutzfeldt Jakob Disease)

Trichinellosis (Trichinosis)^①

Tuberculosis^① (including latent tuberculosis infection)

Tularemia^①

Varicella (chickenpox)

Vibrio cholerae infection (Cholera)^①

Vibriosis^①

Viral hemorrhagic fevers

Yellow fever

Outbreak in an institutional or congregate setting

Attachment 4.4: Chain of Custody Document (in hard copy as well)

TO BE COMPLETED BY COLLECTION SITE PERSONNEL		FOR LABORATORY USE ONLY	
Name and Title of Person Requesting Testing:		Case Number (yyyymmddtime)	
CBAT Kit Seal: Was the seal on the outer container of this kit intact before you opened it? ☐ Yes ☐ No		#:	Chemical Lab #: Kit Number
Date of sample collection:	Time of sample collection:		
Collection location (city and site):			
Collection location contact person:		Contact person telephone number:	
Description of Sample:			
SAMPLE RISK ASSESSMENT FOR TRANSPORTATION			
Is this sample involved in a known threat?		☐ YES	☐ No
Have any symptoms been exhibited from exposure to this sample?		☐ YES	☐ No
If yes, describe symptoms:			
CST/HAZMAT SCREENING			
Radiation screen results above background	☐ YES	☐ No	☐ Not Performed
Explosive screen results	☐ Positive	☐ Negative	☐ Not Performed
Hazmat ID screen results:			

Montana Department of Public Health and Human Services
Laboratory Services Bureau
1400 E. Broadway W.F. Cogswell Building
Helena, MT 59601
(800) 821-7284 FAX (406) 444-1802

UNKNOWN SAMPLE CHAIN OF CUSTODY/SUBMISSION FORM (page 1)

Montana Department of Public Health and Human Services
Laboratory Services Bureau

1400 E. Broadway W.F. Cogswell Building
Helena, MT 59601
(800) 821-7284 FAX (406) 444-1802

FOR LABORATORY USE ONLY	
Case Number (yyyymmddtime)	
Biological Lab #:	Chemical Lab #:

UNKNOWN SAMPLE CHAIN OF CUSTODY/SUBMISSION FORM (page 2)

CHAIN OF CUSTODY TRANSFERS			
Date and Time	Released by	Received by	Purpose of Change of Custody
	Signature	Signature	
	Name, Title	Name, Title	
	Signature	Signature	
	Name, Title	Name, Title	
	Signature	Signature	
	Name, Title	Name, Title	
	Signature	Signature	
	Name, Title	Name, Title	
	Signature	Signature	
	Name, Title	Name, Title	
	Signature	Signature	
	Name, Title	Name, Title	
	Signature	Signature	
	Name, Title	Name, Title	
	Signature	Signature	
	Name, Title	Name, Title	

Final Disposal Action

☐ Released to: _____

☐ Destroyed: _____

Date Signature

Name, Title

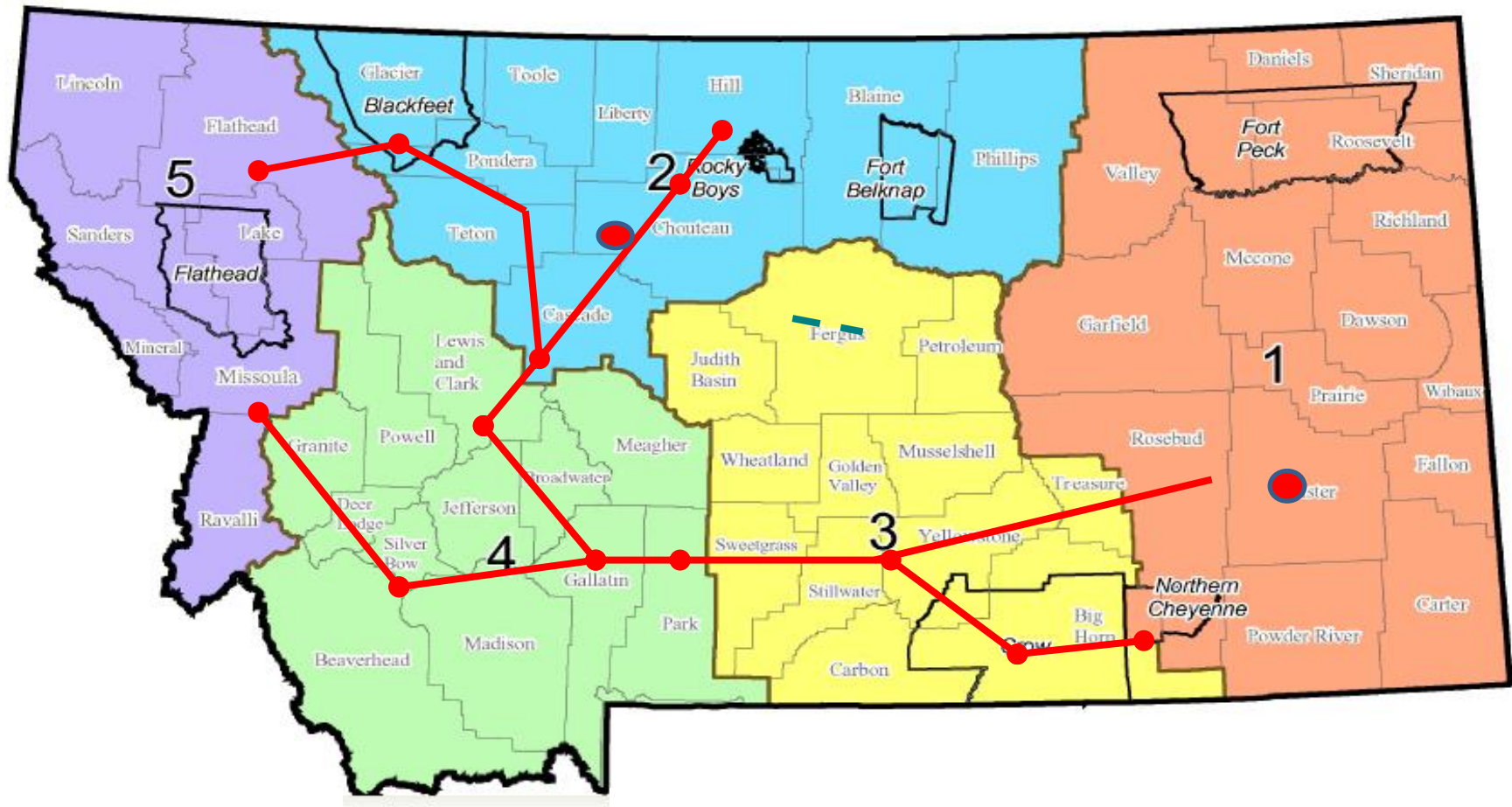
Witness to Destruction of Article(s)

The article(s) listed above were destroyed by the evidence custodian, in my presence, on the date indicated above.

Name, Title

Signature

Attachment 4.5: Map of Courier Routes in Montana – updated July 2012



Attachment 4.6 Lab Services Bureau Courier Scheduled Stops (800)821-7284

CITY	FACILITY	PICK UP TIME	FACILITY CONTACT NUMBER
Billings 2800 10th Ave N.	Billings Clinic Laboratory	5:00 pm M-F 11:00 am Sunday	657-4060 (main lab) Hosp 238-2500
Billings 1233 N. 30th	St. Vincent Healthcare	4:45 pm M-F 11:30 am Sunday	Receipt & Distribution Lab 237-8060
Bozeman 915 Highland	Bozeman Health	4:00 pm M-F 2:15 pm Sunday	Specimen Processing 585-1010 x 2119
Browning 760 N. Piegan Street	Blackfeet Community Hospital	11:15 am M-F 8:30 am Sunday	Lab 338-6112
Butte 400 S. Clark	St. James Community Hospital	5:45 pm M-F 3:45 pm Sunday	Lab 723-2600
Crow Agency Hwy 212	Indian Health Service	4:00 pm	Lab 638-3376
Deer Lodge 400 Conely Lake Rd	Montana State Prison	2:20pm	415-6126 Main
Great Falls 1101 26th St. South	Benefis Healthcare - East	4:00 pm M-F 4:00 pm Sunday	Lab 455-5435
Havre 20 13th Ave. West	Northern Montana Hospital	1:15 pm M-F 2:00 pm Sunday	Lab 262-1235
Kalispell 75 Claremont St Suite D	Logan Health Laboratory	1:00 pm Sunday	752-7923 Ask for Laboratory
Kalispell 310 Sunny View Lane	Kalispell Regional Medical Center	12:30 pm	Send Out – 751-6770
Lame Deer 100 Cheyenne Ave	Indian Health Service	3:15 pm	Lab 477-4486
Livingston 320 Alpenglow Ln	Livingston Healthcare	7:30 pm M-F 1:15 pm Sunday	Lab 222-3541
Miles City 2600 Wilson St	Holy Rosary Healthcare	3:00 pm M-F will call- 9:15 am Sunday	233-2600
Missoula 2827 Fort Missoula Rd	Community Medical Center	9:00 pm M-F 3:45 pm Sunday	Lab 327-4077

Missoula 500 West Broadway	St. Patrick's Hospital	9:00 pm M-F 3:45 pm Sunday	Lab 329-5838
Warm Springs 300 Garnet Way	Montana State Hospital	2:20 pm M-F	693-7000
Lewistown 408 Wendell Ave	Central Montana Medical Center	10:00 pm	535-7711

Attachment 4.7 – Location of DWES, Rapid Toxic Screening, and CBAT Kits

DWES KIT #	AGENCY	First Name	Last Name	PHONE NUMBER	STORAGE LOCATION Building, Room #	Street	City	Zip Code	E-mail
#85	Big Horn County Public Health	Megan	Spry	406-366-0807	Big Horn Co. Sanitarian's Office	809 N Custer Ave,	Hardin	59034	megan.spry@onechc.org
#113	CITY OF HARDIN	Trevor	Lautt	406-598-2802	Water Treatment Plant	401 N. Cheyenne,	Hardin	59034	citywater@hardinmt.com
*100 unknown	CROW AGENCY	Bailey	Chalfant	(406) 638-3474	Unknown	1 Hospital Road	Crow Agency	59022	bailey.chalfant@ihs.gov
Rapid Toxic Screening Kit									
unknown	Big Horn County Public Health	Kelsey	Roebling	406-665-8722	Unknown	809 N Custer Ave	Hardin	59034	
unknown	Big Horn County Public Health	Kelsey	Roebling	406-665-8722	Unknown	809 N Custer Ave	Hardin	59034	
CBAT Kits									
#171	Big Horn County Public Health	Megan	Spry	406-366-0807	Sanitarian's Office	809 N Custer Ave	Hardin	59034	megan.spry@onechc.org
#013	Big Horn Hospital-Lab	Will	Peterman	406-665-9226	Open Cabinet in front of Lab Office	17 N. Miles Ave.	Hardin	59034	wpeterman@bighornhospital.org

DPHHS LABORATORY SERVICES BUREAU

800-821-7284

(24 hours/7days wk)

Website www.lab.hhs.mt.gov

e-mail: mtphl@mt.gov

FAX 406-444-1802

Laboratory Emergency Preparedness

LIMS Team – Laboratory Information System

406-444-3444 HHSLIMS@mt.gov

Donna Jo Hosmer – Quality Assurance & Safety/Biosafety

406-444-5941 dhosmer@mt.gov

Kim Newman – Lab Preparedness Specialist

406-444-3860 (800-821-7284) knewman@mt.gov

Crystal Fortune – Lab Biosafety and Newborn Screening Short-Term Follow-Up

406-444-0930 cfortune@mt.gov