



**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) pre-moistened 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) 10 inch length of tamper-resistant evidence tape
 - 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) permanent marker
 - One (1) 10-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 PRE-MOISTENED 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 pre-moistened 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 pre-moistened environmental sampling swab as prescribed above. This shall also apply to potentially contaminated items that cannot be placed into the provided containers.**

WARM ZONE – Decontamination [PPE Required]

I. Pre-Moistened 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

I. 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.
 - a. Ensure that the “released by” and the “received by” boxes are signed.
 - b. 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.