

## **Protocol for Submission of Suspicious Substances for Laboratory Services Bureau Threat Testing — Guidance for Emergency Responders and Public Health Partners**

### **Step 1 — Evaluation**

- The Laboratory Services Bureau (LSB) will typically only test samples of substances known to have been associated with human exposure and submitted by a credible source (*e.g.*, law enforcement, fire department, etc.)

### **Step 2 — Notification**

- If testing is warranted, notify the LSB at 800-821-7284

### **Step 3 — Collection and Pre-Screening**

- Sample must be collected using materials found in a CBAT (chemical and biological agent transport) kit
  - CBAT kits are prepositioned in all the local jurisdictions
  - Instructions for collection and Chain of Custody forms are in each CBAT kit
  - Consult with the LSB if questions arise on the collection and pre-screening of samples
- Pre-screening must be performed before final packaging and transport of the specimen to the LSB
  - Pre-screening is necessary to ensure the safety of both the transporter and LSB staff
- Pre-screening consists of the following three (3) screens. If any of the screens are positive, consult with the LSB regarding possible options.
  - Radiation Screen
    - Geiger Counter screening is sufficient
    - Readings must not be above background levels
  - Explosive Screen
    - Handheld explosive detector is sufficient
    - If item has already been opened, it does not need an explosive screen
  - HazMat ID Screen
    - Screen should not indicate the presence of any potentially hazardous chemicals that could endanger the safety of the transporter or the laboratory staff

### **Step 4 — Transport**

- Once pre-screening has been completed and the sample is cleared by LSB staff for transport, the sample contained in the CBAT kit is transported to the Laboratory Services Bureau, W.F. Cogswell Building, 1400 Broadway, Helena, MT 59601
- Transport plans are in place in each local jurisdiction
- Contact the LSB (800-821-7284) with the approximate arrival time in Helena
- Contact the LSB as the transporter approaches Helena to coordinate the exchange of the sample and completion of the Chain of Custody form at the All Hazard Receipt Facility (AHRF) at the Cogswell Building