

All-HAZARD LABORATORY SPECIMEN TRANSPORT PLAN CHECKLIST (FY2025-2026) Jurisdiction: _____

	Check here that item is included
1) NOTIFICATION TO PARTNERS: Does your plan include contact information for local and state partners who should be notified in a public health emergency? Does your plan include processes to consult with DPHHS Staff (Communicable Disease/Epidemiology and MT Laboratory Services Bureau) prior to implementing the transport plan for human specimens during outbreaks or involving reportable communicable conditions?	
2) PATIENT SPECIMEN COLLECTION: Does your protocol outline steps for acquiring clinical (patient) specimens of immediate concern? Does your protocol outline steps for the proper transport of category B specimens?	
3) RAPID TOXIC SCREEN AND CATEGORY A SPECIMEN COLLECTION: Does your protocol address outreach to your local hospital for the acquiring of appropriate specimens for a Rapid Toxic Screen in the case of a Chemical Threat Agent event and their transport to the MTLBSB? Does your protocol address outreach to your local hospital to ensure that they are certified to package and ship Category A specimens/isolates to the MTLBSB?	
4) ENVIRONMENTAL SAMPLE COLLECTION: Does your protocol address the collection of environmental samples for chemical or biological testing using the Chemical/Biological Agent Transport (CBAT) kit and/or the Drinking Water Emergency Sampling (DWES) kit or comparable kits? This will involve communication with the local Waterworks Operator, Sanitarian, Law Enforcement, or the regional HAZMAT team. If the kits are provided by the MTLBSB, are the types of kits, their locations, kit tracking numbers, and contact person's information verified and updated in the MT Public Health Directory? Note: This is a yearly requirement to be done in the quarter that the deliverable is due.	
5) SAMPLE SUBMISSION FORMS: Does the protocol address forms needed for the submission of samples to the MT Laboratory Services Bureau (MTLSB)? Examples are MT Public Health Laboratory electronic request forms for clinical specimens and paper Chain of Custody forms for legal samples. Chain of custody forms are inside all CBAT and DWES kits and available on request 1-800-821-7284.	
6) SAMPLE TRANSPORT: Does your protocol provide specific details regarding the different methods used to transport samples to the MTLBSB (e.g., laboratory courier, local law enforcement, private party, air transport, etc.) including contact information for these local partners?	
7) NOTIFICATION TO MT LSB: Does your protocol address contacting MTLBSB to request emergency courier service or to ensure staff is available to receive samples during non-business hours?	
8) EMERGENCY SUPPLY MANAGEMENT: Does your protocol include details on obtaining drinking water and suspicious substance sampling supplies? Note: if MTLBSB provides DWES and/or CBAT kits, we will provide replacement supplies as requested.	
Local Use/Notes:	

By signing below, these individuals acknowledge that the above protocol/plan has been reviewed/revised and is satisfactory for FISCAL YEAR 2025-2026

County or Tribal Health Board Chairperson	Date	County or Tribal Health Officer	Date
LEPC or TERC Chair	Date	Law Enforcement	Date