All-HAZARD LABORATORY SPECIMEN TRANSPORT PLAN CHECKLIST **Jurisdiction: _____Granite County _____**

	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 Public Health Laboratory) prior to implementing the transport plan for human specimens during outbreaks or involving reportable communicable conditions?	Yes
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?	Yes
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 event and their transport to the MTLSB? 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 MTLSB?	Yes
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? This will involve communication with the local Waterworks Operator, Sanitarian, Law Enforcement, or the regional HAZMAT team. Are the types of kits, their locations, kit tracking numbers, and contact person's information verified and updated in the MT Public Health Directory (this is a yearly requirement)?	Yes
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.	Yes
6) **SAMPLE TRANSPORT**: Does your protocol provide specific details regarding the different methods used to transport samples to the MTLSB (e.g., laboratory courier, local law enforcement, private party, air transport, etc.) including contact information for these local partners?	Yes
7) **NOTIFICATION TO MT LSB**: Does your protocol address contacting MTLSB to request emergency courier service or to ensure staff is available to receive samples during non-business hours?	Yes
8) **KIT REPLACEMENT:** Does your protocol include details on obtaining replacement DWES kits or CBAT kits or their supplies from MTLSB as needed? **Note:** to protect the integrity of DWES sampling bottles, do not open the coolers unless performing an annual inventory. DWES sampling is not for compliance testing and there are no expiration dates on the bottles. During the annual inventorying, inspect the CBAT kit contents to ensure seals are intact and swabs and transfer pipets have not expired. Do not open the sampling packages inside the CBAT kit.	Yes
Local Use/Notes:	

The below signed acknowledge that the above protocol/plan has been reviewed/revised and is satisfactory for FISCAL YEAR 2025

Chairperson – County Health Board	**Date**	*County Health Officer*	**Date**
LEPC/TERC Chair	**Date**	*LE (optional)*	**Date**

Granite County Public Health Department

Transport Plan

February 2025

The Granite County Public Health Department has the ability to coordinate with local and state laboratories on a 24/7 basis. The department has a means of coordinating the transportation of routine laboratory and environmental specimens to the MT Laboratory Services Bureau (MTLSB) and a safe means of coordinating the transportation of suspected hazardous laboratory and environmental specimens to the MTLSB when a public health emergency is likely.

Purpose

This policy will outline the information needed to contact local and state laboratories, how specimens will be handled and how the local agencies will work together within the policies of the MT Laboratory Services Bureau.

Contact Information

- MT Laboratory Services Bureau 1-800-821-7284 (24-hour)
- MT DPHHS (Epidemiology Section) 1-406-444-0273
- MT DPHHS PHEP 1-406-444-0919
- MT DPHHS PHEP Duty Officer 1-406-444-3075
- Granite County Medical Center Laboratory 1-406-859-6513
- Granite County Public Health 1-406-531-5442 (During business hours)
- Granite County Dispatch 1-406-859-3251 (Dispatch – after hours)
- Law Enforcement Agencies: 1-406-859-3251
- Montana Highway Patrol 1-855-647-3777
- DES Duty Officer for HAZMAT Team Assistance 1-406-431-0411

Standard Lab Specimen Procedures

This pertains to all patient specimens of public health concern collected from a patient in need of transport to the Montana Public Health Laboratory (**MTLSB**).

1. The Granite County Public Health staff involved will call the appropriate State Epi/Lab Team member for specific instructions regarding the needs of the specimen in question to determine:
   a. Appropriate collection of sample
   b. Guidelines or recommendations in packaging and shipping the specimen safely
   c. That the lab requisition form is filled out correctly and included with the specimen
   d. The earliest arrival date at MTLSB for testing

2. Routine specimens are marked accordingly and sent through the Courier service **is Labcorp** to MTLSB from Granite County Medical Center. The courier arrives M-F at approximately 12:30 p.m. In the event a courier is needed outside the listed hours, one of the employees is available to transport. There is no need for Chain of Custody (**COC**) for this type of transport.
   DWES, CBAT, and RTS should **not be sent through the mail and *always* require COC.

3. Specimens are secured with packing inside a container supplied from the state lab with the appropriate completed forms inside, marked accordingly and mailed through the United State Postal Service. There is no need for chain of custody for this type of transport.
   DWES, CBAT, and RTS should **not be sent through the mail and *always* require COC.

LOCATION AND USE

1. RTS (Rapid Toxic Screen) "White Boxes": 1 Kits
   - 1 Kit located at Granite County Hospital Laboratory
   - Used for collecting samples from multiple (10 or more) exposed patients
   - Requires dry ice for transport

2. DWES (Drinking Water Emergency Sampling): 1 Kit
   - Located at GRANITE COUNTY Sheriff's office Basement
   - Sanitarian will collect the samples

3. CBAT (Chemical Biological Agent Transport): 2 Kits
   - 1 Kit located at the Granite County Public Health Office – Drummond location
   - 1 Kit located at Granite County Sheriff Office Basement
   - Used for suspicious sampling of environmental specimens
   - 2 samples/kit
   - Trained Hazmat Teams will collect the samples

Influenza Specimen Collection & Transport Guidelines

The following collection and transport guidelines are applicable to real time PCR testing for Influenza testing at the MTLSB. Sub-typing will be performed on all Influenza A positive specimens (H1, H3, H5) and genotyping will be performed on all Influenza B positive specimens. Any influenza positive specimens identified as "untypeable" will be immediately referred to the Centers of Disease Control and Prevention for further characterization.

Influenza Specimen Collection Guidelines

Collection and Transport kits are available from the Montana Laboratory Services Bureau (MTLSB) by calling 800-821-7284. Collection kits are comprised of a tube of pink Universal Transport Media, with two flocked sterile swab applicators.

Universal Transport Media is stored at room temperature until used. Check the expiration date to ensure an adequate in-date supply.

Respiratory specimens should be collected within the first 72 hours post onset, since viral shedding is at a peak during this time, and recovery will be optimized.

Specimen Transport

1. Ensure that specimens are properly labeled with at least two patient identifiers and the request form is completed.

2. Place labeled specimen in a small biohazard specimen bag containing absorbent packing material and seal.

3. Put the smaller bag into a larger bag and seal. Place the lab request form in the pocket of the larger bag.

4. Place bagged specimen(s) in a Styrofoam cooler with frozen blue ice packs, seal cooler for shipment to the MTPHL and affix correct address label to cooler.

5. Ship specimen without delay. Specimens must be delivered to the laboratory within 48 hours of collection.

6. Each shipment of specimens must comply with shipping regulations for diagnostic specimens, detailed in IATA 1.5 and 49 CFR Part 172 (U.S. Department of Transportation).

7. Ship specimens to the following address:

   Montana Laboratory Services Bureau
   P.O. Box 4369
   Helena, MT 59604

Environmental Health Specimen Procedures

Chemical/Biological Agent Transport (CBAT) Kits provide consistent and safe collection and transport of environmental samples to MTLSB. Kits are located at the following locations.

Granite County Sheriff Office
115 W. Kearney Street
Philipsburg, MT 59858

Granite County Public Health Office
202 E. Front Street
Drummond, MT 59832

Specimens would be collected by personnel trained in safety of working in a contaminated environment as well as evidence collection; i.e. HAZMAT

If an environmental specimen is in need of analysis the following procedures will be followed:

1. The Granite County Public Health provider/staff involved with the specimen will notify Law Enforcement and Tri-County Sanitarian Environmental Health and will include MTLSB in consultation and to inform them if a sample will be coming.

2. Law enforcement and other *credible sources* i.e., FBI, DES, etc. will work to assess the situation to determine if a sample is a potential hazard that should be submitted for testing. This is to prevent just anyone from requesting testing.
   Testing should be requested by a credible source on a sample that has been involved in an exposure to a human.

3. Specimens to be submitted for testing should be screened for explosive, radiological, flammable, chemical, and biological hazards. HAZMAT and MT DES Civil Support Team (CST) can perform this prescreen.
   *Refer to state lab suspicious substance plan appendices for further information. These may be found under the Unknown Substance Sampling section of the Laboratory Emergency Preparedness page of the MTLSB website. dphhs.mt.gov ›
   https://dphhs.mt.gov/publichealth/laboratoryservices/laboratoryemergencypreparedness

4. An appropriate lab person (State or other) will be contacted with questions regarding specific concerns of safely packaging & shipping the specimen in question.

   a. Use CBAT for environmental samples.
      Chemical/Biological Agent Transport Kit Instructions
   b. All instructions, procedures, and supplies contained in the kit will be followed and used to collect and ship items or samples from victims potentially exposed to chemical or bio-hazardous agents.
   c. All forms that have been supplied by the MTLSB will remain inside the kits with the supplies.

5. Once the specimen is assessed for hazards and if the specimen needs secure transportation, the following options will be available:

    a. Granite County Sheriff's Department 406-859-3251 or MT Highway Patrol: 1-855-647-3777.
    b. The MTLSB courier is available on an emergency basis. Call 800-821-7284 to arrange a pick-up.

6. Law Enforcement will initiate the chain of custody paperwork, which is located within the CBAT kit.

7. MTLSB will notify Granite County Public Health with suspicious substance results.

    a. The Health Department Team member on call will notify other team members per the Disease Surveillance policies and procedures.
    b. State Health Dept. Epi or state lab personnel will be contacted within 2 hours by the local Epi person in charge for further guidance and as notification to them of what is occurring.
    c. If/when determined local law enforcement would be notified to triage all credible threats and maintain evidence that may need to be preserved.

8. All specimens will be treated as evidence and will be returned, upon request, to law enforcement or FBI after testing. *MTLSB will discard evidence not requested within a reasonable timeframe.

9. MTLSB will notify the requestor of results from any samples.

Contact the Montana Laboratory Services Bureau at (800) 821-7284 to get replacement kits/supplies.

Drinking Water Emergency Sampling (DWES) Kit

The DWES kit is a ready-to-use method to ensure consistent collection and transport of samples to MTLSB.

The DWES kit is to be used for collecting necessary samples from a drinking water facility during a suspected tampering or contamination event. 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. Necessary precautions or limitations of the water system should be practiced while the samples are being analyzed and until results are known.

In the event of a water tampering incident, water samples would be collected by a Registered Sanitarian (or HAZMAT if the environment is dangerous).

Transportation to MTLSB will be provided by:

a. Granite County Sheriff's Department 406-859-3251 or MT Highway Patrol: 1-855-647-3777 OR
b. The MTLSB courier is available in the event of an emergency. Call 800-821-7284 to arrange a pick-up.

Chain of Custody paperwork is included in each kit.

DWES Kit is located at:

Granite County Sheriff Office
105 W. Kearney St.
Philipsburg, MT
In basement top shelf to the right

KIT #42

If you intend to use this kit, notify both of the following numbers for assistance:

February 2025

MTLSB (800) 821-7284 AND
DES Duty Officer at (406) 324-4777

Contact the Montana Laboratory Services Bureau at (800) 821-7284 to get replacement kits/supplies.

Rapid Toxic Screening

For the collection of clinical specimens (i.e., blood and urine), from patients suspected of having been exposed to agents of chemical terrorism.

The Rapid Toxic Screen Transport kit consists of two white Styrofoam boxes intended for transport of human blood (shipped cold) and urine (shipped on dry ice) to the MTLSB for forwarding to CDC for Rapid Toxic Screen testing, in the event of a large-scale chemical exposure. CDC must authorize the shipment, but can screen for over 100 chemical toxins.

Saf-T-Pak mailing Styrofoam boxes previously supplied by MTLSB are located at:

Granite County Medical Center – Laboratory Department

Flowchart Chem Event Specimen collection 09-17-2015 (cdc.gov)

The following is an overview of each agency's current collection and transport policy for specimens of immediate concern:

Example:

Agency	Human Specimens	Environmental Samples
Granite County Medical Center Lab	Staff trained on collection, Courier on-call for delivery	Staff trained on collection, Courier on-call for delivery
Granite County Sheriff Department	Calls State crime lab for collection guidance on scene.	Call County Office of Emergency Management (OEM)
Local Law Enforcement	Call County OEM. Calls State crime lab for collection guidance on scene	Call County OEM.
Montana Highway Patrol	Calls State crime lab for collection guidance on scene.	Call County Office of Emergency Management (OEM)
Local Fire Departments	Calls law enforcement.	Calls Law Enforcement or HAZMAT.
County OEM	If deemed credible threat to Public Health, notify County Health Department (CHD)/MT LSB. Maintain chain of custody.	If deemed credible threat to Public Health, notify HAZMAT and CHD/MTLSB. Maintain chain of custody.

Each of the agencies listed above have protocols in place regarding collection and transport of specimens of *non-immediate concern.*

The hospitals have internal policies regarding transportation of specimens of *immediate concern.*

The primary responsibility of specimen collection, packaging and delivery of hospital *specimens of immediate concern* lies with the individual agency as spelled out in their policies. Their policies include notification of local Public Health Department of any suspect or actual threats to the public's health.

--Not for Public Distribution--

Granite County Health Department:

PHEP Coordinator
Cell Phone: (406)370-5060
E-mail: jbolster@co.granite.mt.us.

Granite County Public Health Nurse
Cell Phone: (406) 531-5442
Fax: (406) 288-0330
E-mail: drobinson@co.granite.mt.us.

Granite County Health Officer
Work Phone: (406) 563-7282

After Hours contact information:
24 Emergency Phone: (406) 859-3251 Dispatch

Mailing Address:
202 East Front Street
PO Box 312
Drummond, MT 59832

Granite Co. Medical Center:

Call GCMC, they will call down their list of administrative contacts
GCMC: (406)859-3271

After Hours contact information (if unable to reach GCMC):
24 Emergency number:(406) 859-3251 Dispatch

Ambulance point-of-contact:
Granite Co. Sheriff
Work Phone: (406) 859-3251 - Dispatch
911

Ask Copilot 1 of 1

CDC Specimen-Collection Protocol for a Chemical-Exposure Event

For detailed instructions see CDC's *Shipping Instructions for Specimens Collected from People Who May Have Been Exposed to Chemical-Terrorism Agents.*

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

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.

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.

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.

Department of Health and Human Services
Centers for Disease Control and Prevention
CDC

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

*****PLEASE READ ALL INFORMATION 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 pipettes (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 Forms
     - 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 Exterior "Non-Tamper Seal" is not broken.

II. Open container and enter the following on the Unknown Sample Chain of Custody/Submission Forms (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 part bleach + 9 parts water– **not provided**)

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.

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.

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.**

3. Specimens to be submitted for testing should be screened for explosive, radiological, flammable, chemical, and biological hazards. HAZMAT and MT DES Civil Support Team (CST) can perform this prescreen.
    a. *Refer to state lab suspicious substance plan appendices for further information. These may be found under the Unknown Substance Sampling section of the Laboratory Emergency Preparedness page of the MTLSB website.

Montana Public Health Laboratory
Environmental and Medical Testing Laboratories
Sample Drop off Locations

Protecting the health of Montanans with quality laboratory testing since 1918.

Montana Public Health Laboratory

1400 Broadway
Cogswell Building
Room B206
Helena, MT 59601
Phone: 800-821-7284
Fax: 406-444-1802
E-mail: mtphl@mt.gov
www.lab.hhs.mt.gov

There is a drop off locations with dedicated short-term parking! Use these spaces when delivering samples for testing at the Montana Public Health Laboratory's Medical or Environmental Testing Laboratories.

The Loading Dock, Room B126, Cogswell Building

From Roberts, drive around the B wing of the Cogswell Building to the courtyard with the Loading Dock, B126. There are 15-minute parking spaces posted for Laboratory Deliveries adjacent to the Loading Dock.

Press the button on the intercom to the left of the door. This will alert the Main Office that someone is at the Loading Dock door. Please state your business. Let the office know if it is a simple drop off that does not require assistance, or if you will require the assistance of a Chemist or Clinical Laboratory Specialist. The appropriate staff member will meet you at the Loading Dock door and accept your sample(s).

Approval Signature Page

Date	Signature	Printed Name

Record of Distribution

Date	Receiving Partner Agency/Organization	Initials

Record of Change

Date	Change Item	By Whom