# STANDARD OPERATING PROCEDURE FOR HANDLING PERCEIVED THREAT MATERIALS

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

CENTRAL LABORATORY

2600 BLAIR STONE ROAD

TALLAHASSEE, FLORIDA


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

# STANDARD OPERATING PROCEDURE FOR HANDLING PERCEIVED THREAT MATERIALS

## TABLE OF CONTENTS

1. SCOPE ..... 3
2. PROCEDURE ..... 3
I. Accepting Perceived Threat Materials ..... 3
II. Handling of PTMs Accepted by the Laboratory ..... 4
3. REFERENCES ..... 7
4. APPENDIXES
A. Description of Significant SOP Changes ..... 8
B. Checklist for PRL and MSL Response during Emergency ..... 9
C. FDEP Perceived Threat Material Checklist ..... 12
D. Incident Communications Tracking Form for Laboratories ..... 21
E. Contact/Call Log ..... 24


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

# STANDARD OPERATING PROCEDURE FOR HANDLING PERCEIVED THREAT MATERIALS

## 1.0 SCOPE

This SOP defines the DEP Central Laboratory's policies on the acceptance and handling of Perceived Threat Materials (PTMs). Perceived Threat Materials are samples that may contain chemical or biological agents that are intended to harm or threaten human health.

## 2.0 PROCEDURE

### I. Accepting Perceived Threat Materials

Information Needed to Evaluate Threat

When the Lab is contacted with a request to analyze a PTM, a laboratory manager (Environmental Manager or higher) must attempt to obtain the following information from the caller. Use the attached checklists, communications tracking forms, and the contact/call log in the Appendix section to document the responses.

a. The name, telephone number, affiliation, and address of the caller.

b. The results of any field tests conducted on the material.

c. The number of individuals affected (if any) and the extent of physical area impacted by the PTM.

d. A description of the health/environmental effects and the apparent mode of exposure, when applicable.

e. A description of the PTM: physical characteristics, level of containment, suspected agent, method of deployment, etc.

f. Names of the authorities that have been contacted. If there were health/environmental effects then make sure the caller immediately notifies the Florida Department of Health and/or the State Warning Point (800-320-0519 or 850-413-9911 for emergencies and 850-413-9900 for non-emergency situations) and the local police in the area where the PTM(s) were located. If there were adverse effects to food supplies, livestock or domestic animals, advise the caller to contact the Office of Agricultural Emergency Preparedness, Florida Department of Agriculture and Consumer Services at 850-410-6756. If the material is suspected to be a hazardous or infectious human biological agent, the


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

material must be directed to the Florida Department of Health laboratory in Jacksonville if at all possible.

Laboratory Personnel Authorized to Accept PTMs

After obtaining the information from the caller, the manager must notify the DEAR Division Director or Deputy Director. If no one from the division leadership team is available, then the following personnel are authorized to accept PTMs.

Program Administrators
Environmental Administrators
Personnel specifically designated with authority to accept PTMs (if personnel listed above are unavailable)

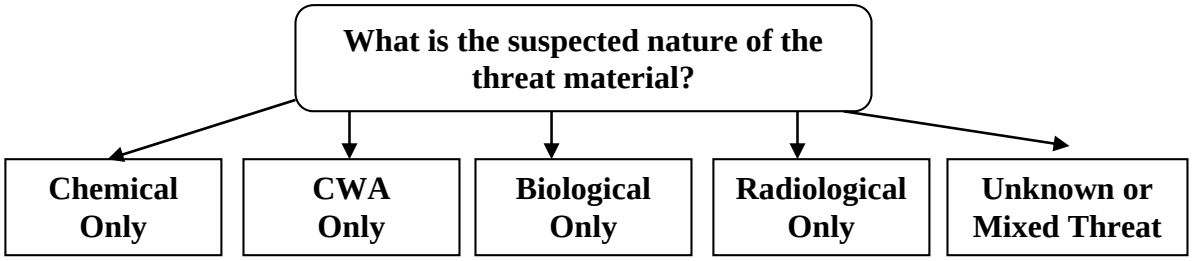
***Personnel below the Environmental Manager level must not determine whether to accept PTM samples unless they are specifically designated to do so.*** If no manager or designee can be located then unauthorized staff must refuse to accept the sample.

Authorized personnel described above will decide whether to accept the sample based on the information provided by the caller. If the PTM is accepted, then it must be handled according to the guidelines provided in Section II of this SOP.

## II. Handling of PTMs Accepted by the Laboratory

Sample Handling

Any PTM that is accepted must be delivered to the Environmental Response Laboratory Network (ERLN) laboratory located on the loading dock. The sample must be transported inside the facility in its original container using the appropriate personal protective equipment (PPE) as described below. At a minimum, wear a lab coat, safety glasses, and gloves when handling the sample. Using information provided by the submitter, make the following decision:




**Chemical Only** – Move the sample to the chemical safety hood in its original package or container. Wear appropriate protective equipment depending on the nature of the threat.


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

**Chemical Warfare Agent (CWA) Only** – Notify the Environmental Response Laboratory Network (ERLN) Agent Manager that a CWA package or container has arrived at the laboratory. If there is a delay in contacting the Agent Manager, then the unopened, undamaged CWA package or container may be moved to a chemical safety hood in its original packaging. Only trained ERLN staff members are to open and remove materials from the CWA shipment containers. Refer to the SOP **ERLN-005-1.0** for further details and instructions.

**Biological Only** – The sample should not be accepted. Notify the Florida Department of Health or Florida Department of Agriculture as described above. Do not manipulate the sample further until qualified biologists arrive.

**Radiological Only** – If the sample was accepted, immediately screen the outer container in the chemical safety hood for radiation as described below. Follow the guidance provided below.

**Unknown or Mixed Threat** – For unknown materials the sample should be treated as though it were a biological threat. Mixed materials containing chemical and radiological materials should be treated as radiological materials.

Oversight and Monitoring Activities

One senior manager will be assigned to oversee activities inside the ERLN laboratory while another manager will be designated to monitor the situation from outside the Facility. Monitoring may be done directly through the glass window or through use of the web cameras located inside each internal work area. Communication between the ERLN laboratory and the monitor must be established and maintained prior to commencing any work.

Radiological Screening

Prior to handling the PTM sample, the laboratory staff must screen the sample for radiological hazards using a Geiger counter. Reference SOP **LB-017**, *Standard Operating Procedure for Radiation Testing*, for the radiation screening procedure. Maximum exposure to radiation is 2.5 mrem/hr or 5 rem/yr. Action needs to be taken if radiation levels in a sample exceed 1 mrem/hr. Use TIME, DISTANCE and SHIELDING to minimize exposure.

1. If samples have radiation levels that exceed 1 mrem/hr:

a. Immediately place the sample in a lead-lined shielded container so that it can be stored safely until transfer to the proper facility. If the level exceeds 2 mrem/hr, immediately evacuate the room.
b. Move away from the sample until exposure falls below 1 mrem/hr.


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

c. Notify the Deputy Director and/or a Program Administrator.
d. Contact the proper authorities regarding the radiological hazard of the sample. Contact the DOH Bureau of Radiation Safety and any individuals who may have been in contact with the sample.

State Warning Point, 24 hr – (850) 413-9911
DOH Radiation Control, 24 hr – (850) 297- 2095

****Note: Do <u>not</u> accept the sample for analysis by the DEP Laboratory if there is evidence that radiation safety limits are exceeded****

2. If the radiological screen shows no hazard associated with the sample then continue with the sample receipt process as deemed appropriate.

<u>Preliminary Screening</u>

If the material is not suspected of posing a hazardous biological or radiological threat, proceed with preliminary screening using appropriate safety equipment. Always err on the side of caution when deciding what safety equipment to employ. Typical screening tests for physical properties are listed on the attached spreadsheet.

<u>Sample Receipt</u>

Laboratory staff must treat PTMs as criminal case samples when the DEP Laboratory receives them. The PTM samples are to be logged into the DEP Laboratory Information Management System (LIMS) as soon as possible after sample receipt and the chain of custody must be properly documented within the laboratory. Minimize the sample handling in order to preserve fingerprint evidence, if applicable. Always wear appropriate safety and handling equipment to prevent contamination of evidence and to ensure against injury or disease.

<u>Sample Storage</u>

Laboratory staff must store PTMs in a manner that is safe for all laboratory personnel and that meet preservation requirements.

a. Store PTMs inside the ERLN laboratory in small locked containers that are accessible only to authorized personnel. Analysts need to contact their supervisors prior to handling PTM samples.

b. Store PTMs appropriately for their suspected hazard level as described above.

c. Store PTMs under proper temperature conditions for preservation, when possible.

<u>Sample Analysis</u>


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

Prior to analysis, the appropriate managers and laboratory staff will jointly determine which analytical methods would best characterize the sample, taking into account the information from the sample submitter, sample volume, results of screening tests, etc. The determination needs to be made within a short time of sample receipt so that the sample can be logged into the laboratory's LIMS system as quickly as possible. Managers must clearly define analytical objectives and decide whether quantitative and/or qualitative information is needed to characterize the threat.

Managers or supervisors must provide analysts with any pertinent information related to sample handling and analysis.

Sample Disposal

The laboratory will retain samples for up to five years unless the client provides written or e-mailed permission to dispose of the sample.

Data Reporting

1. Internal Reporting

Along with the routine LIMS reporting, a central site has been created for documenting the analysis/reporting status of PTM samples. The laboratory managers must create a folder for each PTM event in the limited access directory (entitled "Emergency Laboratory Work") located in the DEP Outlook, Bureau of Laboratories' public directory. The folder is used to store information regarding client contact information, sample description, analysis information etc. The information in the folder is to be used by DEP Laboratory supervisors and managers to evaluate the sample status during the analysis/reporting process.

2. External Reporting

PTM sample data are treated as criminal case data. Data must be shared only with the agency that submitted the sample and those agencies that are jointly involved. A narrative description of salient results will be provided to the laboratory client when appropriate.

## 3.0 REFERENCES

3.1. Florida Department of Environmental Protection Laboratory Quality Management Plan.
3.2. Florida Department of Environmental Protection, Standard Operating Procedure **LB-022** *Standard Operating Procedure for Receiving Packages and Freight at the Loading Dock*


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

3.3. Florida Department of Environmental Protection, Standard Operating Procedure **LB-016** *Standard Operating Procedure for the Receipt and Log-in of Samples by the DEP Central laboratory.*
3.4. Florida Department of Environmental Protection, Standard Operating Procedure **LB-021** *Standard Operating Procedure for Documentary Evidence Chain-of-Custody within the DEP.*
3.5. Florida Department of Environmental Protection, Standard Operating Procedure **LB-002** *Non-Conformance Reporting System.*
3.6. Florida Department of Environmental Protection, Standard Operating Procedure **LB-006** *Standard Operating Procedure for Records Storage and Retention.*
3.7. Florida Department of Environmental Protection, *Chemical Agent Laboratory Training Module, May 2010.*
3.8. Florida Department of Environmental Protection, Standard Operating Procedure **ERLN-001,** *Laboratory Accountability, Storage, and Hazard Communications Procedures.*
3.9. Florida Department of Environmental Protection, Standard Operating Procedure **LB-020,** *Log-in Checklist.*

# 4.0 APPENDIXES

## Appendix A: Description of Significant SOP Changes

10/06/2011: Added SOP cover page and table of contents. Added ERLN handling instruction and references. Added references section. Edited PTM Checklist.

11/15/2012: Corrected typos; Updated Table of Contents; Added AppendixB ; Added Appendix D; Added Appendix E.

10/27/2015: Removed references to the Bureau of Laboratories


The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

# Appendix B

## Checklist for PRL and MSL Response during Emergency

***Purpose:*** *This sheet should be used as a checklist and quick reference guide for laboratories supporting an incident. References to appropriate sections of the Water Laboratory Alliance Response Plan (WLA-RP) are provided in each section of this sheet.*

### INITIAL SUPPORT REQUEST

*When the initial call comes in from the Analytical Services Requester (ASR) or Primary Responding Laboratory (PRL) use the Help Sheet for Requesting Analytical Support during Water Emergency Response (Appendix C) to collect the following:*

- ☐ ASR contact information
- ☐ Site Characterization Information
- ☐ Field Screening Results (Basic Field/Safety Screening: Section 3.3.1 and Field Testing Results Form: Appendix F)
- ☐ Information on types and number of samples
- ☐ Analyses required
- ☐ Data turnaround times and reporting requirements
- ☐ Sample disposal information

### AGREEING TO PROVIDE SUPPORT

*Prior to agreeing to provide support, the laboratory should consider the following (Sample Brokerage, Tracking, and Transport: Section 3.2):*

- ☐ Capability
- ☐ Capacity
- ☐ Data turnaround requirements
- ☐ Nature of the threat
- ☐ Required proficiencies and certifications
- ☐ Internal chain-of-custody requirements
- ☐ Management approval
- ☐ Funding
- ☐ Other special conditions

### COMMAND CENTER AND ONGOING COMMUNICATIONS

*Responding laboratories should take steps to ensure efficient communication during an incident (Communications Logistics: Section 2.7.1)*

- ☐ Set up a command center with multiple phone lines and computer and fax access
- ☐ Set up procedures for handling incident phone calls
- ☐ Designate points-of-contact and procedures for transferring information during shift changes
- ☐ Log all communications with the ASR and/or PRL
- ☐ Follow-up verbal conversations with emails to confirm information and document decisions
- ☐ Provide a daily status report and/or set up daily briefings with all participants
- ☐ Post Public Information Officer (PIO) contact information for any external inquiries

### COMMAND CENTER STAFF

*Responding Laboratories should have the appropriate staff available to respond to an incident (Communications Logistics: Section 2.7.1)*

- ☐ Set up a command center with multiple phone lines and computer and fax access
- ☐ Set up procedures for handling incident phone calls
- ☐ Designate points-of-contact and procedures for transferring information during shift changes
- ☐ Log all communications with the ASR and/or PRL
- ☐ Follow-up verbal conversations with emails to confirm information and document decisions

- ☐ Provide a daily status report and/or set up daily briefings with all participants
- ☐ Post Public Information Officer (PIO) contact information for any external inquiries

**IDENTIFY AND RECRUIT ADDITIONAL SUPPORT LABORATORIES (PRL ONLY)**

*If the PRL does not have the capability and/or capacity to fully address the analytical needs of the incident, then it may be necessary to bring in additional laboratory support (Direction, Control, and Coordination: Section 2.5).*

- ☐ Determine that additional support is required
- ☐ Identify appropriate support laboratories (Roles: Section 2.5.1)
- ☐ Contact the laboratories to provide support
- ☐ Provide background information on the incident and available analytical results

**SAMPLE BROKERAGE AND SAMPLE TRACKING**

*Section 3.2.1: Sample Brokerage, Section 3.2.2: Sample Tracking, and Appendix G: Example Chain-of-Custody Form:*

- ☐ Obtain sample tracking numbers
- ☐ Confirm that samples arrived in acceptable condition
- ☐ Confirm that appropriate chain-of-custody was received with samples
- ☐ Determine requirements for internal sample tracking

**SAMPLE ANALYSIS**

*The ASR and PRL should consider the following when determining an analytical strategy (Analysis: Section 3.3):*

- ☐ Objectives of the monitoring (identification of contaminant vs. remediation and recovery)
- ☐ Data turnaround times
- ☐ Type of method: Rapid or Confirmatory (Rapid Laboratory Analysis: Section 3.3.2, and Confirmatory Analysis: Section 3.3.3)
- ☐ Information regarding the type of contaminant
- ☐ Laboratory capabilities
- ☐ Level of Quality Control (QC) required (Quality Assurance/Quality Control: Section 3.3.5)

**DATA REVIEW AND VALIDATION**

*Internal Data Review: Section 3.4 and Data Reporting: Section 3.5*

- ☐ Mark data that has not undergone a complete review as “Preliminary Data Pending Confirmation”
- ☐ Complete internal data review prior to releasing confirmatory data
- ☐ Determine if additional data validation is needed by PRL or ASR

**DATA REPORTING**

*Document requirements for Data Reporting (Section 3.5) in the Help Sheet (Appendix C)*

- ☐ Use the data reporting template (Appendix E)
- ☐ Confirm receipt of data submitted electronically

**SAMPLE AND RECORDS RETENTION**

*Laboratories should follow their existing procedures regarding the following in the absence of alternative guidance or specific instructions. Document requirements in the Help Sheet (Appendix C)*

- ☐ Sample retention and disposal (Sample Disposal: Section 3.3.4)
- ☐ Data/records retention (Record Keeping: Section 3.9)

## COMMUNICATIONS WITH THE MEDIA AND OTHER OUTSIDE PARTIES

*Generally, communication with parties not directly involved in the response should be handled through the ASR/PRL/MSL chain-of-command. Procedures for routing requests and providing information should be established at the beginning of a response (Communications and Notification: Section 2.7).*

- ☐ Establish procedures for handling requests for information
- ☐ Be aware of potential exceptions to communication structure (e.g., FOIA)
- ☐ Log all communication requests received and report to appropriate contact

# Appendix C Help Sheet for Requesting Analytical Support during an Emergency Response

***Purpose:*** *This sheet is designed to help discussions between the Analytical Services Requester (ASR) and the laboratory. The ASR may be either the Incident Commander/representative or the Primary Responding Laboratory (PRL). The Laboratory may be either the PRL or a Mutual Support Laboratory. The Laboratory should use this help sheet to ensure that all critical information is exchanged. The information should be recorded in a logbook or notebook dedicated to the incident, the laboratory's standard forms, or the forms that follow.*

**For each analytical request, to the extent practical, the ASR should record any information provided in writing and send to the laboratory, e.g., via fax, e-mail, etc.**

## COMMUNICATION INFORMATION

*During the initial call with a requestor, record the following information:*

- ☐ Date and time of the call
- ☐ Incident primary point-of-contact (POC)
- ☐ POC phone number, cell number, fax number, and email address
- ☐ Other relevant contact information

## SITE CHARACTERIZATION INFORMATION

*Ensure that the following information is documented with the sample paperwork shipped to the laboratory:*

- ☐ General background of the incident
- ☐ Available field data – environmental and clinical
- ☐ Specific hazards associated with the site
- ☐ Samples collected from the site

## GENERAL INFORMATION FOR LAB SERVICE REQUESTERS

*Record the following information regarding the analytical request:*

- ☐ Analytes of interest
- ☐ Matrix
- ☐ Analytical method(s) preferred
- ☐ Number of samples
- ☐ Reporting limit(s)
- ☐ Background levels (if data is available)
- ☐ Quantitative (standard QC or reduced QC) or semi-quantitative/screening (estimated; presence/absence)
- ☐ Data validation (preliminary or full validation)
- ☐ Turn around time

Review/Confirm sample volume, container and preservation requirements with requester.

## CHAIN OF CUSTODY REQUIREMENTS

*Determine requirements for chain of custody:*

- ☐ Routine chain of custody or law enforcement sensitive?
- ☐ Internal chain of custody required (if law enforcement sensitive)?
- ☐ Other special conditions or instructions

## SAMPLE SHIPMENTS

*Inform the requestor of the laboratory's shipping address and record the following:*

- ☐ Transport method
- ☐ Tracking numbers (if applicable)
- ☐ Arrival date/time at laboratory
- ☐ Other special conditions/instructions

## DATA REPORTING AND RECORDS RETENTION

*Laboratories will follow their existing procedures regarding the following in the absence of alternative guidance or specific instructions and record the following:*

- ☐ Who receives a copy of the report
- ☐ Data format needed (e.g., Excel Spreadsheet, Specific EDD, etc.)
- ☐ Method of transmission (e.g., electronic or hard copy)

The laboratory should verify that their standard sample and record retention is adequate.

# Appendix C Form Part 1: Requesting Analytical Support during Water Emergency Response (ASR⇔ PRL)

***Purpose:*** *This sheet is designed to help discussions between the Analytical Services Requester (ASR) and the Primary Responding Laboratory (PRL). Potential PRLs should use this help sheet to ensure that all critical information is exchanged. The PRL can recruit Mutual Support Laboratories to perform the work which they cannot do, so the PRL needs to record all of the required analytical work regardless of whether the PRL can perform the work in house.*

## COMMUNICATION INFORMATION

Date of initial call:

Time of initial call:

Who is in charge of the incident (Analytical Services Requester (ASR) or Incident Commander(IC))?

ASR/IC name:

ASR/IC phone number:

ASR/IC cell number:

ASR/IC fax number:

ASR/IC email address:

Other contacts (utilities, labs, public health, law enforcement, etc.):

EPA/Public Information Officer (PIO) contact:

## SITE CHARACTERIZATION INFORMATION

*Ensure that this information is documented with the sample paperwork shipped to the laboratory:*

Nature of threat:

How was the threat determined (who, what, when):

Threat investigation status, circle one: a) possible b) credible c) confirmed d) other - list here:

Incident information:

Has distribution system been shut down? a) yes b) no c) don't know

Is this incident law enforcement sensitive? a) yes b) no c) don't know

Who has been contacted?

Any known exposure risks: a) contact b) inhalation c) ingestion d) other - specify:

Results of field safety screening (if applicable, see Field Screening Results Table):

Any known illnesses or injuries related to the incident:

Clinical data/results:

Additional information required for sample acceptance:

## GENERAL INFORMATION FOR LAB SERVICE REQUESTERS

*The table below should be filled out to document the sample analyses requested. If samples have not already been collected, the completed table can be provided to the samplers to provide guidance on sample volumes, preservation, sample containers, etc.*

**Requested Analyses**

| Method | # Samples | Sample Volume | Container | Preservation | Storage and Shipping Conditions | Standard or Rapid Analysis | QC Level |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Sample disposal instructions:

Other special conditions or instructions:

Relevant background levels from matrix:

Drinking water treatment chemicals:

Prioritization of specific samples:

## CHAIN OF CUSTODY REQUIREMENTS

Will routine chain of custody be sufficient or is the event law enforcement sensitive?

If law enforcement sensitive, will internal laboratory chain of custody be required?

Other special conditions or instructions:

## SAMPLE SHIPMENTS

Transport method (courier, overnight shipping):

Tracking number(s):

When will the samples arrive at the lab?

Other special conditions or instructions:

## DATA REPORTING AND RECORDS RETENTION

*Laboratories will follow their existing procedures regarding the following in the absence of alternative guidance or specific instructions:*

Data turnaround for preliminary results (if needed):

Data turnaround time for final results:

Data format:

Method of data transmission:

Contact to report results to:

How will the laboratory be reimbursed?

Will routine sample and record retention be adequate?

How to respond to Freedom of Information Act (FOIA), state information access laws, or law enforcement requests?

Other special considerations:

## ADDITIONAL INFORMATION OR COMMENTS

# Appendix C Form Part 2: Requesting Analytical Support during Water Emergency Response (PRL⇔ MSL)

***Purpose:*** *This sheet is designed to help discussions between the PRL and the Mutual Support Laboratory (MSL). Potential MSLs should use this help sheet to ensure that all critical information is exchanged. The methods, matrices, and number of samples are discussed first to determine whether the MSL will be able to assist the PRL. If the MSL is not in a position to help the PRL then the discussion does not need to continue, and the PRL should call another potential MSL.*

## GENERAL INFORMATION FOR LAB SERVICE REQUESTERS

*The table below should be filled out to document the sample analyses requested. If samples have not already been collected, the completed table can be provided to the samplers to provide guidance on sample volumes, preservation, sample containers, etc.*

**Requested Analyses**

| Method/Analyte | # Samples | Matrix | Sample Volume | Container | Preservation | Storage and Shipping Conditions | Standard or Rapid Analysis | QC Level |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Relevant background levels of matrix:

Known water treatment chemicals:

Sample disposal instructions:

Prioritization of specific samples:

Other special instructions:

## COMMUNICATION INFORMATION

Date of initial call:

Time of initial call:

Who is in charge of the incident (Analytical Services Requester (ASR) or Incident Commander(IC)?

ASR/IC name:

ASR/IC phone number:

ASR/IC cell number:

ASR/IC fax number:

ASR/IC email address:

PRL point-of-contact name:

PRL phone number:

PRL cell number:

PRL fax number:

PRL email address:

Other contacts (utilities, labs, public health, law enforcement, etc.):

EPA/Public Information Officer (PIO) contact:

## SITE CHARACTERIZATION INFORMATION

*Ensure that this information is documented with the sample paperwork shipped to the laboratory:*

Nature of threat:

How was the threat determined (who, what, when):

Threat investigation status, circle one: a) possible b) credible c) confirmed d) other - list here:

Incident information:

Has distribution system been shut down? a) yes b) no c) don't know

Is this incident law enforcement sensitive? a) yes b) no c) don't know

Any known exposure risks: a) contact b) inhalation c) ingestion d) other - specify:

Any known illnesses or injuries related to the incident:

Clinical data/results:

Results of field safety screening (if applicable, see Field Screening Results Table):

Results from other laboratories (if applicable, types of analytes tested, positive/negative results):

Additional information required for sample acceptance:

## CHAIN OF CUSTODY REQUIREMENTS

Will routine chain of custody be sufficient or is the event law enforcement sensitive?

If law enforcement sensitive, will internal laboratory chain of custody be required?

Other special conditions or instructions:

## SAMPLE SHIPMENTS

Laboratory shipping address:

Transport method (courier, overnight shipping):

Tracking number(s):

When will the samples arrive at the lab?

Other special conditions or instructions:

## DATA REPORTING AND RECORDS RETENTION

*Laboratories will follow their existing procedures regarding the following in the absence of alternative guidance or specific instructions:*

Data turnaround for electronic and/or hardcopy results:

Data turnaround time for verbal results, if applicable:

Data format:

Method of data transmission:

Contact to report results to:

How will the laboratory be reimbursed?

Will routine sample and record retention be adequate?

How to respond to Freedom of Information Act (FOIA), state information access laws, or law enforcement requests?

Other special considerations:

## ADDITIONAL INFORMATION OR COMMENTS

# Appendix C-2

## FDEP Perceived Threat Materials Checklist (Page 1 of 2)

| | Information or Result | Documented by | Date/Time |
|---|---|---|---|
| **Event ID** | | | |
| **Submitting Agency** | | | |
| **Contact Name/Phone Number** | | | |
| **Names of Additional Authorities Contacted** | | | |
| **Physical Description of Material and Available Volume/Weight for Analysis** | | | |
| **Description of Adverse Effects** | | | |
| **Exposure Mode, (contact, inhalation, etc.)** | | | |
| **Suspected Agent Name** | | | |
| **Field Screening Tests and Results** | | | |

# Perceived Threat Materials Checklist (Page 2 of 2)

| | Information or Result | Documented by | Date/Time |
|---|---|---|---|
| **Biological Screening Tests and Results** | | | |
| **Observations** | | | |
| **pH Screening where appropriate** | | | |
| **Solubility Tests Conducted and Results** | | | |
| **IR Screening Results** | | | |
| **HazMat Smart-Strip Screening Results** | | | |
| **Hazmat Smart M8 Screening Results** | | | |

# PTM Sample Condition

| Container Description | Description | Type of Seal (e.g. evidence tape) | Condition of Seal |
|---|---|---|---|
| **Outer Container** | | | |
| **Inner Container** | | | |
| **Inner Container** | | | |
| **Inner Container** | | | |
| **Sample** | | | |

**PTM Sample Condition**

Request ID: _____Shipping Method: _____Date/Time of Receipt: _____

Sample Unpacked by: _____ Date/Time: _____ Photos Taken (Y/N): _____

Radiation Testing Performed:

Outer Container Result: _____ By: _____ Date/Time: _____

Sample Result: _____ By: _____ Date/Time: _____

# Appendix D

# Incident Communications Tracking Form for Laboratories

**INSTRUCTIONS**

*This form is intended to be used by a responding laboratory to capture drinking water incident field information relevant to the laboratory response activity. A form should be completed for each investigation and expanded as necessary to fully document all information received from the field for each batch of samples received. If field data has been collected and reported on other forms, those form can be attached and referred to on this incident tracking form.*

**Incident Report to Laboratory**

**Site Name:** _____
**Date:** _____
**Time:** _____
**Reported By:** _____
**Contact Cell Number:** _____

**Type of facility:**

- ☐ Source water
- ☐ Treatment plant
- ☐ Pump station
- ☐ Ground storage tank
- ☐ Elevated storage tank
- ☐ Finished water reservoir
- ☐ Distribution main
- ☐ Hydrant
- ☐ Service connection
- ☐ Other _____

**Address:** _____

_____

**Additional Site Incident Information:** _____

_____

_____

_____

_____

**INITIAL HAZARD ASSESSMENT**

**Initial hazard categorization**

- ☐ Low hazard
- ☐ Chemical hazard
- ☐ Radiological hazard
- ☐ Biological hazard
- ☐ Unknown

***If the initial hazard assessment indicates a chemical, radiological, or biological hazard (as described in RPTB Module 3, Section 4.1.3), then only teams trained to deal with such hazards should be sent to the site.***

**SITE CHARACTERIZATION TEAM**

**Name & Affiliation of Site Characterization/Sampling Team Leader:**

_____ **Contact Information:** _____

**Other Site Contacts**

Organization _____ Name: _____
Organization _____ Name: _____
Organization _____ Name: _____
Organization _____ Name: _____

**Representatives from other agencies:**

☐ Local law enforcement ☐ Fire department ☐ HazMat
☐ US EPA ☐ FBI ☐ Other

**COMMUNICATION PROCEDURES**

**Mode of communication:**

☐ Phone ☐ 2-way radio ☐ Digital
☐ Facsimile ☐ Other _____

**Reporting events:**

☐ Upon arrival at site ☐ During approach ☐ Site entry
☐ After site evaluation ☐ After field testing ☐ Site exit
☐ Other _____

**VERBAL FIELD SAFETY SCREENING INFORMATION (Written report to be included with COC and samples)**

| Y | Parameter[1] | Screen[2] | Instrument | Result | Comments |
|---|---|---|---|---|---|
| | Radiation | Both | | | |
| | Chlorine residual | Water | | | |
| | pH / conductivity | Water | | | |
| | Cyanide | Water | | | |
| | Volatile chemicals | Safety | | | |
| | Chemical weapons | Both | | | |
| | Biotoxins | Water | | | |
| | Pathogens | Water | | | |
| | | | | | |

1. List the parameters that will be evaluated as part of field screening (examples are listed).
2. Screening may be conducted for safety, rapid water testing, or both.

**Name of Field Screen Tech** _____
**Cell Phone Number** _____

# Appendix E
# Contact/Call Log

| Date & Time | Name, Phone # and Affiliation of Contact | Issue Discussed | Action Taken | Follow-up Needed | Name of B/Labs Contact |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |