



BROADWATER COUNTY BOARD OF HEALTH

Agenda

*Debi Randolph; Chair ~ Lindsey Richtmyer; Vice-Chair ~ Dwight Thompson
~ JJ Conner; Board Members ~ Melinda Banks; Secretary/Admin*
515 Broadway St. ▪ Townsend, MT 59644 ▪ 406-266-9209

Meetings are held at the Flynn Building on 416 Broadway Street

Per Montana Code Annotated (MCA) 2-3-202, agenda must include an item allowing public comment on any public matter that is not on the agenda of the meeting and that is within the jurisdiction of the agency conducting the meeting. Public comments on items not on the agenda will be taken either in writing in advance of the meeting or in person at the beginning of the meeting. Mail and items for discussion and/or signature may occur as time allows during the meeting. Issues and times are subject to change. Working meetings will be posted on the agenda and will not be recorded.

OFFICIAL agendas are posted in the Courthouse (1st floor bulletin board), on our website at www.broadwatercountymt.com, in the window of the Flynn Building at least 48 hours in advance of the meeting

Monday, January 29, 2024

2:00 PM

Roll Call

Public Comment on items under the jurisdiction of the board and not on the agenda

Approval of minutes

Discussion/Decision, Election of Officers

Discussion/Decision, William and Karessa Mims, Variance Request 17.36.922, for 4 Lazy HM Road, East Helena, MT 59635

Discussion/Decision, Review of By-Laws

Discussion/Decision, Ruby Taylor, Public Health Director, All Hazards Transport Plan

Discussion, Ruby Taylor, Public Health Director, Introduction to Meagan Gillespie, Tri-County Casper/Community Health Assessment

Discussion, Megan Bullock, Broadwater County Sanitarian, End of Year Update

Discussion, Other Updates

Discussion of Future Meeting Date

Adjourn



BROADWATER COUNTY BOARD OF HEALTH

MINUTES

Debi Randolph; Chair (absent) ~ Lindsey Richtmyer; Vice-Chair ~ Dwight Thompson ~ JJ Conner (absent) Melinda Banks; Admin/Contact
515 Broadway St. ▪ Townsend, MT 59644 ▪ 406-266-9209

Tuesday, July 18, 2023

Commissioner Lindsey Richtmyer called the meeting to order at 1:01 P.M. Board of Health members Dwight Thompson, Commissioner Richtmyer, and Jennifer Krueger were present. Commissioner Randolph and JJ Conner were absent. Sanitarian; Megan Bullock was present via phone., Broadwater County Public Health Director; Ruby Taylor, was also absent. The telecast was by Melinda Banks. This meeting was open to the public and available for public view and comment, via the Broadwater County website:
<https://www.broadwatercountymt.com/>

There was no public comment

Minutes from the April 19th meeting were approved.

A motion was made to approve the by-laws with corrections and recommendations from Deputy County Attorney, Jania Hatfield. The motion was seconded and carried.

Ruby Taylor, Public Health Director left a report with Commissioner Richtmyer. Commissioner Richtmyer stated that Ruby had a great turnout for the Bike Rodeo. Ruby has hired a new Medical Assistant and filled the LPN Position. The Public Health Office is now fully staffed.

Sanitarian, Megan Bullock stated that her office is only at 50% from where we were last year. The total number of permits issued is 60 so far this year. Megan is working on a contract with DEQ. The sanitarian's office is starting to complete the yearly inspections.

Jennifer Krueger will be stepping down from her position at the hospital. Emily Clark has agreed to become the hospital representative.

With no further discussion, and no public comments available, the meeting was adjourned at 1:36 PM. The next regular meeting is scheduled for September 18, 2023, at 2 PM at the Flynn Building (416 Broadway).

Lindsey Richtmyer, Vice Chair

Date

Melinda Banks, Assistant

Date



BROADWATER COUNTY BOARD OF HEALTH

MINUTES

*Debi Randolph; Chair ~ Lindsey Richtmyer; Vice-Chair ~ Dwight Thompson(absent) ~
JJ Conner ~ Melinda Banks; Admin/Contact*
515 Broadway St. ▪ Townsend, MT 59644 ▪ 406-266-9209

Monday, September 18, 2023

Debi Randolph called the meeting to order at 2:01 p.m. Board of Health members, Commissioner Debi Randolph, Commissioner Lindsey Richtmyer, and JJ Conner were present. Dwight Thompson was absent. Broadwater County Sanitarian, Megan Bullock was also in attendance. The telecast was by Melinda Banks. This meeting was open to the public and available for public view and comment, via the Broadwater County website: <https://www.broadwatercountymt.com/>

There was no public comment

Minutes from the last meeting could not be approved due to a lack of a quorum that attended the last meeting.

Megan Bullock, Broadwater County Sanitarian updated the Board. She stated that the office has issued 17 permits since the last meeting and the total for the year is 77. 11 inspections have been completed. Yearly inspections for Licensed Establishments are almost complete for the year and the office has issued 21 temporary food permits for the county fair and Fall Fest thus far.

With no further discussion, and no public comments available, the meeting was adjourned at 2:09 pm. The next regular meeting is scheduled for November 13, 2023, at 2 p.m. at the Flynn Building (416 Broadway).

Debi Randolph, Chair

Date

Melinda Banks, Assistant

Date

William J. and Karessa M. Mims

4 Lazy HM

East Helena, MT 59635

R.E.: Variance Request-17.36.922

Seeking variance in regards to Sealed component (tank-concrete)-Mockel Precast Tank-is approx. 43 feet from domestic well in lieu of the required 50 according to private home inspector findings.

System was inspected and approved by Broadwater County Sanitarian on 11/6/2020-Approved permit and inspection attached

1. System does not pose a pose any contaminate risk to drinking water-system is functioning properly, tank is sealed with ramneck at lid and no leaking observed- leach field exceeds required distance from well.
 - In addition-domestic well water is perforated at 200' down to 260 and is steel cased and welded down to 322 and PVC from 177 to 437 and is bentonite sealed as required-(well log attached)
2. There is no public health hazard in regards to this variance request-system installed and functioning properly.
3. System is not accessible to persons or animals
4. There are no laws that the system is in violation of, no exposed effluent or raw sewage
5. There is no risk of pollution of state waters-spokane creek does cross this property but permit was approved for this property-creek is far outside of leech field and field is in location approved by permit
6. There is not any degradation of state waters occurring or to potentially occur
7. No odor present-this variance bears not aesthetic result
- B. If this variance was not approved-significant financial hardship would occur due the requirement to move the tank 7' which would require pumping, excavation and relocation and re installation, as well as could potentially prevent the sale of this property which could potentially cause severe financial and logistical hardship.
- C. Site was inspected at installation and approved, therefore remediation at the time was needed.
- D. Not aware of any alternatives that could remediate this need for variance short of moving the tank.
- E. Simply need a 7' variance to prevent having to move the tank, no more, no less.

Thank you for reviewing this request and for the board's time as well

William Jeremy Mims

Homeowner-4 Lazy HM Rd.

wjmims@gmail.com

307-751-4101

Mims 1/10/2020 Permit # 20-123

↑ N

A-D-Box 93

B-D-Box 69

B-D = 150'

B-C = 144

A-D = 165'

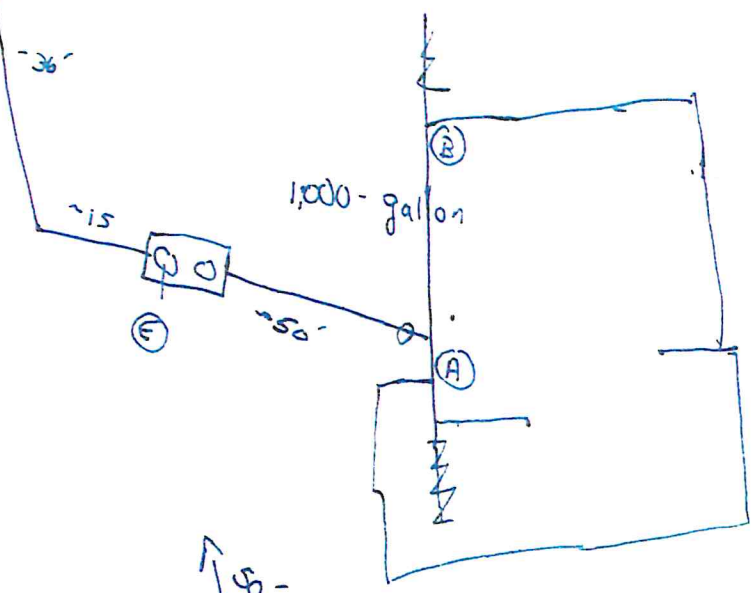
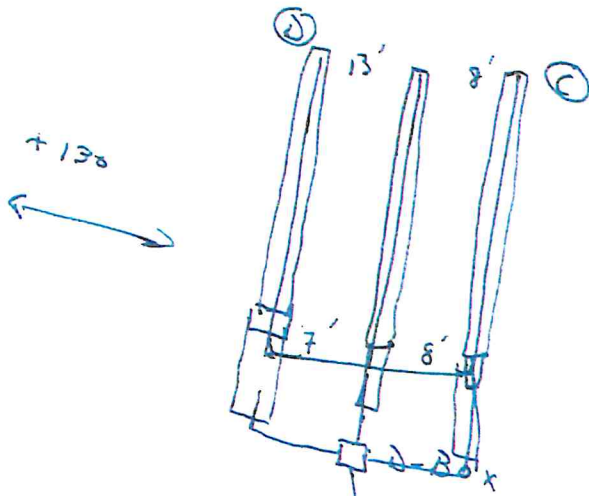
A-C = 159'

E-A 66'

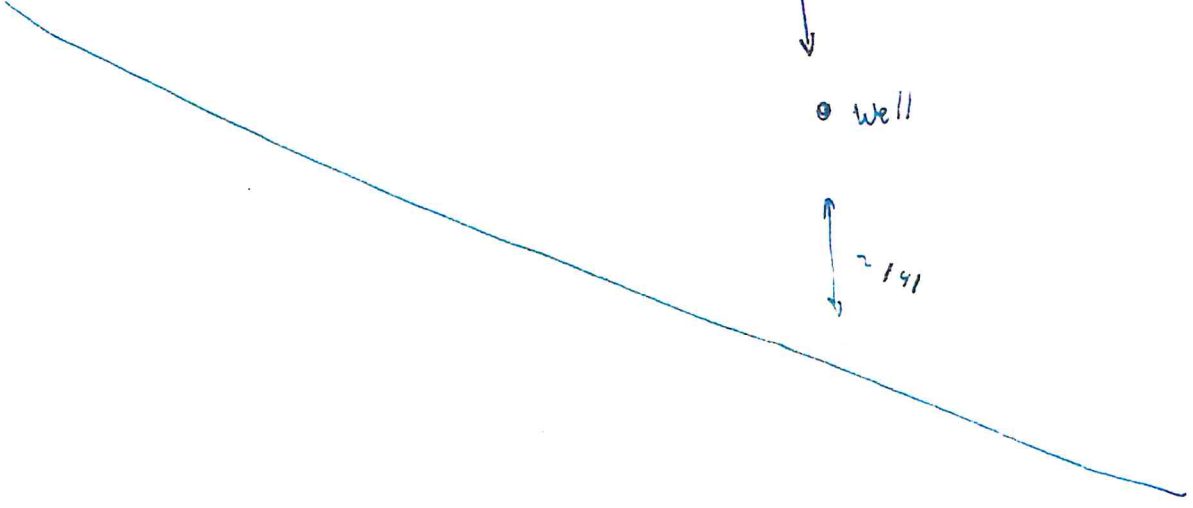
E-B 75'

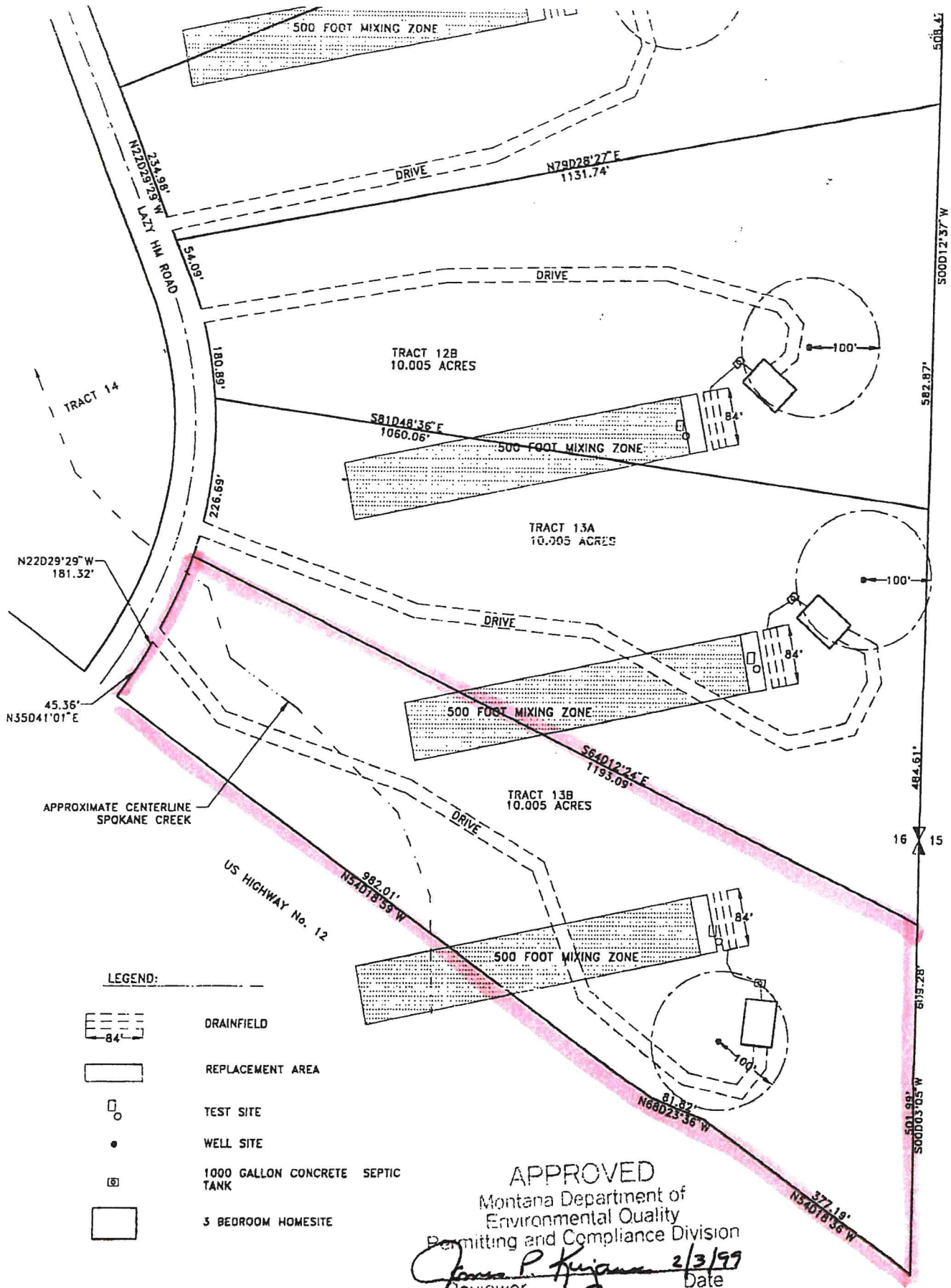
B-well 75'

A-well 54'



Well





SITE PLAN FOR DICK REISS
TRACTS 12A, 12B, 13A & 13B - LAZY HM ESTATES SUBDIVISION
E 1/2 SECTION 16, T9N, R1W
BROADWATER COUNTY, MONTANA

WESTERGAARD ASSOCIATES
PO BOX 6112 : BOZEMAN MONTANA : 59711
PROJECT: 99-101
DATE: 1/7/98

F-12-194-2014

BYLAWS OF THE BROADWATER COUNTY BOARD OF HEALTH

ARTICLE 1. GENERAL POWERS AND DUTIES:

- (a) The Broadwater County Board of Health has the powers and exercises the duties and functions conferred upon it by the Legislature of the State of Montana. The provisions of Title 50, Chapter 2, MCA, including revisions and amendments, are made a part of these Bylaws.
- (b) The Board is responsible for recommending the employment, or termination of employment, of the Health Officer of the Broadwater County Health Department.
- (c) The Board will hear and act upon grievances of the public and employees of the Broadwater County Health Department.

ARTICLE 2. MEMBERSHIP

- (a) The Board shall consist of the County Commissioners and two members who are appointed by the County Commissioners and serve at their pleasure; **or** a minimum of five persons who are appointed by the County Commissioners and serve at their pleasure. § 50-2-104, MCA
- (b) Terms of appointed members shall be staggered and be for three (3) years each.
- (c) The County Commissioners shall establish the staggered order of terms.
- (d) If an appointed member has two consecutive unexcused absences from regularly scheduled meetings per annum, that member may be required to relinquish his/her appointment and a replacement member shall be appointed.
- (e) Vacancies for voting members which occur on the Board by reason of death or resignation or for other reasons shall be filled for the unexpired portion of the term of the vacated member.
- (f) Board members are not compensated for their time. Allowable expenses incurred in attending Board of Health meetings or other Board related activities may be submitted, considered and approved by the Board. Transportation and actual expenses may be reimbursed from general funds up to, but not exceeding, current State transportation reimbursements and per diem.

- (g) The Health Officer, County Sanitarian and Public Health Nurse shall act as non-voting advisory members of the Board.
- (h) The Board may appoint additional non-voting advisory members to serve at the pleasure of the Board.

ARTICLE 3. ELECTION OF OFFICERS:

- (a) The Board shall elect a chairman who shall conduct both regular and special meetings of the Board.
- (b) In addition, the Board shall elect a vice-chairman who shall conduct all meetings of the Board in the absence of the Chairman.
- (c) Officers of the board shall be elected at the first regular meeting of each calendar year and shall serve for a period of one year, commencing immediately upon election.
- (d) The election of officers shall be in accordance with Article 8 of these Bylaws.
- (e) An appointed position will act as an Administrative Assistant at all meetings of the Board and shall be responsible for such duties as determined by the Board.

ARTICLE 4. REGULAR MEETINGS

- (a) A regular meeting of the Board will be held on the third (3rd) Monday of every other month at 2:00 pm starting in January, in the designated meeting area as noted on the posted agenda. If the designated day is a legal holiday or in conflict with other County obligations, the meeting will be held at a designated place and time compatible to all members.
- (b) Regular meetings of the Board will be held at a minimum, once each quarter with notice as provided in Article 6 of the Bylaws
- (c) All meetings of the Board shall be open to the public; provided, however, that any meeting regarding personnel issues, may be closed by the Chairperson during the time the discussion relates to a matter of individual privacy and then only if the demands of the individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains and, in that event, the meeting must be open. In addition, any meeting may be closed

in situations where such closure is allowed, or is appropriate, under the provisions of Title 2-3-203, MCA.

ARTICLE 5. SPECIAL MEETINGS

- (a) Special meetings may be called as necessary by or at the request of, the Chairperson, or by or at the request of any two (2) members of the Board, and may be held at any predesignated place and time for any purpose including the viewing of any places of potential health hazard.
- (b) Notice of special meetings shall be given to all members of the Board as provided in Article 6 of these Bylaws. No special meeting shall be held unless all members of the Board have been given notice of it.

ARTICLE 6. NOTICE OF MEETINGS:

- (a) The Administrative Assistant shall notify all members of the Board of all meetings.
- (b) The Administrative Assistant shall insure that notice of meetings and agenda are posted in public posting locations within the County according to public notice requirements.

ARTICLE 7. QUORUM:

- (a) Three (3) Board of Health members shall constitute a quorum for the transaction of business at any meeting.

ARTICLE 8. BOARD DECISIONS AND VOTING:

- (a) The act of affirmative vote of the majority of the members of the Board present at a meeting at which a quorum is present shall be the act of the Board, except that a vote of not less than four-fifths (4/5) of all members shall be required to amend or add to these Bylaws.
- (b) There shall be no voting by proxy or by email. Members can attend a meeting by video conference or phone if they attend the entire meeting, are able to hear everything in the meeting, and have all the documents that are considered at the meeting.

ARTICLE 9. MINUTES AND RECORD KEEPING:

- (a) Minutes of all regular and special meetings of the Board, declared to be open, shall be kept by the secretary or by a person designated by the Chairman, shall be approved by the Board and signed by the Chairman. Minutes shall be made available for inspection by the public.
- (b) The minutes of all meetings shall be placed in a "minute book" and the pages of the that book shall be consecutively numbered.

- (c) Rules, regulations and policies shall be kept in a manual in the same manner as the “Minute Book”.

ARTICLE 10. RULES AND REGULATIONS:

- (a) The Board may adopt rules and regulations only for those purposes defined in 50-2-116, MCA, including future revisions and amendments, and in accordance with Article 8 of these Bylaws.

ARTICLE 11. FISCAL YEAR AND BUDGET:

- (a) The fiscal year of the Board begins on July 1 and ends on June 30 of each year.
- (b) The Board is financed in accordance with 50-2-109, MCA (Incorporating by reference Title 7, Chapter 6, Part 23, MCA).
- (c) The Board may if needed prepare, approve, adopt and present a preliminary budget for each fiscal year on or before a date established by the Board of County Commissioners.

ARTICLE 12. HEALTH OFFICER:

- (a) The Board shall recommend a Health Officer.
- (b) The duties of the Health Officer shall be those as stated on 50-2-118, MCA. In addition, the Board may add to or delete specific duties by the majority vote of the Board members in accordance with Article 8 of these Bylaws, or as allowed by MCA.
- (c) The Board may call on the Health Officer to provide extra hours in the event of an emergency declared by the Board.

ARTICLE 13. AMENDMENT TO THE BYLAWS:

- (a) These Bylaws, except those articles or parts of articles based upon the statutory authority, may be altered, amended or repealed, and new bylaws may be adopted by the Board in accordance with the Article 8 of these Bylaws.

ARTICLE 14. PARLIAMENTARY PROCEDURE:

- (a) The Board shall follow Roberts Rules of Order, in its latest edition, at its meetings.

ARTICLE 15. ADOPTION:

- (a) These Bylaws are hereby amended, approved and adopted by the Broadwater County Board of Health, Broadwater County, Montana this 18th day of July, 2023.

BROADWATER COUNTY BOARD OF HEALTH

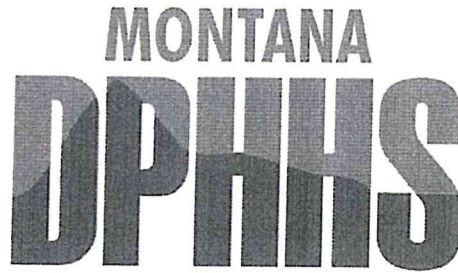
Debi Randolph, Madame Chair

Lindsey Richtmyer, Vice-Chair

JJ Conner, Board Member

Dwight Thompson, Board Member

Jennifer Krueger, Board Member



Healthy People. Healthy Communities.

Department of Public Health & Human Services

LABORATORY SERVICES BUREAU

800-821-7284 (24 hours/7days wk)

Website www.lab.hhs.mt.gov

e-mail: mtphl@mt.gov

FAX 406-444-1802

Deborah Gibson

Ron Paul, PhD - Laboratory Director and Bureau Chief

406-444-5559
5970

dgibson@mt.gov
rpaul@mt.gov

Laboratory Emergency Preparedness

Crystal Fortune – Laboratory Training Specialist

406-444-0930 cfotune@mt.gov

Joel Felix – Chemical Preparedness Specialist

406-444-9653 jfelix@mt.gov

Lana Moyer – Biopreparedness Specialist

406-444-0944 lmoyer@mt.gov

Broadwater County Health All Hazard Transport Plan

Table of Contents:

1. All Hazard Transport Plan (Specimen Transport Protocol)
 - a. Pictures of all kits required for transporting specimens to MT Public Health Laboratory
2. CBAT Kit Instructions
 - a. CBAT kit collection inventory and protocol
3. Category A Shipping Instructions
 - a. Blood and urine sample collection instructions
4. DWES Protocol
 - a. DWES instructions for use of kit
5. Rapid Tox Screen Instructions
 - a. CDC instructions on Collecting and Labeling Specimens

Broadwater Health Services

ALL Specimen Transport Protocol

Revised 06/06/2018

The Broadwater 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 State Laboratory and a safe means of coordinating the transportation of suspected hazardous laboratory and environmental specimens to the MT State Laboratory 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 State Laboratory.

Contact Information

- MT State Laboratory 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
- Broadwater County Public Health 406-266-5209 (during business hours)
- Law Enforcement Agencies: Broadwater County Sheriff's Dept.
- 406-266-3441 (Dispatch – after hours)

Emergency Response Agencies

- Lewis and Clark County Regional HAZMAT TEAM 1-406-447-8472
- Emergency Management Agencies

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 (MTPHL).

1. The Broadwater County 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 MTPHL for testing
2. Routine specimens are marked accordingly and sent through the Broadwater County Sheriff's Department to MTPHL. 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.
4. If a lab specimen needs to be transported in a secure manner, refer to Environmental Health Specimen Procedures, Step 5.

Packaging and Shipping Category A Infectious Substances

Category A materials are defined as "an infectious substance in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise health humans or animals when exposure to it occurs. An exposure occurs when an infectious substance is released outside of its protective packaging, resulting in physical contact with humans or animals." These include, but are not limited to, human specimens submitted for Ebola testing and cultures submitted for confirmation of select agents (*B. anthracis*, *F. tularensis*, etc.) and verotoxigenic *E. coli* (such as STEC).

US DOT regulations 49 CFR 172 and 173 outline the requirements for packaging, marking, and documenting Category A materials. 49 CFR 172.704 outlines the training requirements for anyone involved in any part of the process. It is up to the shipper (facility offering these materials for transport) to ensure the proper materials and properly trained and certified staff are available. Failure to follow federal regulations can result in fines. Broadwater County does not have a certified Category A shipper, therefore Public Health will notify MT PHL to travel to Townsend to handle these specimens.

The closest facility to this jurisdiction that has DPHHS-provided Category A shipping materials is:

Montana Public Health Laboratory

The phone number and address for this facility is:1-800-821-7284

1400 Broadway, Helena MT 59601

DOT publication "Transporting Infectious Substances Safely" is a free brochure available on the DOT PHMSA website. This brochure includes definitions and examples of Category A infectious substances.

Influenza Specimen Collection & Transport Guidelines

The following collection and transport guidelines are applicable to both influenza virus culture and real time PCR testing. Sub typing of Influenza isolates (H1, H3, and H5) can be done on both culture and PCR, but further characterization (Fujian-like strain) requires a cultured isolate.

Influenza Specimen Collection Guidelines

Collection and Transport kits are available from the Montana Public Health Laboratory (MTPHL) by calling 800-821-7284. Collection kits are comprised of a tube of pink Universal Transport Media, with two flocced 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 Public Health Laboratory
P.O. Box 4369 1400 Broadway
Helena, MT 59604**

Environmental Health Specimen Procedures

Chemical/Biological Agent Transport (CBAT) Kits provide consistent and safe collection and transport of environmental samples to MTPHL. Kits are located at:

Broadwater County Health Services 124 N. Cedar Street, Townsend MT 59644

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 Broadwater County Public Health provider/staff involved with the specimen will notify Law Enforcement and Broadwater County Public Health Environmental Health.
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 must be screened for explosive, radiological and chemical 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 MT LSB website.
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, flow charts items, 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 State Lab will remain inside the kits with the supplies.
5. Once the specimen is assessed for hazards and if the specimen is in need of secure transportation, the following options will be available:
 - a. Broadwater Sheriff's Department or MT Highway Patrol: 911 or 406-266-3441
 - b. The MT LSB 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. MTPHL will notify Broadwater 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 to law enforcement or FBI after testing.
 9. All results from any samples will be sent to law enforcement department

Drinking Water Emergency Sampling (DWES) Kit

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

Transportation to MTPHL will be provided by:

- a. Broadwater County Sheriff's Department or MT Highway Patrol: 1-406-266-3441 OR
- b. The MT LSB 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:

***Broadwater County Sanitarian's Office
Broadwater County Court House Townsend
266-9209***



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

Laboratory Services (800) 821-7284 AND
DEQ PWS at (406) 444-4400

See following links for further instruction:

- o [Kit Information](#)
- o [Collection Instructions](#)

[Test Request Form](#)

Rapid Toxic Screening

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

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

Broadwater County does not have a dry ice vendor. Specimens requiring dry ice will be placed in a Styrofoam container with ice packs and transported to Helena.

Saf-T-Pak kits supplied by MTPHL are located at:

Broadwater County Health Services 124 North Cedar, Townsend 266-5209

Broadwater Health Center Laboratory 110 N. Oak Townsend MT 266-3186

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
Local hospital Lab	Staff trained on collection, Courier on-call for delivery	Staff trained on collection, Courier on-call for delivery
County Sheriff	Calls State crime lab for collection guidance on scene.	Call County Office of Emergency Management (OEM) or Tribal DES.
Local Law Enforcement	Call Tribal DES or County OEM. Calls State crime lab for collection guidance on scene	Call Tribal DES or County OEM.
Montana Highway Patrol	Calls State crime lab for collection guidance on scene.	Call County Office of Emergency Management (OEM) or Tribal DES.
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 DPHHS. Maintain chain of custody.	If deemed credible threat to Public Health, notify HAZMAT and CHD/MT DPHHS. Maintain chain of custody.
DES	If deemed credible threat to Public Health, notify CHD/MT DPHHS. Maintain chain of custody.	If deemed credible threat to Public Health, notify HAZMAT and CHD/MT DPHHS. 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 CHD of any suspect or actual threats to the public's health.

Chemical/Biological Agent Transport (CBAT) Kit Procedures

Purpose: The Chemical/Biological Agent Transport (CBAT) Kits are intended to provide a consistent method for collecting unknown/suspicious substances (i.e. white powders or suspicious solids or liquids) that may pose an immediate threat to public health or safety. These types of samples would be collected, using the tools and containers provided, by MT Army National Guard Civil Support Team (CST), trained HAZMAT or law enforcement personnel. Samples should be prescreened for explosive, radiological, and chemical hazards prior to transport to the Montana Laboratory Services Bureau.

CBAT kits are located at: Broadwater County Health Services

If an unknown / suspicious substance is in need of analysis, the following procedures will be followed:

1. The following agencies should be notified of an unknown substance threat. The first agency made aware of the threat will notify appropriate parties:
County Public Health phone number: 406-266-5209
Law Enforcement/FBI phone number: 406-266-3441
County DES phone number: 406-266-9229
DPHHS Duty Officer Phone number: 406-444-3075
2. **(Local DES or local public health-specify according to local emergency operations plan)** will notify Montana Laboratory Services Bureau of the situation. MTL SB phone number: 800-821-7284
3. Law enforcement and other *credible sources* i.e., law enforcement, FBI, DES, etc. will work to assess the situation to determine if a sample is a potential hazard that should be submitted for testing. Note: MTL SB will only test substances known to have been associated with human exposure and submitted by one of these credible sources. If no human exposure has occurred, samples must be submitted on behalf of local, state, or federal response agency.
4. Trained emergency response (i.e. HAZMAT) personnel will use the CBAT for the collection of the unknown/ suspicious substance.
5. CBAT kit instructions and supplies are forms are contained in the kit.
*Refer to the Unknown Substance Sampling section of the Laboratory Emergency Preparedness page on the MTL SB website for more information.
6. The sample collector will initiate the chain of custody paperwork, which is located within the CBAT kit.

7. Specimens to be submitted for testing must be screened for explosive, radiological and chemical hazards. HAZMAT and MT DES Civil Support Team (CST) can perform this prescreen.
8. Once the specimen is assessed for hazards and if the specimen is in need of secure transportation, the following options will be available:
 - a. Broadwater County Sheriff's Department or MT Highway Patrol: 406-266-3441 or dispatch at 911
 - b. The MT LSB courier is available on an emergency basis. Call 800-821-7284 to arrange a pick-up.
9. MTL SB should be notified while sample is in transit to estimate time of arrival and arrange for delivery.

After testing at MTL SB is completed:

10. All specimens will be treated as evidence and will be returned to law enforcement after testing.
11. State officials will give results to submitter and local jurisdiction.



**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.

Packaging and Shipping Category A Infectious Substances

Category A materials are defined as “an infectious substance in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise health humans or animals when exposure to it occurs. An exposure occurs when an infectious substance is released outside of its protective packaging, resulting in physical contact with humans or animals.” These include, but are not limited to, human specimens submitted for Ebola testing and cultures submitted for confirmation of select agents (*B. anthracis*, *F. tularensis*, etc.) and verotoxigenic *E. coli* (such as STEC).

US DOT regulations 49 CFR 172 and 173 outline the requirements for packaging, marking, and documenting Category A materials. 49 CFR 172.704 outlines the training requirements for anyone involved in any part of the process. It is up to the shipper (facility offering these materials for transport) to ensure the proper materials and properly trained and certified staff are available. Failure to follow federal regulations can result in fines.

To address these requirements, MT DPHHS has made available training and training resources, along with materials suitable to transport Category A infectious materials. There are also some facilities that have purchased their own materials. It is the responsibility of the facility to have trained staff capable of packaging and shipping Category A infectious materials. The MT Public Health Laboratory maintains a statewide list of staff who have been trained and certified by their facility for the shipment of Category A infectious materials.

The closest facility to this jurisdiction that has DPHHS-provided Category A shipping materials is:

The phone number and address for this facility is:

MT Public Health Lab.
1400 Broadway, Helena MT.
Phone: 1-800-821-7284 (24^o)

DOT publication “Transporting Infectious Substances Safely” is a free brochure available on the DOT PHMSA website. This brochure includes definitions and examples of Category A infectious substances.
[http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_54AC1BCBF0DFBE298024C4C700569893C2582700/filename/Transporting Infectious Substances brochure.pdf](http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_54AC1BCBF0DFBE298024C4C700569893C2582700/filename/Transporting_Infectious_Substances_brochure.pdf)

UUV Specimen-Collection Protocol for a Chemical-Exposure Incident

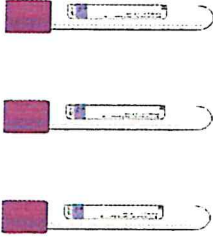
See "Clinical Agents: Shipping Instructions for Specimens Collected from People who May Have Been Exposed to Chemical Agents" [http://emergency.cdc.gov/labissues/specimens_shipping_instru... .asp](http://emergency.cdc.gov/labissues/specimens_shipping_instru...)

Collect blood and urine samples for each person involved in the chemical-exposure incident.
Note: For children, collect only urine samples unless otherwise directed by CDC.

Blood-Sample Collection

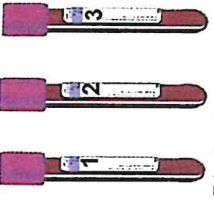
For each person, collect blood in glass or plastic tubes in the following order: 1st; collect specimens in three (3) EDTA (purple-top) 4 mL or larger plastic or glass tubes; 2nd; collect another specimen in one (1) gray- or green-top tube. Collect the specimens by following the steps below:

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.



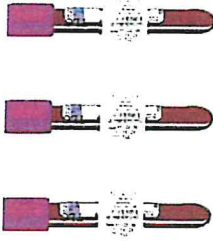
Do not use gel separators.

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.



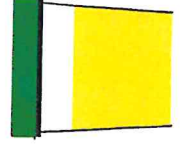
6 Place bar-coded labels on the tube, so that when the tube is upright, the barcode looks like a ladder.



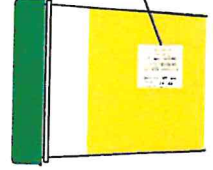
Store samples at 1°C to 10°C.
Do not freeze.

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.

Drinking Water Emergency sampling (DEWES KIT)

Purpose: The Drinking Water Emergency Sampling (DWES) kit provides components for consistent collection of water samples in the event of possible water system tampering or other potential chemical contamination. 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. Water operators, sanitarians, or HAZMAT personnel (in the event of a hazardous scene) should collect DWES Water samples.

DWES kits are located at: Sanitarian's Office at the Broadwater County Court House

If a water sample is in need of analysis, the following procedures will be followed:

1. The following agencies should be notified of a possible water system tampering of other potential contamination of public health concern. The first agency made aware of the threat will notify appropriate parties:

County Public Health phone number: 406-266-5209

County Sanitarian phone number: 406-266-9209

Water system (if implicated) phone number: na

Law Enforcement/FBI phone number: 406-266-3441

County DES phone number: 406-266-5214

DPHHS Duty Officer Phone number: 406-444-3075

2. **Sheriff's Department** will notify Montana Laboratory Services Bureau of the situation.
MTLSB phone number: 800-821-7284
3. Law enforcement and other *credible sources* i.e., law enforcement, FBI, DES, etc. will work to assess the situation to determine if the water sample is potentially contaminated and should be submitted for testing. Note: MTLSB will only test water samples known to have been associated with human exposure and submitted by one of these credible sources. If no human exposure has occurred, samples must be submitted on behalf of local, state, or federal response agency.
4. Water operators, sanitarians, or HAZMAT personnel (in the event of a hazardous scene) should collect water samples, using the bottles contained in the kit.
5. DWES kit instructions and supplies are forms are contained in the kit.
*Refer to the Water Tampering section of the Laboratory Emergency Preparedness page on the MTLSB website for more information.

6. The sample collector will initiate the chain of custody paperwork, which is located within the DWES kit.
7. Once the specimen is assessed for hazards and if the specimen is in need of secure transportation, the following options will be available:
Broadwater Sheriff's Department or MT Highway Patrol: 406-266-3441 or 911
 - a. The MT LSB courier is available on an emergency basis. Call 800-821-7284 to arrange a pick-up.
8. MTL SB should be notified while sample is in transit to estimate time of arrival and arrange for delivery.
9. After testing at MTL SB is completed, state officials will give results to submitter and local jurisdiction.

“Drinking Water Emergency Sampling (DWES) kits”

1. **DO NOT OPEN** this kit unless you are responding to and sampling a drinking water system due to an emergency event.

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

1. 24/7 DPHHS State Lab at **1-800-821-7284**
 2. DEQ PWS at **1-406-444-4400** (or after hours with DES at 406- 841-3911)
2. **USES:** This DWES kit is to be used for collecting necessary samples from a drinking water facility during a suspected or credible threat 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. These kits will be located at all county health departments, public water supplies over 3300 in population, DEQ Public Water Supply Offices, Hazmat teams, National Guard Civil Support Team, and DPHHS State Lab.
3. **PLANNING AND ASSESSMENT TOOLS:** Refer to the documents which are accompanying this kit for assistance in site safety and evaluation and to assist in properly responding to an unknown contaminant threat event at a water system.
 - “Sampling Guidance for Unknown Contaminants in Drinking Water” (EPA-817-5-0-003)
 - “Sampling Guide for First Responders to Drinking Water Contamination Threats and Incidents” by New England Water Works Association and EPA
 - Example of Sampling Protocols (that are inside cooler)
 - Example of Chain of Custody Form (that is inside cooler)
4. **RESPONSE CONSIDERATIONS:** Personal and site safety, evaluations and field analysis, and personal protective equipment should be considered and used. Please note the site and field analysis information on the lab paper work that will accompany the samples. For further information, refer to the reference material. Hazmat teams and law enforcement may need to be consulted and control the site with the water system’s assistance.

5. **CONTENTS OF COOLER:** This cooler contains the bottles and equipment necessary to sample for an unknown contaminant in a water system. This picture shows the contents of the cooler which is followed by a list of contents and analysis that will be conducted on the bottles collected. Sampling protocols and chain of custody guidance are also included in this kit –



Sample Bottles (Must be returned to the lab)

- 3- 1 L amber glass bottles Organic Chemical Analysis Semi-Volatiles
- 4- 1 L plastic bottles Inorganic Chemical Analysis, Metals, Radiologicals
- 1- 1 gal plastic cubitainer Inorganic Chemical Analysis, Metals, Radiologicals
- 1- 500 ml plastic bottle Inorganic Chemical Analysis, Nutrients
- 3- glass vials Volatile Organic Chemical Analysis
- 3- sterile 120 ml bottles Microbiological Analysis

Supplies (Must be returned to the lab)

- 1- roll of evidence tape
- 2- permanent Sharpie markers
- 2- pair of plastic safety goggles
- 2- Laminated Instruction Cards

Documentations (Must be returned to the lab)

- Chain of Custody Form
- Emergency Response Sampling Protocols and Request Form

Supplies (disposable)

- 2- 1 gallon Ziplock baggies
- 2- pair of medium nitrile gloves
- 2- pair of large nitrile gloves
- 2- pair of 2xl disposable coveralls

6. CONTACTS AND RESOURCES: This list of contacts may be helpful in an event but is not all inclusive. Think carefully about whom your partners are and who may need to be involved with your response and mitigation. It never hurts to inform as a heads up. Just be careful about releasing critical information that may compromise an investigation. Work as a unified command and have a public information officer.

<u>Agencies to consider notifying or getting assistance from:</u>	<u>phone:</u>	<u>email or web:</u>
<input type="checkbox"/> 911 (if necessary)		
<input type="checkbox"/> MT Dept. Environmental Quality- Public Water Supply Program:	406-444-4400	(after hrs. DES)
<input type="checkbox"/> MT Dept. Public Health Human Services – 24/7 Lab:	800-821-7284	
<input type="checkbox"/> City/County Health Department:	406-266-5209	Sanatarian 266-9209
<input type="checkbox"/> Local Law Enforcement:	406-266-3441	
<input type="checkbox"/> Local Fire Department:	406-266- 3441	
<input type="checkbox"/> County Office of Emergency Services/DES Coordinator:	406-266-5214	or 266-9229
<input type="checkbox"/> City/Town Official(s):	406-266-3911	
<input type="checkbox"/> Local Medical Response/Hospital(s):	406-266-3186	
<input type="checkbox"/> Local Power Company:		
<input type="checkbox"/> Suppliers (chemical / equipment):		
<input type="checkbox"/> Local Wastewater Treatment Plant:	406-266-3911	
<input type="checkbox"/> Media: (public information officer?)		
<input type="checkbox"/> NOAA Emergency Alert System (EAS):		www.wrh.noaa.gov
<input type="checkbox"/> MT Water/Wastewater Agency Response Network:		www.mtwarn.org
<input type="checkbox"/> State Disaster and Emergency Services (DES):	406-841-3911	mtdes@mt.gov
<input type="checkbox"/> HAZMAT & National Guard CST Team:	406-841-3911	
<input type="checkbox"/> EPA/National Response:	800-424-8802	
<input type="checkbox"/> US Federal Bureau of Investigation (FBI):	801-579-1400	
<input type="checkbox"/> US Dept. Homeland Security (DHS)– Protective Security Advisor (PSA):	406-839-1165	
<input type="checkbox"/> Montana All Threat Intelligence Center – criminal:	406-444-1330	dojintel@mt.gov
<input type="checkbox"/> Highway Patrol:	800-525-5555	
<input type="checkbox"/> WaterISAC (Information Sharing and Analysis Center):	866-426-4722	info.@waterisac.org
<input type="checkbox"/> Poison Control:	800-222-1222	

7. HANDLING AND STORAGE of kit: Until use, please store these sample kit coolers in a warm, dry, and known location. Periodically staff of DPHHS State Lab may be calling you to verify that these kits are still in place and in good condition. If this kit needs to be used for an emergency, replacements or duplicate kits are available. Upon filling and preparing to transport the kits to the lab, call DPHHS State Lab 24/7 at 1-800-821-7284 to notify them of its arrival and to get advice on delivery options. The State Lab has various transport venues available such as a statewide courier service. Important to note, if this cooler has been placed in a hot zone or exposed to potential contamination, it is necessary to decontaminate the outside of this cooler before transport. Use all safety precautions and necessary professionals to keep everyone involved safe and healthy.



(DWES) kits were funded by EPA Counter Terrorism Grant WP-98877602-1

Rapid Toxic Screening Procedure

Purpose: The Rapid Toxic Screen is a series of tests performed at the CDC that analyzes 150 chemical agents in patients' blood and urine. Results can identify who was exposed to chemicals, which chemicals were used, and how much of a particular chemical was absorbed into the victim's body. The Rapid toxic screening "kit" consists of two empty white boxes—one for the transport of blood samples, which should be shipped cold, on ice packs; and one for the transport of urine samples, which should be shipped frozen, on dry ice if available. Samples will be shipped by the collecting facility to the LSB, who will forward them to CDC. Up to date guidance regarding chemical emergencies can be found on the CDC website.

(<http://emergency.cdc.gov/chemical/>)

Potential chemical emergencies would require a response by multiple agencies. These would include:

County Public Health phone number: 406-266-5209

Hospital phone number: 406-266-3186

Law Enforcement/FBI phone number: 406-266-3441

County DES phone number: 406-266-9229

DPHHS Duty Officer phone number: 406-444-3075

Montana Laboratory Services Bureau (MTLSB) 800-821-7284

Rapid Toxic (Saf-T-Pak) kits supplied by MTPHL are located at: Broadwater County Health Services 124 North Cedar Street Townsend MT, 59644 phone 406-266-5209 after hours contact Sheriff's Department at 406-266-3441 or call 911

1. Broadwater County Health Center has been made aware that if patients present and providers are suspicious of possible chemical threat event, according to resources found on the CDC chemical terrorism website above, that someone from the facility should contact Broadwater County Public Health Services.
2. Broadwater County Health Center will contact the DPHHS duty officer at 406-444-3075 and Montana Laboratory Services Bureau (MTLSB) at 800-821-7284 to inform them of a possible event.
3. MTLSB will coordinate with CDC to determine if rapid toxic screening is warranted. **Testing will not occur** without CDC approval.

4. Once approval for testing is attained, MTLSB will notify the jurisdiction that samples should be collected. Note: Since the samples are for screening, it is possible that not all patients will have samples collected.
5. The collecting facility will collect (in the following order) a minimum of 12 mL EDTA (purple-top tubes) whole blood and one gray (or green top) whole blood sample from the patient. Store blood samples at 1°C to 10°C.
6. Each patient should have 40-60 mls of urine collected in a screw cap cup. Freeze urine samples (optimally at -70°C).
7. Integrity of rapid toxic screening samples should be maintained at all times. The collector/receiver of the blood and urine samples will be the first to sign a chain of custody form. Each time the specimens are handed over (i.e. to shipping personnel), the chain of custody should be signed by the person releasing and the person receiving the specimens. Facilities may use their own chain of custody form, or may use the form found in the "Submission of Samples to MT LSB" section on the MTLSB emergency preparedness website:
<http://dphhs.mt.gov/publichealth/LaboratoryServices/LaboratoryEmergencyPreparedness>
8. The collecting facility will ship both sample boxes, along with a sample manifest and the chain of custody form, to the MTLSB. Note: One transport container is used to ship blood with cold packs in order to maintain storage temperature. The other transport container is used to ship urine on dry ice to maintain frozen samples. If dry ice is not available, care should be taken to keep urine samples as cold as possible.
9. Samples should be shipped as soon as possible to

Montana Laboratory Services Bureau
C/O Environmental Laboratory-RTS
1400 Broadway
Helena, MT 59601
10. Once results are available, state officials will notify the jurisdiction and submitter of results and will arrange for follow-up with regards to possible additional testing.

Centers for Disease Control and Prevention Shipping Instructions for Specimens Collected from People Who May Have Been Exposed to Chemical-Terrorism Agents

Section One: Collecting and Labeling Specimens

Required Specimens

Unless otherwise directed, collect the following specimens from each person who may have been exposed:

Whole blood

- Collect blood specimens from adults only unless you receive specific instruction from CDC to collect blood from pediatric patients.
- Collect a minimum of 12 mL of blood.
- Use three 4-mL or larger vacuum-fill only (unopened), non-gel, purple-top (EDTA) tubes; use four tubes if using 3-mL tubes.
- Using indelible ink, mark each purple-top tube of blood in the order collected (e.g., # 1, # 2, # 3, # 4 [if using 3-mL tubes]).
- In addition, collect another specimen using one 3-mL or larger, vacuum-fill only (unopened), non-gel, green- or gray-top tube. Allow the tube to fill to its stated capacity.

Urine

- Collect at least 40-60 mL from potentially exposed adults and children.
- Use a screw-cap plastic container; do not overfill.
- Freeze specimen as soon as possible (-70°C or dry ice preferred).
- If other than "clean catch", note method of collection on the specimen cup (e.g., obtained by catheterization).

Blanks

For each lot number of tubes and urine cups used for collection, provide the following to be used as blanks for measuring background contamination:

- Two (2) empty, unopened purple-top tubes.
- Two (2) empty, unopened green- or gray-top tubes.
- Two (2) empty, unopened urine cups.

Labeling Specimens

- Label specimens with labels generated by your facility and follow your facility's procedures for proper specimen labeling.
- In addition to unique patient identifiers (e.g., medical records number, specimen identification number) labels should convey the collector's initials, date and time of collection so that law enforcement officials may trace the specimen to the collector should investigations lead to legal action and the collector has to testify that he or she collected the specimen.
- If you use bar-coded labels, place the labels on blood tubes and urine cups so that when these containers are upright, the bar code looks like a ladder.
- Maintain a list of names with corresponding specimen identification numbers at the collection site so that results can be reported to patients. It is recommended that you record additional data for use in the interpretation of results. Additional data may include: time of potential exposure, method of urine collection if other than "clean-catch", indication if sample was collected post-mortem, and antidotes administered prior to sample collection.
- Information provided on labels and lists may prove helpful in correlating the results obtained from CDC's Rapid Toxic Screen and subsequent analysis with the people from whom the specimens were collected.

Section Two: Packaging Specimens

Packaging consists of the following components: primary receptacles (blood tubes or urine cups), secondary packaging (materials used to protect primary receptacles), and outer packaging (polystyrene foam-insulated, corrugated fiberboard shipper).

Secondary Packaging for Blood Tubes

- To facilitate processing, package all blood tubes from the same patient together.
- Place absorbent material between the blood tubes and the first layer of secondary packaging. Use adequate absorbent material to absorb the entire contents of the blood tubes.
- Separate each tube of blood collected from other tubes to prevent tube-to-tube contact. The first layer of secondary packaging must be secured with one continuous strip of evidence tape and initialed half on the tape and half on the first layer of secondary packaging by the person making the seal. For example, one of the ways to do this is to—
 - Pack blood tubes in a gridded box lined with absorbent material. Seal the top half of the box to the bottom half with one continuous piece of evidence tape and write your initials half on the tape and half on the box.
- Wrap and seal the first layer of secondary packaging (e.g., gridded box) with absorbent material.
- Seal one wrapped gridded box or alternative container inside a clear, leak-proof biohazard polybag equivalent to Saf-T-Pak product STP-701, STP-711 or STP-731.
- Place this bag inside a white Tyvek® outer envelope (or equivalent) and seal the opening with a continuous strip of evidence tape initialed half on the packaging and half on the evidence tape by the individual making the seal.
- According to 49 CFR 173.199(b), if specimens are to be transported by air, either the primary receptacle or the secondary packaging used must be capable of withstanding, without leaking, an internal pressure producing a pressure differential of not less than 95 kPa (0.95 bar, 14 psi). Verify in advance that the manufacturer of either the blood tube or secondary packaging used in your facility is in compliance with the pressure differential requirement.

Outer Packaging for Blood Tubes

- Use polystyrene foam-insulated, corrugated fiberboard shipper (may be available from your transfusion service or send-outs department).
- For cushioning, place additional absorbent material in the bottom of the shipper.
- Add a single layer of refrigerator packs on top of absorbent material.
- Place the packaged specimens on top of the refrigerator packs.
- Use additional cushioning material to minimize shifting while the shipper is in transit.
- Place additional refrigerator packs on top of the secondary packaging to maintain a shipping temperature of 1 °C – 10 °C
- Place blood shipping manifest in a sealable plastic bag and put on top of packs inside the shipper. Place lid on the shipper.
- Keep chain-of-custody documents for your files.
- Place your return address in the upper left-hand corner of the shipper top and put CDC's receiving address in center.
- Affix labels and markings adjacent to the shipper's/consignee's address that appears on the shipper.
- Place the UN 3373 label and the words "Biological Substance, Category B" adjacent to the label on the front of the shipper.

Secondary Packaging for Urine Cups

- Separate each urine cup from other urine cups to prevent contact between urine cups. The first layer of secondary packaging must be secured with one continuous strip of evidence tape and initialed half on the tape and half on the first layer of secondary packaging by the person making the seal. For example, one of the ways to do this is to—
 - Pack urine cups in a gridded box lined with absorbent material. Seal the top half of the box to the bottom half with one continuous piece of evidence tape and write your initials half on the tape and half on the box.
- Place urine cups, boxed and secured properly with evidence tape, in the next layer of secondary packaging. An example of acceptable material is the Saf-T-Pak Disposable 2-Part Pressure Vessel system or its equivalent.
- Secondary packaging must have its closure secured with a single strip of evidence tape initialed half on the packaging and half on the evidence tape by the person making the seal.

Outer Packaging for Urine Cups

- Use polystyrene foam-insulated, corrugated fiberboard shipper (may be available from your transfusion service or send-outs department).
- For cushioning, place additional absorbent material in the bottom of the shipper.
- Place a layer of dry ice on top of the absorbent material. Do not use flakes or large chunks of dry ice for shipment because large chunks have the potential for shattering urine cups during transport.
- Ensure that specimens will remain frozen or will freeze during transport.

- Place packaged urine cups in the shipper.
- Use additional absorbent or cushioning material between wrapped urine cups to minimize shifting while shipper is in transit.
- Place an additional layer of dry ice on top of samples.
- Place the urine shipping manifest in a sealable plastic bag and put on top of dry ice inside the shipper. Place lid on the shipper.
- Keep chain-of-custody documents for your files.
- Place your return address in the upper left-hand corner of the shipper top and put CDC's receiving address in center.
- Place the UN 3373 label and the words "Biological Substance, Category B" adjacent to the label on the front of the shipper.
- Place a Class 9/UN 1845 hazard label on the same side of the shipper as the UN 3373 marking.
- If the proper shipping name, (either dry ice or carbon dioxide, solid) and Class 9/UN 1845 is not preprinted on the hazard label, add it in an area adjacent to the label.
- Note the weight of dry ice (in kg) on the preprinted area of the hazard label, or place that information adjacent to the Class 9/UN 1845 hazard label.
- Orientation arrows are not required on a shipper containing "Biological substance, category B." If you use arrows, be sure to orient the inner packaging so that closures are aligned with the arrows.
- If the shipper will be transported by a commercial air carrier, complete an airway bill. On the airway bill, note the proper shipping name and UN number for each hazardous material and identify a person responsible for the shipper per IATA packing instruction 650.

Section Three: Shipping Specimens

Follow the guidance provided in your state's chemical-terrorism comprehensive response plan. Please ship the specimens to the following address:

MT Laboratory Services Bureau
ATTN Environmental Laboratory (Rapid Toxic Screen)
1400 East Broadway
Helena, MT
800-821-7284

Preparing Documentation

- Since blood tubes and urine cups cannot be shipped together in the same package, prepare a separate shipping manifest for each.
- Note on shipping manifest if urine sample is collected by means other than clean catch (e.g., catheterization).
- Place each shipping manifest (with specimen identification numbers) in a plastic zippered bag on top of the specimens before closing the lid of the polystyrene foam-insulated, corrugated fiberboard shipper.

- Do not transport chain-of-custody forms with specimens. Each entity or organization handling the specimens is responsible for the specimens only during the time that it has control of the specimens.
- Each entity or organization receiving the specimens must sign-off on the chain-of-custody form of the entity or organization relinquishing the specimens to close that chain. Electronic procedures such as electronic chain-of-custody and barcode readers will expedite this process.
- When receiving specimens, each new entity or organization must begin its own chain of custody. The entity or organization relinquishing the specimens must sign its chain of custody to close the chain and indicate that they have transferred the specimens.

Note: When the person relinquishing the specimens (relinquisher) and the person receiving the specimens (receiver) are not together at the time of specimen transfer, the relinquisher must document on its chain-of-custody form that the receiver is the express courier (e.g., FedEx, Delta Dash, DHL, UPS) and must document the shipment tracking number or have the person transporting the specimens sign the chain-of-custody to indicate that he or she has taken control of the specimens. Likewise, when receivers get the specimens, they will document on their chain-of-custody form that the relinquisher is the express courier (and provide the tracking number) or have the person transporting the specimens sign the chain-of-custody form.

Questions

For questions concerning these instructions, please contact:

MT Laboratory Services Bureau
ATTN Environmental Laboratory (Rapid Toxic Screen)
1400 East Broadway
Helena, MT
800-821-7284



Laboratory Services Bureau Emergency Sample Information Form

Case No: _____
YYYYMMDDTIME

Initial Contact Information: REQUIRED

Person Receiving Call:	Date:	Time:
Initial Caller:	Agency:	Phone Number:
Incident Location:	Collection Site:	
On Scene Contact:	Agency:	Phone Number:
Person Collecting Sample:	Agency:	Phone Number:

Event Description: (may include responders present and site actions taken)

Threat Assessment: REQUIRED

Anyone Exposed? <input type="checkbox"/> NO <input type="checkbox"/> YES Approximate # _____	Any Fatalities? <input type="checkbox"/> NO <input type="checkbox"/> YES Approximate # _____	Any Symptoms of Exposure? <input type="checkbox"/> NO <input type="checkbox"/> YES List all:
Has it been deemed a LEGAL Credible Threat? <input type="checkbox"/> NO <input type="checkbox"/> YES By whom? FBI Law Enforcement Fire Dept Other	Name:	Phone Number:
Has it been deemed a PUBLIC HEALTH Credible Threat? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, Name of Agency:	Name:	Phone Number:

Reason for Sampling (overt threat, suspicious circumstances, etc):

Expectations for Sampling (minimum testing, expanded testing, confirm field tests, intelligence suspicions, etc):

Were samples taken with Laboratory Approved Kits? DWES Rapid Toxic Screen Protocol No

If not, is the sample Double Bagged and Over-packed? NO YES If no, describe required safety precautions:

Number of samples collected:	Estimated Arrival Time:	Transporter:
------------------------------	-------------------------	--------------

Sample Collection Pre-Screening Information: REQUIRED

Sample Package Decontaminated? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Unknown	Method:
Sample Checked for Radiation? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Unknown	Levels above background? <input type="checkbox"/> NO <input type="checkbox"/> YES

Unopened Package Checked and found NEGATIVE for: Explosives Incendiaries Pressurized Devices N/A

Have any Field Test Been Performed? NO YES Unknown If yes, complete table Field Test Results

Samples Taken/Tested by: Water Operator Sanitarian LE/Fire Hazmat CST EPA Other:



Laboratory Services Bureau Emergency Sample Information Form

Case No: _____
YYYYMMDDTIME

Physical Properties of Sample: REQUIRED

Sample Type: Envelope Package Swab Air Collection Jar/Tube Other: _____

Physical State:	Liquid Viscosity: <input type="checkbox"/> Water <input type="checkbox"/> Oil <input type="checkbox"/> Honey <input type="checkbox"/> Paste <input type="checkbox"/> Other <input type="checkbox"/> NA	Appearance/Color:
	Solid - Size: <input type="checkbox"/> Chunks <input type="checkbox"/> Granules <input type="checkbox"/> Powder <input type="checkbox"/> Other <input type="checkbox"/> NA	Estimated sample size:

Field Tests/ Results: OPTIONAL

Chemical Kit Analysis:	Assay for:	
	Assay for:	
	Assay for:	
Chemical Instrumentation:	4 Gas Monitor:	
	Photo Ion Det./Org Vapor Monitor:	
	FTIR:	
	Other:	
Biological Assays:	Assay for:	
	PCR for:	
	Other:	
	Assay for:	

Comments:

Results Notification Contact Information: REQUIRED

Name (Print)	(Primary)	(Secondary)
Organization:		
City, State, ZIP		
e-mail:		
Phone/Fax		

Results: REQUIRED

Preliminary Results called to :	Call made by:	Date:	Time:	Initial:
Final Results Called to:	Call made by:	Date:	Time:	Initial:
Final Report Sent to:	Sent by:	Date:	Time:	Initial:

Sample Disposal: REQUIRED

Released by:	Name (Print):	Date:	Time:	Initial:
Released to:	Name (Print)::	Date:	Time:	Initial:

Comments:

Montana Department of Public Health & Human Services

Suspicious Substance Event Response



December 2015

Version 2.1

Suspicious Substance Event Response

Standard Operating Procedure

<u>Contents</u>	Section I	Purpose & Scope	Page 1
	Section II	Roles & Responsibilities	Page 1
	Section III	Concept of Operations	Page 3
	Section IV	Maintenance	Page 5
	Section V	Appendices	Page 7
		Appendix A: Emergency Sample Information Form	
		Appendix B: Protocol for Submission of Suspicious Substance	
		Appendix C: Collection Instructions and Procedures for CBAT Kits, DWES Kits, Infectious Substance (Category A) Shipping Containers, U.S. Postal Service Transport and CDC Rapid Toxic Screen Procedures	
		Appendix D: References	

Section I: Purpose & Scope

Purpose

This procedure document is limited to the Suspicious Substance Event Response activities of the Montana Laboratory Services Bureau (LSB). This document is meant for use by DPHHS as a guide for supporting laboratory response to suspicious substance events, in which the substances have been pre-screened and do not contain nuclear, radiological, or explosive materials. This document is intended to simplify and streamline the sample submission process.

Scope

This document is used in support of the DPHHS Emergency Operations Plans (EOP), its annexes, other operating procedures, or in support of other agencies responding to emergencies as requested. The use of this SOP is not contingent on the specific activation of the DPHHS EOP or declaration of any emergency.

Assumptions

- Potential suspicious substance events are determined at the local level, usually by local law enforcement or the Federal Bureau of Investigation (FBI); response efforts might occur in coordination with the LSB.
- The DPHHS Duty Officer makes no determinations about the validity of any threats related to the suspicious substance.
- Local jurisdictions have made initial efforts to avoid further contamination and evacuation of exposed areas given their responsibility under MCA 10-3-401(c).

- Local jurisdictions have made initial efforts to control ingress and egress to exposed areas given their responsibility under MCA 10-3-401(d).
- Potential suspicious substance events typically involve white powders or other substances (solid or liquid) suspected of being or containing chemical or biological agents that may pose an immediate threat to public health or safety.
- Potential suspicious substance threats may involve substances considered orphaned hazardous materials.
- Suspicious substance events typically require the response of multiple government agencies, and are resource-intensive and costly.
- Unless other justifiable needs for testing exist, LSB only tests substances known to have been associated with human exposure and submitted by a credible source.

Authorities

- Isolation and Quarantine — MCA 50-18-107, MT ARM 37.114.101 to 1016
- Enforcement of Health Officer's order by LE — MCA 50-2-120
- Closure of Buildings and Facility Decontamination — MCA 50-2-116 and 118
- Use of State Hazardous Materials Incident Response Team (SHMIRT) — MCA 10-3-1204
- Notification of Hazardous Materials Release — MCA 10-3-1211
- Education and Training of employees on hazardous materials response — 29 CFR 1910.120
- Shipping of Hazardous Materials — 49 CFR 172

Section II: Roles & Responsibilities

DPHHS

DPHHS provides supplemental technical assistance to local health departments, other local agencies, and other state agencies.

DPHHS Laboratory Services Bureau (LSB)

Montana Public Health Laboratory and the Montana Environmental Laboratory Sections provide microbiologic and chemical testing and technical assistance in the event of a biological or chemical threat, crisis, emergency, or disaster.

Communicable Disease Control and Prevention Bureau (CDCPB)

CDCPB provides the following support functions.

- Communicable Disease Epidemiology (CDEpi) Section for Epidemiologic technical assistance
- Food and Consumer Safety (FCS) Section for Food and consumer safety technical assistance
- Public Health Emergency Preparedness (PHEP) Section for incident response support and coordination

Local Governments

Local governments are responsible for the safety and welfare of their constituents. Emergency response is based on the principle that local authorities bear initial and continuing responsibility for emergency incident mitigation. Each local discipline is responsible for duties agreed to and defined in the Local Emergency Operations Plan (LEOP).

Montana Disaster and Emergency Services (DES)

DES coordinates the state-level response to emergency incidents in Montana and provides the following support functions.

- Through the DES Duty Officer (DO) program, DES serves as the Point-of-Contact (POC) for an incident command (IC) requesting activation of the State Hazardous Materials Plan and for the notification of reportable hazardous materials incidents.
- Serves as a clearinghouse regarding resource availability and other emergency-related services available through the State of Montana.

State Regional Hazmat Teams & Montana National Guard 83rd Civil Support Team (CST)

- There are six Regional HAZMAT teams across the state, staffed by trained HAZMAT personnel from host agencies. A Regional HAZMAT team may support a local HAZMAT response, and is deployed through DES at the request of the local Incident Command.
- Montana National Guard 83rd Civil Support Team (CST) is a trained National Guard Unit that may support local incident command and may be deployed through DES.

Section III: Concept of Operations

The DPHHS Suspicious Substance Response Protocol is comprised of seven action steps (Figure 1). **Step one and step two can be carried out concurrently throughout the response. The remaining action steps are sequential in format.**

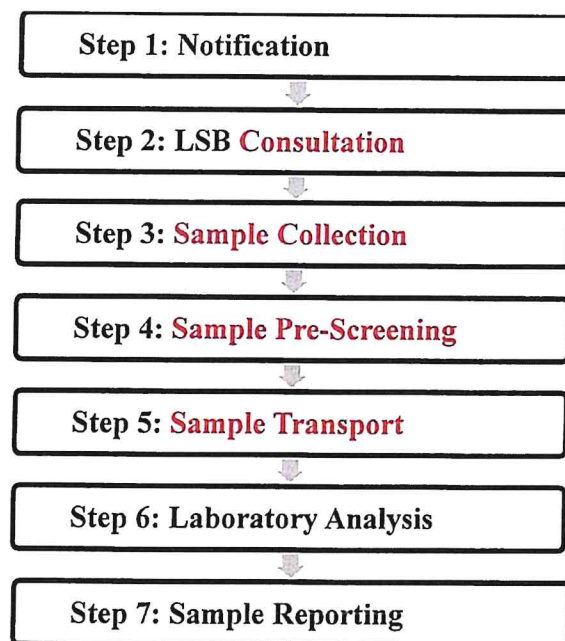
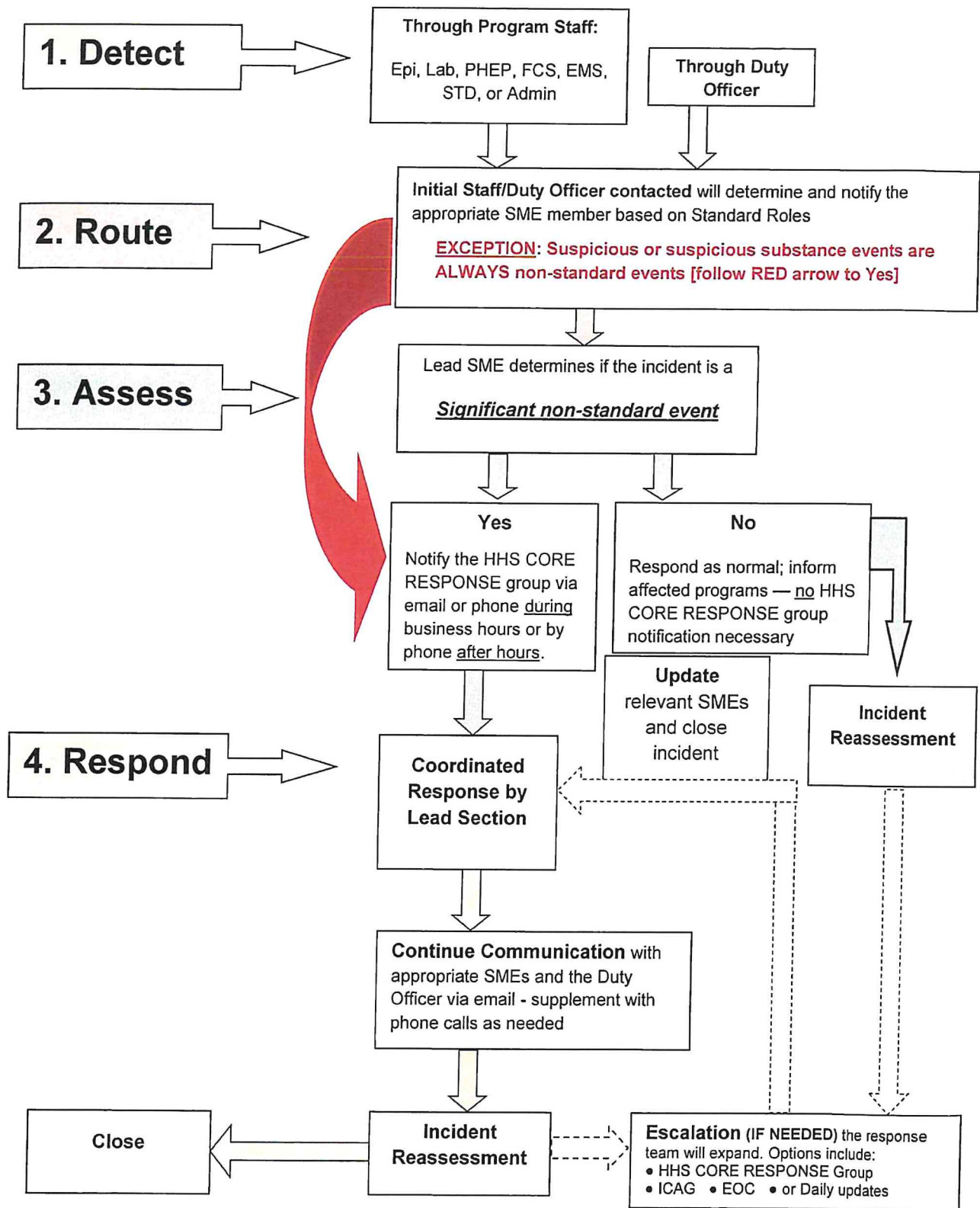


Figure 1. Steps for responding to suspicious substance events.

A. Step 1: Notification of Incident

1. Notification to DPHHS of a suspicious substance event will come from DES or local public health and will most likely occur through the CDCPB program staff, LSB staff, or DPHHS DO.
2. Once notification of a suspicious substance event occurs, the staff member contacted will follow the incident communication protocol as outlined in the DPHHS DO Manual (Figure 2).
3. All suspicious substance events are considered non-standard events and are routed accordingly using the response algorithm.
4. LSB Staff members who become aware of a suspicious substance event will initiate the Emergency Sample Information Form (Appendix A) in SharePoint and communicate this information with the LSB Chief or designated representative.
5. Additional notifications
 - i. **DPHHS Duty Officer**
 1. Call 800-821-7284 to contact a member of the Laboratory Response Call Down Group listed in the DPHHS DO Manual, unless the Laboratory staff was the first staff member contacted
 2. Contact HHS Core Response Group via email as soon as possible
 3. Contact DES Duty Officer at 406-324-4777
 - ii. **LSB Chief (or designated representative)**
 1. Contact Laboratory Supervisor to make arrangements for receipt of sample and preparations for testing
 - iii. **PHEP supervisor (or designated representative)**
 1. Contact Sample of Origin Local Public Health Jurisdiction Emergency Preparedness Contact
 2. Contact DPHHS Safety Officer
 3. Contact Department of Administration General Services and Security
 4. Contact DPHHS Public Information Officer, as authorized by Incident Command Advisory Group (ICAG)
 5. Contact FBI representative
 - Primary — Special Agent Selena DeVantier
cell = 406-698-7938
email = selena.devantier@ic.fbi.gov
 - Alternate — Salt Lake City Division
phone = 801-579-1400

Figure 2. Step 1 for responding to suspicious substances — notify responders.



B. Step 2: LSB Consultation

LSB Chief (or designated representative)

1. Confirm if human exposure to the suspicious substance might have occurred or other justifiable need for testing exists.

Note: if no possibility for human exposure or other justifiable need for testing exists, then consider necessity of sample submission.

2. Determine if on-scene responders are requesting environmental testing.
3. If environmental sample (no human exposure) testing is requested, confirm the sample will be submitted on behalf of local, state, or federal response agency.

*Note: samples will **NOT** be accepted unless submitted on behalf of local, state, or federal response agency. Rejected samples will not be tested and originating LOCAL authorities will determine the next step for the sample.*

4. Confirm that the submitting agency agrees to meet sample submission criteria (see 'Step 3: Sample collection' and 'Step 4: Sample Pre-Screening', and 'Step 5: Sample Transport').
5. Continue completion of the Emergency Sample Information Form in SharePoint.

C. Step 3: Sample Collection

LSB will accept samples for laboratory analysis if:

1. Sample is collected following instructions/procedures contained in one of the following laboratory approved collection kits: (Note: instructions/procedures are found in the appendices including Appendix G and on the LSB website.)
 - a. Chemical and Biological Agent Transport (CBAT) kit
 - b. Drinking Water Emergency Sample (DWES) kit
 - c. U.S. Postal Service Biohazard Detection System (BDS) Transport
 - d. CDC Rapid Toxic Screen Protocol for human blood and urine specimens only
2. Sample underwent sufficient and satisfactory pre-screening before submission to LSB

D. Step 4: Sample Pre-Screening

1. Local jurisdiction or law enforcement will contact DES for support from SHMIRT or MTNG CST for pre-screening analysis
2. Once sufficient pre-screening for chemicals, explosives, flammables and radiological hazardous materials has occurred, the sample can be transported to the DPHHS All Hazards Receipt Facility (AHRF).

E. Step 5: Sample transport

LSB Chief (or designated representative)

1. Coordinate the safe and secure transport of the sample with the submitting agency, according to local transport plan.

Note: if necessary, LSB can arrange for sample transport by courier service.

2. At a minimum, the following information should be communicated between LSB and the submitter:
 - a. Contact information of sample transporter
 - b. Initiation of chain of custody (COC) form
 - c. Estimated time of arrival at designated LSB drop-off location, the All Hazards Receipt Facility (AHRF) at the Cogswell Building

At the time of sample receipt at the AHRF:

- Confirm sample transporter is interviewed and information on the emergency sample request form is verified.
- Confirm the decontamination of the over-pack container.
- Confirm that the COC form for delivery receipt is completed.
- Re-screen the sample, if necessary, if any new information is revealed.

Continue completion of Emergency Sample Information Form in SharePoint.

F. Step 6: Laboratory Analysis

Montana Public Health Laboratory screens suspicious substances for certain bacterial, viral, and toxin agents using the Laboratory Response Network (LRN) Multi-Agent Protocol. Montana Environmental Laboratory screens suspicious substances for chemical agents using LRN approved methods or traditional environmental chemistry methods.

LSB Chief (or designated representative)

1. Confirm submitting agency knows substance will be screened for the following select agents using multiple methods (molecular testing, timed resolved fluorescence, and culture).

Note: the molecular testing results will be available approximately 4 hours following initiation of testing (not receipt of specimen).

- Bacteria
 - *Bacillus anthracis*
 - *Francisella tularensis*
 - *Yersinia pestis*
 - *Burkholderia spp.*
 - *Brucella spp.* (*Note: only performed on non-powder samples*)
 - Virus
 - Orthopoxvirus
 - Toxin
 - Ricin
2. Confirm submitting agency knows substance may be screened for chemicals; however, each analysis will be based on unique circumstances of *that* event.

LRN-C Methods may be performed if any of the following were suspected.

- Organophosphate Nerve Agents (OPNA)

- Cyanide
- Heavy metals
- Tetramine
- Volatile organic compounds (VOC).

The following tests might be performed as appropriate; however testing may not positively identify the suspicious substance.

- Solubility testing using water, acetone, and hexane
- Metal testing using mass spectrometry
- Pesticide testing using gas chromatography/mass spectrometry or liquid chromatography/mass spectrometry

Preliminary qualitative findings will be verified by accepted quantitative methods.

3. Continue completion of Emergency Sample Information Form in SharePoint.

G. Step 7: Sample Reporting

LSB Chief (or designated representative)

1. Notify CDEpi of laboratory results
2. Notify Submitter of laboratory results
3. Notify ICAG of laboratory results
4. Notify CDC of laboratory results immediately if a select agent is present in sample (42 CFR 73, 7 CFR 331, and 9 CFR 121)
5. Provide an electronic message of the initial **positive** result to the LRN Program Office within 1 hour after notifying the CDC.
6. Provide an electronic message of the initial **negative** result to the LRN Program Office within 12 hours after notifying the CDC.
7. Complete Animal and Plant Health Inspection Service (APHIS)/CDC Form 4 upon confirmation of a select agent

CDEpi Representative

1. Notify local jurisdiction of laboratory results
2. Notify FBI of laboratory results
3. Notify DES of laboratory results

Section IV: Maintenance

The LSB Chief or designee will review these procedures annually to ensure currency and accuracy. The person assigned responsibility for maintaining these procedures will propose significant edits and procedural changes to a review group. The review is for advisory purposes to determine whether the procedures herein remain appropriate to the goals and capabilities of the department. Goals of the review are to

- Ensure overall plan accuracy and readiness
- Address and resolve policy, methodology, and technological issues
- Ensure this guide coordinates with related plans, procedures, and protocols
- Make necessary corrections, edits, updates, or procedural adjustments

Minor corrections, edits, updates, or adjustments in this document do not need vetting by a review group. Changes are tracked in a versioning method and in the Record of Change log.

Section V: Appendices

Appendix A: Emergency Sample Information Form

Appendix B: Protocol for Submission of Suspicious Substance

Appendix C: Collection Instructions and Procedures for CBAT Kits, DWES Kits, Infectious Substance (Category A) Shipping Containers, U.S. Postal Service Transport and CDC Rapid Toxic Screen Procedures

Appendix D: References



Laboratory Services Bureau Emergency Sample Information Form

Case No: _____
YYYYMMDDTIME

Initial Contact Information: REQUIRED		
Person Receiving Call:	Date:	Time:
Initial Caller:	Agency:	Phone Number:
Incident Location:	Collection Site:	
On Scene Contact:	Agency:	Phone Number:
Person Collecting Sample:	Agency:	Phone Number:
Event Description: (may include responders present)and site actions taken)		
Threat Assessment: REQUIRED		
Anyone Exposed? <input type="checkbox"/> NO <input type="checkbox"/> YES Approximate # _____	Any Fatalities? <input type="checkbox"/> NO <input type="checkbox"/> YES Approximate # _____	Any Symptoms of Exposure? <input type="checkbox"/> NO <input type="checkbox"/> YES List all:
Has it been deemed a LEGAL Credible Threat? <input type="checkbox"/> NO <input type="checkbox"/> YES By whom? FBI Law Enforcement Fire Dept Other	Name:	Phone Number:
Has it been deemed a PUBLIC HEALTH Credible Threat? <input type="checkbox"/> NO <input type="checkbox"/> YES If yes, Name of Agency:	Name:	Phone Number:
Reason for Sampling (overt threat, suspicious circumstances, etc):		
Expectations for Sampling (minimum testing, expanded testing, confirm field tests, intelligence suspicions, etc):		
Were samples taken with Laboratory Approved Kits? <input type="checkbox"/> DWES <input type="checkbox"/> Rapid Toxic Screen Protocol <input type="checkbox"/> No		
If not, is the sample Double Bagged and Over-packed? <input type="checkbox"/> NO <input type="checkbox"/> YES if no, describe required safety precautions:		
Number of samples collected:	Estimated Arrival Time:	Transporter:
Sample Collection Pre-Screening Information: REQUIRED		
Sample Package Decontaminated? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Unknown	Method:	
Sample Checked for Radiation? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Unknown	Levels above background? <input type="checkbox"/> NO <input type="checkbox"/> YES	
Unopened Package Checked and found NEGATIVE for: <input type="checkbox"/> Explosives <input type="checkbox"/> Incendiaries <input type="checkbox"/> Pressurized Devices <input type="checkbox"/> N/A		
Have any Field Test Been Performed? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> Unknown If yes, complete table Field Test Results		
Samples Taken/Tested by: <input type="checkbox"/> Water Operator <input type="checkbox"/> Sanitarian <input type="checkbox"/> LE/Fire <input type="checkbox"/> Hazmat <input type="checkbox"/> CST <input type="checkbox"/> EPA <input type="checkbox"/> Other:		



Laboratory Services Bureau Emergency Sample Information Form

Case No: _____
YYYYMMDDTIME

Physical Properties of Sample: REQUIRED				
Sample Type: <input type="checkbox"/> Envelope <input type="checkbox"/> Package <input type="checkbox"/> Swab <input type="checkbox"/> Air <input type="checkbox"/> Collection Jar/Tube Other: _____				
Physical State:	Liquid Viscosity: <input type="checkbox"/> Water <input type="checkbox"/> Oil <input type="checkbox"/> Honey <input type="checkbox"/> Paste <input type="checkbox"/> Other <input type="checkbox"/> NA			Appearance/Color:
	Solid - Size: <input type="checkbox"/> Chunks <input type="checkbox"/> Granules <input type="checkbox"/> Powder <input type="checkbox"/> Other <input type="checkbox"/> NA			Estimated sample size:
Field Tests/ Results: OPTIONAL				
Chemical Kit Analysis:	Assay for:			
	Assay for:			
	Assay for:			
Chemical Instrumentation:	4 Gas Monitor:			
	Photo Ion Det./Org Vapor Monitor:			
	FTIR:			
	Other:			
Biological Assays:	Assay for:			
	PCR for:			
	Other:			
	Assay for:			
Comments:				
Results Notification Contact Information: REQUIRED				
	(Primary)	(Secondary)		
Name (Print)				
Organization:				
City, State, ZIP				
e-mail:				
Phone/Fax				
Results: REQUIRED				
Preliminary Results called to :	Call made by:	Date:	Time:	Initial:
Final Results Called to:	Call made by:	Date:	Time:	Initial:
Final Report Sent to:	Sent by:	Date:	Time:	Initial:
Sample Disposal: REQUIRED				
Released by:	Name (Print):	Date:	Time:	Initial:
Released to:	Name (Print):::	Date:	Time:	Initial:
Comments:				

**Montana Department of Public Health and Human Services
Laboratory Services Bureau**

**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

**Montana Department of Public Health and Human Services
Laboratory Services Bureau**

**Collection Instructions for Procedures for CBAT, DWES, US Postal Service
and Rapid Toxic Screen**

For more information on CBAT, DWES and Rapid Toxic Screens see our Laboratory Preparedness Website:

<http://dphhs.mt.gov/publichealth/LaboratoryServices/LaboratoryEmergencyPreparedness.aspx>

Chemical, Biological Agent Transport (CBAT)

- This kit provides components for consistent collection of samples of unknown substances that may be of possible public health concern or associated with a credible threat.
- Two CBAT kits were provided to each jurisdiction (local health departments and tribes), regional HAZMAT teams, and FBI in August 2012. Jurisdictional Public Health and Emergency Preparedness contacts maintain records of kit locations. For more information and instructions, see our website.

<http://web.hhs.mt.gov/publichealth/lab/documents/CBATKitInstructions-edited.pdf>

Drinking Water Emergency Sampling (DWES)

- This kit provides components for consistent collection of water samples in the event of possible water system tampering or other potential chemical contamination.
- DWES kits were distributed to local health departments, tribes, and water operating plants. Jurisdictional Public Health and Emergency Preparedness contacts maintain records of kit locations. For instructions, see our website. <http://web.hhs.mt.gov/publichealth/lab/documents/02LaminatedInstructions.pdf>

Rapid Toxic Screen

- Specimens for Rapid Toxic Screens will be collected per direction of CDC on patients potentially exposed to chemical agents.
- SAF-T-pak mailers were provided to each jurisdiction (local health departments and tribes). Jurisdictional Public Health and Emergency Preparedness contacts maintain records of kit locations. For more information and instructions, see our website.

<http://web.hhs.mt.gov/publichealth/lab/documents/CDCSpecimen-CollectionProtocol.pdf>

Infectious Substance (Category A) Shipping Containers

- Specimens for rule-out referral of suspected select agents and other infectious substances classified as Category A (per 49 CFR 173.196)
- Any specimens requiring the use of these containers should only be shipped after consultation with MTPHL.

US Postal Service

- Air handling systems at mail processing centers are monitored on a routine basis for anthrax.
- Biological detection systems are installed in mail processing centers in Billings, Great Falls and Missoula. Postal inspectors are trained in proper collection, submission and transport of positive samples to MTPHL for confirmation.

References

Montana Disaster and Emergency Services. Montana Emergency Response Framework (MERF) 2012

Cook L. White cloud: responding to suspicious white powder incidents. JEMS. 2009; 34(2):26–8.

Missouri Department of Health and Senior Services. Health Advisory: How to handle situations involving suspicious powdery substances. Jefferson City: Missouri Department of Health and Senior Services, March 30, 2009.

Montana Laboratory Services Bureau. Biological and chemical threat agent testing policy. Helena: Montana Public Health Laboratory, November 2006.

North Carolina Department of Health and Human Services. North Carolina Suspicious Substance Response Guidelines. Raleigh: North Carolina Public Health Preparedness and Response. Accessed August 2012. <http://epi.publichealth.nc.gov/phpr/docs/protocolguideandattach.pdf>

Laboratory Response Network. Document #: LRN-1085: Policy Statement on Data Messaging of Testing Results for Biological Threat Agents by Members of the LRN to the Centers for Disease Control and Prevention. January 9, 2015.

keto taco breakfast skillet



4.8 from 5 reviews

Author: [Kyndra Holley](#) Total Time: 1 hour Yield: 6



This Keto Taco Breakfast Skillet is bringing all the taco Tuesday vibes to your breakfast routine. Taco seasoned ground beef, cheddar cheese, tomatoes, olives, avocado, salsa, sour cream, jalapeños and cilantro. Mix and match with any of your favorite toppings. Best of all, it only dirties one pan.

INGREDIENTS

UNITS SCALE

- 1 pound ground beef
- 4 tablespoons Taco Seasoning ([get the recipe here](#))
- 2/3 cup water
- 10 large eggs
- 1 1/2 cups shredded sharp cheddar cheese, divided
- 1/4 cup heavy cream
- 1 roma tomato, diced
- 1 medium avocado, peeled, pitted and cubed
- 1/4 cup sliced black olives
- 2 green onions, sliced
- 1/4 cup sour cream
- 1/4 cup salsa
- 1 jalapeno, sliced, optional as garnish
- 2 tablespoons torn fresh cilantro, optional as garnish

Get ingredients with

INSTRUCTIONS

1. Brown the ground beef in a large skillet over medium-high heat. Drain the excess fat.
2. To the skillet, stir in the taco seasoning and water. Reduce the heat to low and let simmer until the sauce has thickened and coats the meat. About 5 minutes. Remove half of the seasoned beef from the skillet and set aside.
3. Crack the eggs into a large mixing bowl and whisk. Add 1 cup of the cheddar cheese, and the heavy cream to the eggs and whisk to combine.
4. Preheat the oven to 375°F.
5. Pour the egg mixture over top of the meat retained in the skillet and stir to mix the meat into the eggs. Bake for 30 minutes, or until the egg bake is cooked all the way through and fluffy.
6. Top with remaining ground beef, the remaining 1/2 cup of cheddar cheese, tomato, avocado, olives, green onion, sour cream, and salsa.
7. Garnish with jalapeno and cilantro, if using.

NUTRITION

Calories: 563 Fat: 44g Carbohydrates: 9g Fiber: 4g Protein: 32g

Find it online: <https://peaceloveandlowcarb.com/keto-taco-breakfast-skillet/>

A RAPTIVE PARTNER SITE

Healthy Low Carb Breakfast Burritos (Make Ahead for Meal Prep)

These Healthy Low Carb Breakfast Burritos are an easy, homemade make-ahead breakfast idea to add to your meal prep menu! *Stuffed with eggs, bacon, and cheese, they are delicious and freezer friendly!*



Prep Time
20 mins

Cook Time
18 mins



4.69 from 48 votes

Course: Breakfast, Brunch Cuisine: American, Mexican Servings: 7 Calories: 405kcal

Author: Kasey Trenum

Equipment

- Casserole Dish

Ingredients

- 8 large eggs
- 1/2 cup heavy whipping cream
- 2 tbsp butter
- 1 lb bacon
- 7 low carb tortillas (I used La Banderita brand)
- 1 1/2 cups cheddar cheese, shredded
- 1/4 cup white cheddar cheese, shredded
- 1/2 tsp salt
- 1/2 tsp pepper

Instructions

1. Grease a 9X13 casserole dish and preheat oven to 350°F.
2. Fry bacon on the stove or bake in the oven (whichever method you prefer). When done, drain and set aside to cool. When the bacon has cooled, crumble into bite-sized pieces.
3. In a medium-sized skillet (I used a 10.25 inch cast iron) melt butter.
4. In a bowl, crack eggs and add heavy whipping cream, salt, and pepper. Whisk until thoroughly combined.
5. Pour egg mixture into skillet and scramble eggs. Remove from heat right before they get done and continue stirring as they will continue to cook, but removing from the heat will prevent them from overcooking.
6. In a low carb tortilla, spoon eggs down the middle follow with bacon and freshly shredded cheddar cheese. Roll low carb burritos and place seam side down in a casserole dish. (Reserve 1/4 cup of the cheddar cheese and some of the crumbled bacon to use as toppings for the burritos in the casserole dish before baking.)

7. Repeat the above step until the casserole dish is full. (I used seven burritos, but I left one out for meal prep photo). Sprinkle 1/4 cup white cheddar cheese and 1/4 cup sharp cheddar cheese on top of the burritos and sprinkle a handful of the crumbled bacon on top.
8. You can cover and put in the fridge and bake the next morning. If so, bake covered for 15 minutes, then remove foil and bake for an additional 5-7 min or until heated all the way through and cheese is melted on top.

If baking immediately, bake for 10-15 minutes or until heated all the way through.

Enjoy!

Notes

The nutritional information is provided for one burrito based on making seven low carb breakfast burritos.

Meal Prep

To reheat individual burritos already baked from the fridge:

* microwave - Wrap individual burrito in a damp paper towel microwave in 30-second intervals until it reaches the desired temp.

* oven - Wrap burrito in aluminum foil and heat in the oven 9-13 minutes or until heated through.

To reheat individual tortillas from the freezer:

(First, thaw overnight in the fridge.)

* microwave - Wrap in a damp paper towel and rewarm in 30-second intervals until reaches desired temp.

* oven - Rewarm in the oven wrapped in aluminum foil for approx 15-20 min at 350 degrees

To bake breakfast tortilla casserole from the freezer:

(First, thaw overnight in the fridge.)

* Cover baking dish with foil then bake in the oven by for approx 15-20 min at 350 degrees.

Remove the foil and bake an additional 5-7 minutes or until heated through and cheese is melted.

Baking times will vary depending on your oven and how much the burrito or breakfast burrito casserole thawed in the fridge overnight.

Nutrition

Serving: 1burrito | Calories: 405kcal | Carbohydrates: 17g | Protein: 22g | Fat: 34g | Fiber: 11g

Update Since September 18, 2023

5 Surveys Reviews for Broadwater County

23 Septic Inspections

11 Licensed Food Inspections

9 Site Evaluations

12 DEQ Reviews