

MONTEREY COUNTY OPERATIONAL AREA

***“SUSPICIOUS PARCELS, CHEMICAL MATERIALS, AND
BIO TERRORISM CALL TAKING, PRE-ARRIVAL
INSTRUCTIONS, AND DISPATCH PROTOCOLS”***

***“RECOMMENDED RESPONSE GUIDELINES FOR
UNIDENTIFIED SUBSTANCES OR SUSPICIOUS
PARCELS”***

***“HAZARDOUS MATERIALS GROUP SUPERVISOR
PROTOCOL/CHECKLIST”***

AND

***“BIO TERRORISM THREAT AGENT SAMPLE
PROTOCOL/CHECKLIST”***

VERSION 3

EFFECTIVE: 7 JANUARY 2002

Monterey County Operational Area

Suspicious Parcels, Chemical Materials and Bio Terrorism Call Taking, Pre-Arrival Instructions and Dispatch Protocols

SITUATION	BASIC CALL TAKING GUIDE	PRE-ARRIVAL INSTRUCTIONS	DISPATCH PROTOCOL	NOTIFICATIONS
<ul style="list-style-type: none"> ▶ UNOPENED ENVELOPE OR PACKAGE, AND, ▶ NO LEAKING SUBSTANCE, AND, ▶ NOBODY COMPLAINING OF DIRECT EXPOSURE, AND, ▶ NO CREDIBLE THREAT. <p style="text-align: center;">Signs of a Suspicious Letter or Package <i>(US Postal Inspector web page)</i></p> <ul style="list-style-type: none"> ▶ There is any powdery substance on the outside of the letter or package. ▶ The letter or package was unexpected or from an unfamiliar person. ▶ It is addressed to someone no longer with your organization or is otherwise outdated. ▶ It does not have a return address, or one that cannot be verified as legitimate. ▶ It is an unusual weight, given its size, or is lopsided or oddly shaped. ▶ It has an unusual amount of tape on it. ▶ It is marked with restrictive endorsements, such as "Personal" or "Confidential." ▶ It has strange odors or stains ▶ It shows a city or state in the postmark that does not match the return address. 	<ul style="list-style-type: none"> ▶ Exact location of the incident. ▶ Reporting party's name and call back telephone number. ▶ What happened? ▶ Why do you think the letter or package may be hazardous? ▶ Describe the letter or package. ▶ Describe the mailing information, addressee, return address, stamps, postal stamp, and other identifying information. ▶ When was the letter or package received? ▶ How was it received, US Mail, FedEx, other? ▶ Do you have any reason to believe you might be the target of a terrorist threat? ▶ Was there any threat received before or after the letter or package was received? <p>Credible Threat Determination</p> <ul style="list-style-type: none"> ▶ Dispatchers will determine all available details for forwarding to responding agencies. ▶ <u>Dispatchers are not responsible for the determining the credibility of a threat.</u> 	<ul style="list-style-type: none"> ▶ Isolate and contain the letter or package; do not move it anymore. ▶ Keep others away from the letter or package. ▶ Everybody who had contact with the letter or package should remain at a safe distance; avoid mingling with others who were not in contact with the item. ▶ The area where the letter or package is located should be secured – close doors and windows, turn off heating, ventilation and air conditioning system, if possible. ▶ Do not touch your eyes, nose or mouth. ▶ Wash your hands with soap and warm water for at least one minute. 	<ul style="list-style-type: none"> ▶ Call Type HZM. ▶ Dispatch law enforcement agency of jurisdiction to secure the scene and determine further course of action. ▶ This is a high-priority event, but not an emergency; Code 3 is not warranted. <p style="text-align: center;">On-Scene Protocols</p> <ul style="list-style-type: none"> ▶ <u>See the attached "Recommended Response Guidelines for Unidentified Substances or Suspicious Parcels" for specific recommended actions to be undertaken by first responder agencies.</u> 	<ul style="list-style-type: none"> ▶ Follow normal agency notification protocols. ▶ If requested, notify the US Postal Inspector at (415) 778-5911. ▶ If requested, notify FBI San Francisco office at (415) 575-5028 or 553-7400. <p style="text-align: center;"><u>EFFECTIVE DATE:</u> 10/24/01</p>

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Suspicious Parcels, Chemical Materials and Bio Terrorism Call Taking, Pre-Arrival Instructions and Dispatch Protocols

SITUATION	BASIC CALL TAKING GUIDE	PRE-ARRIVAL INSTRUCTIONS	DISPATCH PROTOCOL	NOTIFICATIONS
<p>▶ SUSPICIOUS UNOPENED ENVELOPE OR PACKAGE, OR,</p> <p>▶ SUSPICIOUS MATERIAL PRESENT, AND,</p> <p>▶ CREDIBLE THREAT PRESENT.</p> <p style="text-align: center;">Signs of a Suspicious Letter or Package (US Postal Inspector web page)</p> <ul style="list-style-type: none"> ▶ There is any powdery substance on the outside of the letter or package. ▶ The letter or package was unexpected or from an unfamiliar person. ▶ It is addressed to someone no longer with your organization or is otherwise outdated. ▶ It does not have a return address, or one that cannot be verified as legitimate. ▶ It is an unusual weight, given its size, or is lopsided or oddly shaped. ▶ It has an unusual amount of tape on it. ▶ It is marked with restrictive endorsements, such as "Personal" or "Confidential." ▶ It has strange odors or stains ▶ It shows a city or state in the postmark that does not match the return address. 	<ul style="list-style-type: none"> ▶ Exact location of the incident. ▶ Reporting party's name and call back telephone number. ▶ What happened? ▶ Why do you think the letter or package may be hazardous? ▶ Describe the letter or package. ▶ Describe the mailing information, addressee, return address, stamps, postal stamp, and other identifying information. ▶ When was the letter or package received? ▶ How was it received, US Mail, FedEx, other? ▶ Do you have any reason to believe you might be the target of a terrorist threat? ▶ Was there any threat received before or after the letter or package was received? <p>Credible Threat Determination</p> <ul style="list-style-type: none"> ▶ Dispatchers will determine all available details for forwarding to responding agencies. ▶ <u>Dispatchers are not responsible for the determining the threat credibility.</u> 	<ul style="list-style-type: none"> ▶ Isolate and contain the letter or package; do not move it anymore. ▶ Keep others away from the letter or package. ▶ Everybody who had contact with the letter or package should remain at a safe distance; avoid mingling with others who were not in contact with the item. ▶ The area where the letter or package is located should be secured – close doors and windows, turn off heating, ventilation and air conditioning system, if possible. ▶ Do not touch your eyes, nose or mouth. ▶ Wash your hands with soap and warm water for at least one minute. 	<ul style="list-style-type: none"> ▶ Call Type HZM. ▶ Dispatch law enforcement agency of jurisdiction to secure the scene and determine further course of action. ▶ This is a high-priority event, but not an emergency; Code 3 is not warranted. <p style="text-align: center;">On-Scene Protocols</p> <ul style="list-style-type: none"> ▶ See the attached "<u>Recommended Response Guidelines for Unidentified Substances or Suspicious Parcels</u>" for specific recommended actions to be undertaken by first responder agencies. 	<ul style="list-style-type: none"> ▶ Follow normal agency notification protocols. ▶ If requested, notify the US Postal Inspector at (415) 778-5911. ▶ If requested, notify FBI San Francisco office at (415) 575-5028 or 553-7400. <p style="text-align: center;"><u>EFFECTIVE DATE:</u> 10/24/01</p>

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Suspicious Parcels, Chemical Materials and Bio Terrorism Call Taking, Pre-Arrival Instructions and Dispatch Protocols

SITUATION	BASIC CALL TAKING GUIDE	PRE-ARRIVAL INSTRUCTIONS	DISPATCH PROTOCOL	NOTIFICATIONS
<p>▶ OPENED ENVELOPE OR PACKAGE WITH SUSPICIOUS SUBSTANCE OR POWDER, OR, SUBSTANCE SPILLED OR LEAKING FROM ENVELOPE OR PACKAGE.</p> <p style="text-align: center;">Signs of a Suspicious Letter or Package <i>(US Postal Inspector web page)</i></p> <ul style="list-style-type: none"> ▶ There is any powdery substance on the outside of the letter or package. ▶ The letter or package was unexpected or from an unfamiliar person. ▶ It is addressed to someone no longer with your organization or is otherwise outdated. ▶ It does not have a return address, or one that cannot be verified as legitimate. ▶ It is an unusual weight, given its size, or is lopsided or oddly shaped. ▶ It has an unusual amount of tape on it. ▶ It is marked with restrictive endorsements, such as "Personal" or "Confidential." ▶ It has strange odors or stains. ▶ It shows a city or state in the postmark that does not match the return address. 	<ul style="list-style-type: none"> ▶ Exact location of the incident. ▶ Reporting party's name call back telephone number. ▶ What happened? ▶ How many people were exposed? ▶ Is anybody experiencing any physical symptoms or require the paramedics? <u>If so, refer to the AMR Dispatch.</u> ▶ Describe the letter or package and the substance that leaked or spilled; how much spilled or leaked. ▶ Describe the mailing information, addressee, return address, stamps, postal stamp, and other identifying information. ▶ When was the letter or package received? ▶ How was it received, US Mail, FedEx, other? ▶ Do you have any reason to believe you might be the target of a terrorist threat? ▶ Was there any threat received before or after the letter or package was received? <p>Credible Threat Determination</p> <ul style="list-style-type: none"> ▶ Dispatchers will determine all available details for forwarding to responding agencies. ▶ <u>Dispatchers are not responsible for the determining the threat credibility.</u> 	<ul style="list-style-type: none"> ▶ If safe to do so, remain on the telephone until a public safety official arrives. ▶ Isolate and contain the letter or package; do not move it. ▶ Keep others away from the letter or package – "quarantine" the area. ▶ Everybody who had contact with the letter or package should remain at a safe distance, but nearby the item. ▶ The area where the letter or package is located should be secured – close doors and windows, turn off heating, ventilation and air conditioning system, if possible. ▶ Do not touch your eyes, nose or mouth. ▶ Wash your hands with soap and warm water for at least one minute. ▶ Then, wash your face, blow your nose and wash your hands again. ▶ Have everybody who had contact with the letter or package to remain on one area until they receive instructions from a public safety officer. ▶ Obtain the names and contact information of everybody who had contact with the letter, package or material. ▶ <u>If there are any medical symptoms, such as difficulty breathing, etc., refer to AMR Dispatch.</u> 	<ul style="list-style-type: none"> ▶ Dispatch the law and fire agencies of jurisdiction and Environmental Health to secure the scene and determine further course of action. ▶ WARN RESPONDERS OF POTENTIAL DANGER. <p style="text-align: center;">On-Scene Protocols</p> <ul style="list-style-type: none"> ▶ <u>See the attached "Recommended Response Guidelines for Unidentified Substances or Suspicious Parcels" for specific recommended actions to be undertaken by first responder agencies.</u> 	<ul style="list-style-type: none"> ▶ Follow normal agency notification protocols. ▶ If requested, notify the US Postal Inspector at (415) 778-5911. ▶ If requested, notify FBI San Francisco office at (415) 575-5028 or 553-7400. ▶ <u>Follow normal notification procedures for Hazardous Materials incidents.</u> <p style="text-align: center;"><u>EFFECTIVE DATE:</u> 10/24/01</p>

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RECOMMENDED RESPONSE GUIDELINES FOR UNIDENTIFIED SUBSTANCES OR SUSPICIOUS PARCELS

SECTION 1. ALL INCIDENTS:

- Obtain as much information as possible while en route.
- Approach from upwind and upgrade if possible.
- Upon arrival, position unit(s) in a safe location.
- Establish Incident Command and identify Incident Commander.
- Give a report of conditions (Object, Condition, Action, Assignment) as soon as possible (ASAP).
- Until proven otherwise, consider ALL visible unknown substances as potentially hazardous.
- Consider threat of explosive device.
- Attempt to identify the substance or package from witness(es), sender, or container. Assess which scenario is present by using "KEY INDICATORS OF A CREDIBLE THREAT" (Appendix A) and "CLUES TO DETERMINE IF A PARCEL MAY BE SUSPICIOUS" (Appendix B).
- Forward copy of law enforcement Incident Report to Monterey County Sheriff's Department (Attention: Records Division) for tracking.
- Advise that letter/package will not be returned.

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SECTION 3. UNOPENED ENVELOPE/PACKAGE OR LOCATION WITH ARTICULATED THREAT, AND NO OBVIOUS SUBSTANCE INSIDE.

- Attempt to identify the substance or package from witness(es), sender, or container. Assess which scenario is present by using “KEY INDICATORS OF A CREDIBLE THREAT” (Appendix A) and “CLUES TO DETERMINE IF A PARCEL MAY BE SUSPICIOUS” (Appendix B).

- Use universal precautions:
 - Latex medical gloves.
 - N95 face mask (or better).
 - Plastic eye protection glasses.

- Avoid direct handling of envelope/package.

- Law enforcement assesses threat potential using Appendix B.

- Take photo, if possible, to record details.

- Contact FBI for threat assessment.

- If threat is credible, retain envelope/package in accordance with law enforcement evidence, seizure, and documentation protocols. Upon conclusion of criminal investigation, including court obligations, enter into evidence storage in accordance with guidelines per prosecution office.

- If threat is deemed not credible, release envelope/package to mail handler or addressee. If addressee is apprehensive and refuses letter or package, or in the absence of the addressee, destroy in accordance with law enforcement procedures, (including shredding), and dispose into ordinary refuse waste. Complete report and conduct investigation.

- Place envelope/package at a minimum in double-sealed plastic bags. Mark contents, date, and recovery location on bag and case number. Include the name and telephone of the person who bagged the material. Complete and submit Appendix C with the sample.

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SECTION 3. CONTINUED.

- Coordinate delivery to County Health Department Laboratory with responsible law enforcement agency or other appropriate agency.
- Remove gloves and wash hands with anti-bacterial soap and water for 1 minute.
- Have anyone else who contacted envelope/package wash hands with anti-bacterial soap and water for 1 minute.
- Place medical gloves and face mask in sealed plastic bag and dispose of in regular trash.
- Wash eye protection glasses with anti-bacterial soap and water.

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SECTION 4. MINOR SPILL OF UNKNOWN POWDER (LESS THAN 1 CUP), NO EXPOSURES AND NO CREDIBLE THREAT, AND NO REASONABLE INDICATION OF A HAZARD.

- Attempt to identify the substance or package from witness(es), sender, or container. Assess which scenario is present by using **“KEY INDICATORS OF A CREDIBLE THREAT”** (Appendix A) and **“CLUES TO DETERMINE IF A PARCEL MAY BE SUSPICIOUS”** (Appendix B).
- Avoid contact with substance and remain upwind.
- Use universal precautions: Latex medical gloves.
N95 face mask (or better).
Plastic eye protection glasses.
- Attempt to identify substance through witness(es) or container.
- Soak substance with liquid household bleach.
- Flush saturated substance with copious amount of water.
- Soak medical gloves and face mask in liquid household bleach, place in double sealed plastic bags, and dispose in regular trash.
- Wash hands with anti-bacterial soap and water for 1 minute.
- Wash eye protection glasses with anti-bacterial soap and water.
- Complete written report, including all requested information

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SECTION 5. INDOOR SPILL OF UNKNOWN/SUSPICIOUS SUBSTANCE, NO THREAT, AND AN UNKNOWN HAZARD.

- Attempt to identify the substance or package from witness(es), sender, or container. Assess which scenario is present by using “KEY INDICATORS OF A CREDIBLE THREAT” (Appendix A) and “CLUES TO DETERMINE IF A PARCEL MAY BE SUSPICIOUS” (Appendix B).
- Treat as a Hazardous Material Incident for an unidentified hazard. Do not focus on a particular substance or develop tunnel vision.
- Follow established hazardous material response procedures.
- Use full structural safety clothing with SCBA.
- Isolate and deny entry.
- Request Monterey County Division of Environmental Health response.
- Responsible agency request Hazardous Material Team response.
- Notify local hospital of potential HazMat incident if individuals have been exposed.
- Isolate exposed individuals in Safe Refuge Area and hold for decontamination and medical follow-up (if no medical signs or symptoms present).
- Provide expedient decontamination of exposed individuals WITH medical signs/symptoms present with soap and water (shower preferable).

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SECTION 6. LARGE OUTDOOR SPILL OF UNKNOWN SUBSTANCE, NO THREAT.

- Attempt to identify the substance or package from witness(es), sender, or container. Assess which scenario is present by using “KEY INDICATORS OF A CREDIBLE THREAT” (Appendix A) and “CLUES TO DETERMINE IF A PARCEL MAY BE SUSPICIOUS” (Appendix B).
- Treat as a Hazardous Material Incident for an unidentified hazard. Do not focus on a particular substance or develop tunnel vision.
- Follow established hazardous material response procedures.
- Avoid contact with substance and remain upwind/upslope.
- Use full structural safety clothing with SCBA.
- Isolate and deny entry.
- Request Monterey County Division of Environmental Health response.
- Responsible agency request Hazardous Material Team response.
- Notify local hospital of potential HazMat incident.
- Isolate exposed individuals in Safe Refuge Area and hold for decontamination and medical follow-up (If no medical signs or symptoms present).
- Provide expedient decontamination of exposed individuals WITH medical signs/symptoms present with soap and water (shower preferable).

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SECTION 7. OPENED ENVELOPE/PACKAGE WITH SUSPICIOUS SUBSTANCE, OR SUBSTANCE SPILLED OR LEAKING FROM ENVELOPE/PACKAGE, AND ARTICULATED THREAT.

- Attempt to identify the substance or package from witness(es), sender, or container. Assess which scenario is present by using **“KEY INDICATORS OF A CREDIBLE THREAT”** (Appendix A) and **“CLUES TO DETERMINE IF A PARCEL MAY BE SUSPICIOUS”** (Appendix B).
- Local law enforcement will contact FBI for threat assessment.
- If a credible, or positive for hazardous agents, the FBI may respond and handle the evidence. Test to confirm the presence of biological agents will need to be conducted at the Monterey County Public Health Laboratory. Complete and submit Appendix C with the sample.
- Have law enforcement process on the basis of criminal intent.
- At a minimum, bag specimens in a double sealed plastic bag for delivery to an appropriate lab in consultation with the FBI, local hazardous-material team and your local Public Health Department. Observe appropriate chain-of-custody measures. (If there is a danger, the unknown material may dissipate or otherwise disappear, photograph and take at least two (2) samples [one for primary lab work and one for criminal evidence.]
- Avoid contact with package/substance and remain upwind/upslope.
- Use full structural safety clothing with SCBA.
- Isolate and deny entry.
- Request Monterey County Division of Environmental Health Response.
- Responsible agency request Hazardous Material Team response.

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SECTION 7. CONTINUED.

- Notify local hospital of potential HazMat incident.
- Isolate exposed individuals in Safe Refuge Area and hold for determination of decontamination and medical follow-up (if no medical signs or symptoms present).
- Provide expedient decontamination of exposed individuals WITH medical signs/symptoms present with soap and water (shower preferable).
- Wash hands with anti-bacterial soap and water for 1 minute.
- Treat as a Hazardous Material Incident for an unidentified hazard. Do not focus on a particular substance or develop tunnel vision.
- Follow established hazardous material response procedures.

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APPENDIX A

KEY INDICATORS OF A CREDIBLE THREAT

- 1. Envelope or package contains some form of an articulated threat (written threat, photos, etc.), or**
- 2. An articulated threat was conveyed to that location, business or person by E-mail, telephone message, etc., or,**
- 3. Some type of material such as powder, liquid, which cannot be easily explained as usual or common for that item, area or location, or,**
- 4. The recipient addressee or the site at which the item was received is a likely target.**

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Appendix B

CLUES TO DETERMINE IF A PARCEL MAY BE SUSPICIOUS

1. Regular postage stamps used instead of meter imprint/strip.
2. Excessive postage, tape, or string used.
3. Scotch tape used to seal an envelope.
4. Address (and return) written or hand printed instead of labeled or machine/computer printed.
5. Written address with no return address.
6. Letter/package addressed to someone no longer with organization or is otherwise outdated.
7. No return address, or return address cannot be verified as legitimate or that is bogus, or totally unfamiliar to the addressee.
8. Written return address/zip code does not match or correspond to postmark, or postal hand stamp.
9. Unusual weight given letter/package size, or is lopsided or oddly shaped.
10. Marked with restrictive endorsements, such as "Personal" or "Confidential".
11. When envelope held up to bright light, a fine residue powder or granular substance might be in evidence.
12. When tipped side to side, package or envelope contents might reveal noise like sand inside.
13. There is no letter inside the envelope when held up to the light.
14. Any additional non-standard statements written or printed on the package or envelope.
15. Strange odor emanating from the parcel or stains on the parcel.

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Appendix C

Biological Agent Threat Questionnaire

A. VICTIM/REPORTING PARTY/RECIPIENT:

1. Name: _____

Address: _____

Telephone No. _____

Date of Birth: _____

Occupation: _____

Duties: _____

2. Business

Residence

3. Mail or telephone threat(s) received? Yes No

If yes, give details: _____

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4. Does victim/reporting party/recipient believe he/she may be targeted?

Yes No

If yes, explain: _____

B. ENVELOP/PACKAGE:

1. Addressee: _____

2. Return Address: _____

3. Typewritten Handwritten

4. Postmark present? Yes No

If yes, where? _____

5. Postage stamp(s)? Type: _____ How many: _____

Postage meter strip

6. Type of envelope: Personal Business Other

7. How was envelope sealed? Tape Adhesive Other

8. Any additional exterior markings? _____

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9. Any exterior stains? _____

C. LETTER:

1. Contents: _____

2. Any overt threat contained in letter? Yes No
If yes, describe exactly: _____

3. Any visible stains on letter? Yes No
If yes, describe: _____

D. FOREIGN MATERIAL WITHIN ENVELOPE:

1. Describe material found within envelope.
Solid material: Color: _____
Granule size & shape: _____

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Describe any odor: _____

Did material appear to become airborne upon opening? Yes No

Liquid material: Describe container type and size: _____

Container material:

Glass Plastic Metal Other: _____

Color of liquid: _____

Transparent Opaque

Is liquid leaking from container? Yes No

D. EXPOSURE:

1. Date/Time envelope received: _____

2. Mode of Delivery (USPS, UPS, FedEx, etc.): _____

3. Current location of envelope and letter: _____

4. Area(s) of body exposed: _____

5. Spill: Yes No Size: _____

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6. Others who had contact with envelope or product: (Complete list of exposed people.)

E. HEALTH:

1. Is victim/reporting party/recipient experiencing any physical symptoms?

Yes No

If yes, describe: _____

2. How long after exposure did symptoms occur? _____

3. Has victim/reporting party/recipient seen a doctor? Yes No

If yes, name and phone number of doctor: _____

F. NOTIFICATIONS.

1. Has victim/reporting party/recipient notified any of the following?

Police or Sheriff Fire Department

HazMat Team Health Dept.

Other: _____

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2. Has law enforcement notified FBI? What was their response?

Yes

No

G. CHAIN OF CUSTODY.

PRINT NAME	SIGNATURE	AGENCY	DATE/TIME	COMMENT
Collected by:				
Received by:				
Received by:				
Received by:				
Received by:				
Received by				
Received by				
Received by				
Received by				

CASE NUMBER: _____

AGENCY: _____

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*0 = In the same area.
1 = In the same room
2 = Sniffed/touched substance

**MONTEREY COUNTY OPERATIONAL AREA
LIST OF POTENTIAL EXPOSED PEOPLE**

<u>NAME</u>	<u>PHONE #</u>	<u>ADDRESS</u>	<u>EXPOSURE</u>

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**Hazardous Materials Group Supervisor Protocol/Checklist
(Unknown Substance Investigation)**

Incident Name: _____ Date: _____

Agency: _____ Agency Case or Incident Number: _____

Responsibility: Organize and direct the operations of the Hazardous Materials Group. Elements of the group include the Technical Reference, Entry, Site Access Control, and Decontamination.

Duty Equipment: Clipboard and pen, two-way radio, and HazMat Group Supervisor vest.

Checklist:

- 1. Obtain a situation briefing from the Incident Commander.
- 2. Confirm that an initial incident perimeter has been established.
- 3. Consult with the IC and Safety Officer to develop an entry plan and assist in the development of the **Incident Action Plan** (as required).
- 4. Confirm operational radio frequencies:
 - Command: _____
 - Tactical: _____
 - Entry: _____
- 5. If there is no indication of an **IMMEDIATE DANGER TO LIFE AND/OR HEALTH**, assign a minimum of one Hazardous Materials Technician/Specialist to enter and obtain samples.
- 6. Assign at least one Hazardous Materials Technician/Specialist to conduct expedient decontamination of the entry member.
- 7. Ensure that all responders can communicate via assigned tactical frequency.
- 8. Confirm that required personnel have completed baseline medical evaluations.
- 9. Ensure that an expedient decontamination station (see attached diagram) is in place and ready for use.
- 10. Conduct entry in a minimum of Level B chemical protective clothing.

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- 11. Obtain a digital photograph of surroundings, substance, or article prior to bagging.
- 12. Obtain multiple samples ("if possible"), per the attached Monterey County Health Department Laboratory sampling guidelines.
- 13. Ensure that each sample container has the minimum information including case or incident number, item number, and the initials of the person who collected the sample.
- 14. Establish and maintain a chain of custody for all samples obtained.
- 15. Conduct field hazard categorization of substance to rule out chemical hazards (if more than one sample is available). Screen all samples for radiation hazard.
- 16. Participate in a post-entry briefing and verify outcomes of the initial entry.
- 17. Conduct subsequent entries as needed (assess the need for personnel rehabilitation and additional resources).
- 18. Secure operations when directed by IC.
- 19. Return this completed checklist and all forms, along with your completed ICS-214 Unit Log to the IC.

Additional information: _____

HM Group Supervisor or person completing this form:

: _____
PRINTED NAME

SIGNATURE

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HAZARDOUS MATERIALS GROUP ASSIGNMENTS

(Unknown Substance Investigations)

Incident Name and Date _____

HAZMAT GROUP SUPERVISOR

HAZMAT SAFETY (ASO)

_____	_____
→ SITE ACCESS CONTROL	_____
→ TECHNICAL SPECIALIST	_____
→ ENTRY PERSON	_____
→ BACK-UP/ DECONTAMINATION PERSON	_____

ENTRY/SAMPLE PLAN

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**MONTEREY COUNTY OPERATIONAL AREA
DECONTAMINATION CORRIDOR/STATION SET-UP**

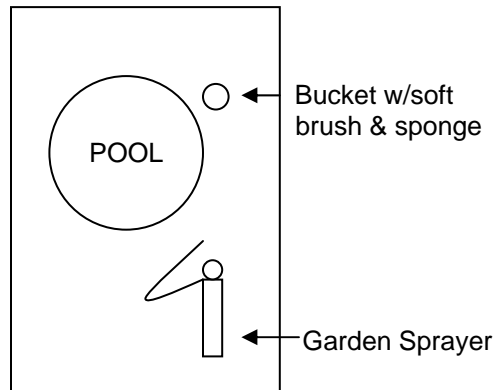
(X) Unknown Substance

STEP 1 – Obtain and seal samples per sampling guidelines.

----- EXCLUSION LINE -----

STEP 2 – Departing responder and sample bag completes single pool decontamination process.

Note: Minimum decontamination is achieved via the application of a solution consisting of a 2% hypochlorite solution (2 parts of household bleach to 5 parts water). This solution must remain in contact with protective fabric for at least 15-minutes, prior to a final rinse with water.



----- SUPPORT LINE -----

STEP 3 – Decontaminated substance is transferred to sample transfer point.

Hazard Categorization
and Sample Transfer
Point

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UNKNOWN SUBSTANCE CUSTODY RECEIPT**

Date: _____ Responsible Jurisdiction: _____

Where Sample Stored or Location Where Transported:

Item Number(s)	Sample Description

Certification of person obtaining sample:

Date _____ Name _____

Item No.	Relinquished By (Signature)	Received By (Signature)	Purpose of Change or Custody

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BIOTERRORISM THREAT AGENT SAMPLE PROTOCOL/CHECKLIST

General Instructions: If there is an articulated threat **and** evidence of a threat agent (eg. a suspicious powder or letter), contact the FBI for instructions at (415) 553-7400. The FBI will provide guidance on collecting samples and transporting samples directly to the State Laboratory in Berkeley. The instructions below apply to investigations handled by local law enforcement. The Local Health Officer (or designee) will determine whether testing for biological threat agents will be performed based on a review of the Biological Threat Questionnaire.

Operational Checklists:

Bulk Samples (i.e. unidentified powder or liquid):

- 1. Don clean, non-powdered examination gloves over the gloves that are part of standard PPE and clothing.
- 2. If the sample is in a container that can be double bagged in a self-sealing bag (such as a Ziploc bag) collect the entire container. If the sample is not in a container, or if the container too large to fit in a Ziploc bag, split the sample and transfer as much material as possible into two sterile 4 oz. containers provided.
- 3. Using a fine tip indelible marker, label the outside of both containers with the name of the person obtaining the sample and the identification number.
- 4. Take a photograph of the sample with a digital camera prior to bagging.
- 5. Place sample in a self-sealing bag (such as a Ziploc[®] bag).
- 6. Clean the outside of the sealed bag by wiping with a 20% bleach solution just prior to leaving sampling area. Mix one (1) part household bleach with four (4) parts water to make the 20% bleach solution.
- 7. Fill out the "Biological Threat Questionnaire."
- 8. Place the "Biological Threat Questionnaire" and the bagged sample in a second self-sealing bag.

Swab Samples from Non-Porous Surfaces (desks, counter tops etc.):

The following protocol has been derived from the APHL/CDC LRN protocols for testing Post Office facilities.

- 1. Don clean, non-powdered examination gloves over the gloves that are part of standard PPE and clothing.
- 2. Remove a sterile, Dacron or Rayon (not cotton) swab from the package.
- 3. Wipe the surface, rotating the swab over an area of about 100 cm² (about the size of a half of a sheet of paper).

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- 4. Place the swab into a sterile conical vial or tube, snap off the shaft of the swab at the lip of the tube and close the vial or tube.

Note: Collect two swabs from each site sampled. Place each swab in a separate tube.

- 5. Using a fine tip indelible marker, label the outside of both tubes with the name of the person collecting the sample and the identification number.
- 6. Take a photograph of the sample with a digital camera prior to bagging.
- 7. Place both tubes in a self-sealing bag (such as a Ziploc[®] bag).
- 8. Clean the outside of the sealed bag by wiping with a 20% bleach solution just prior to leaving sampling area. Mix one (1) part household bleach with four (4) parts water to make the 20% bleach solution.

Note: Change gloves and repeat Steps 1-8 above to collect samples from additional sites. To prevent cross contamination, tubes from different sites should be bagged separately.

- 9. Fill out the “Biological Threat Questionnaire.”
- 10. Place the “Biological Threat Questionnaire” and the bagged sample(s) in second self-sealing bag.

Samples from Porous Surfaces (paper, cardboard, fabric etc.):

- 1. Don clean, non-powdered examination gloves over the gloves that are part of standard PPE and clothing.
- 2. If the size of the sample can be double bagged in a self-sealing bag (such as a Ziploc bag) collect the entire sample. If the sample size is too large to bag in a self-sealing bag, cut out a section of material about 100 cm² (about the size of a half of a sheet of paper) and place in the self-sealing bag.
- 3. Using a fine tip indelible marker, label the outside of each sample container with the name of the person obtaining the sample and the identification number.
- 4. Take a photograph of the sample with a digital camera.
- 5. Clean the outside of the sealed bag by wiping with a 20% bleach solution just prior to leaving sampling area. Mix one (1) part household bleach with four (4) parts water to make the 20% bleach solution.

Note: Change gloves and repeat Steps 1-5 above to collect samples from additional sites. To prevent cross contamination, samples from different sites should be bagged separately.

- 6. Fill out the “Biological Threat Questionnaire.” Place the bagged sample(s) and the questionnaire in a second Ziploc bag.

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Transportation/Delivery of Samples:

- 1. Transportation of the samples from the site and delivery to the Health Department Laboratory will be accomplished by the on-scene Environmental Health Representative.
- 2. In the event that an Environmental Health Representative is not on scene, samples will be transported to the Health Department Laboratory by the law enforcement agency of jurisdiction.

Note: It is the responsibility of the Hazmat Team and Law Enforcement representative on scene to evaluate suspicious items for volatile chemicals, radioactive substances, and explosives before transporting to the Health Department to test for biologic threat agents. Alert the Health Department Laboratory and transport specimen to the above address. If the Health Department Hazmat Team is on-site, they will receive the sample (using the chain-of-custody portion of the “Biological Threat Questionnaire”) and transport samples to the laboratory at ambient temperature.

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