



Charlie Crist  
Governor

BUREAU OF LABORATORIES

Ana M. Viamonte Ros, M.D., M.P.H.  
State Surgeon General

### DOMESTIC SECURITY ENVIRONMENTAL SAMPLE SUBMISSION FORM – BIOLOGICAL

#### Sample Information:

Case/Alarm Number: \_\_\_\_\_

County: \_\_\_\_\_

Collection Date/Time: \_\_\_\_\_

Incident address: \_\_\_\_\_

Targeted individual's name (if any) \_\_\_\_\_

Sample description:  Bulk powder     Letter/envelope     Swab     Other: \_\_\_\_\_

Letter/package opened (if applicable)     no     yes     n/a

#### POC for agency collecting sample:

(agency) \_\_\_\_\_ (name) \_\_\_\_\_ (phone) \_\_\_\_\_

#### POC for agency transporting sample:

(agency) \_\_\_\_\_ (name) \_\_\_\_\_ (phone) \_\_\_\_\_

*For Laboratory Use Only*  
Lab Sample ID Number: \_\_\_\_\_  
DASH Number: \_\_\_\_\_  
Other ID Number: \_\_\_\_\_

### ALL SAMPLES MUST BE SCREENED BEFORE SUBMISSION TO THE LABORATORY

Field Hazard Screens performed by: \_\_\_\_\_

\*Explosives/Energetics     negative    Test(s) used: \_\_\_\_\_

\*Chemical Hazard     negative    Test(s) used: \_\_\_\_\_

\*Radiological Hazard     negative    Test(s) used: \_\_\_\_\_

**\*Laboratory will only accept samples screened negative for the above hazards.**

#### Credible Threat Assessment Criteria:

Stated or implied threat     no     yes    describe \_\_\_\_\_

Visible substance     no     yes    describe \_\_\_\_\_

Uncertain or suspicious origin     no     yes    describe \_\_\_\_\_

Person or persons exposed     no     yes    approximate number \_\_\_\_\_

#### Collection Site Information:

Building evacuated     no     yes

Building closed     no     yes

#### NOTIFICATIONS:

Notification made to BT Coordinator at LRN Reference Lab (see page 3 for contact information)

By whom? \_\_\_\_\_

Date/Time \_\_\_\_\_

Notification made to County/City Warning Point

By whom? \_\_\_\_\_

Date/Time \_\_\_\_\_

#### NOTIFICATION OF RESULTS:

**In order to ensure timely notification, please provide contact information for someone with 24/7 availability, who will be responsible for disseminating results to other local agencies.**

NAME: \_\_\_\_\_

WORK NUMBER: \_\_\_\_\_

24/7 TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

AGENCY: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

**NOTE: SAMPLE WILL BE DISCARDED 30 DAYS AFTER TESTING UNLESS OTHERWISE INSTRUCTED**

Responder Incident Report attached:     no     yes



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## DOMESTIC SECURITY ENVIRONMENTAL SAMPLE SUBMISSION FORM – BIOLOGICAL

### Instructions for Submitting Samples for Biological Agent Testing

FOR SAMPLING AND DECONTAMINATION PROCEDURES, PLEASE VISIT  
[WWW.BT.USF.EDU/SAMPLECOLLECTION.HTM](http://WWW.BT.USF.EDU/SAMPLECOLLECTION.HTM)

#### Environmental Samples:

1. Will be accepted by the state laboratory only after law enforcement and HazMat have performed their assessment to screen for radiological, explosive and chemical hazards.
2. Only suspected samples such as swabs, powder, contaminated paper, letters or liquid should be submitted for testing. Samples should be double-bagged and put in a container no larger than a one-gallon paint can (preferred container). Sample submission form must be completed and accompany the sample.
3. Extraneous materials such as gloves, towels, and clothing **must not** be included with the samples. Extraneous materials should be placed in a biohazard bag and disposed of locally according to state and federal guidelines.

### Instructions for Completing This Form

- Targeted Individual:** The person to whom the letter/package was addressed.
- Sample description:** Please check the word which best describes the sample, i.e. Bulk powder, Letter/Envelope, Swab, Other (please describe).
- POC for agency collecting sample:** Print the name of the agency, the point of contact for that agency, and cell number.
- POC for agency transporting sample:** Print the name of the agency, the point of contact for that agency, and cell number.
- Field Hazard Screens:** **All samples must be screened before submission to the laboratory. At a minimum, this includes:**
- Explosives – X-ray required for unopened packages**  
Colorimetric test
  - Chemicals –** Screen for corrosives, oxidizing agents, and volatile organic compounds (VOCs).
  - Radiological –** Direct alpha and beta survey
- Notification of Results:** **Print name and contact information for the individual who should receive notification of results as soon as laboratory testing is completed (24/7). This person should accept responsibility for disseminating results to other agencies involved in the incident.**
- Signature / Date / Time:** Signature of individual delivering sample.
- Responder Incident Report Attached:** Has the Responding Agency attached an incident report to the sample submission form?



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## DOMESTIC SECURITY ENVIRONMENTAL SAMPLE SUBMISSION FORM – BIOLOGICAL

### LRN Reference Laboratory Contact Information

The following Department of Health laboratories can accept environmental samples for biological testing. After hours telephone: 1-866-FLA-LABS (1-866-352-5227)

#### Department of Health

##### ***Bureau of Laboratories – Jacksonville***

1217 Pearl Street

Jacksonville, FL 32202

Telephone: (904) 791-1500

Deliveries can be accepted at any time (24/7) by the **BT COORDINATOR**.

**Call 904-945-4415 or 904-637-9260.**

#### Department of Health

##### ***Bureau of Laboratories – Tampa***

3602 Spectrum Boulevard

Tampa, FL 33612

Telephone: (813) 974-8000

Deliveries can be accepted at any time (24/7) by the **BT COORDINATOR**.

**Page (813) 883-5929.**

#### Department of Health

##### ***Bureau of Laboratories – Miami***

1325 NW 14<sup>th</sup> Avenue

Miami, FL 33125

Telephone: (305) 324-2432

Deliveries can be accepted at any time (24/7) by the **BT COORDINATOR**.

**Call (305) 409-9925 or (305) 409-9924.**

#### Department of Health

##### ***Bureau of Laboratories – Pensacola***

50 West Maxwell Street

Pensacola, FL 32501

Telephone: (850) 595-8895

Deliveries can be accepted at any time (24/7) by the **BT COORDINATOR**.

**Page (888) 210-3285.**