

CHEMICAL/BIOLOGICAL AGENT TRANSPORT (BAT) KIT Instructions

1. North Dakota Department of Health Notification of Suspicious Substance
 - Notify Department of Health's duty officer prior to collection. Contact State Radio: 328.9921/800.472.2121.
 - State Radio will contact the health department's duty officer on call.
2. Use BAT Kit for sample collection and transport device. Location of BAT Kits:
 - All North Dakota Laboratory Response Network's sentinel laboratories
 - Eight regional (Lead) health units
 - Fifty-three county sheriffs' offices
 - North Dakota Department of Health's regional field epidemiologists
 - North Dakota State Highway Patrol district offices and headquarters
 - Major city fire and police departments

3. Verify Inventory

ITEMS IN BAT Kit CONTAINER B:

Cold Zone Pack

- Protocol for use of the BAT Kit
 - *Unknown Sample/Chain of Custody Form*
 - One 10-inch length of tamper-resistant evidence tape
- Container A with its contents (listed below)

ITEMS IN BAT KIT CONTAINER A:

Hot Zone Pack

- Sample container in sterile pack
- Swab transport kit in zipper-lock pack
- Two sterile spatulas [powder/solid sampling device]
- Sterile transfer pipette [liquid sampling device]

Warm Zone Pack

- Cardboard cylinder containing absorbent pad
- Permanent marker
- Evidence bag
- 10-inch length of TAMPER-RESISTANT EVIDENCE TAPE

4. Qualified personnel will collect samples from the "hot zone."

- Appropriate personal protective equipment must be used by all persons in the Hot zone and warm zone.
- Actions to minimize contamination of the outside of the sample containers must be implemented.

SAMPLE COLLECTION PREPARATION

- a. Verify "Non-Tamper Seal" is not broken.
- b. Open container and enter the following information on *Unknown Sample/Chain-of-Custody Form (COC)*.
 - i. Fill-in "BAT Kit seal" observation.
 - ii. Fill-in BAT Kit "SKU" number (found on barcode inside container B).
- c. Take BAT Kit inner container A into warm zone. Take sample collection materials into hot zone.
- d. Outer container B and remaining contents stay in cold zone.
- e. Before entering hot zone, person collecting the sample will use permanent marker to:
 - i. Sign and date evidence bag.
 - ii. Initial and date lid of sample container.
 - iii. Initial and date lid of cardboard cylinder.
 - iv. Initial and date evidence tape (2).
- f. Prepare fresh bleach solution (1 part household bleach – 9 parts water - **not provided**) – 1 bottle for warm zone and one bottle for hot zone.

HOT ZONE - Sample Collection [PPE Required]

a. Powders/Solids

DO NOT WET POWDER WITH BLEACH OR ANY SOLUTION PRIOR TO COLLECTION!

- i. Open sterile packet labeled "Sample Container." Remove safety-coated glass jar and lid.
 1. Using spatula, collect powder/solid and place into glass jar.
 2. Fill jar half-full (1 ounce) with sample, if possible.
 3. Seal jar with lid. Decon with fresh bleach solution (1 part household bleach–9 parts water).
 - OR** ii. If powder is dispersed over surface or difficult to collect with spatula, use swab from the "Swab Transport Kit" to collect the sample.
 1. Before collecting sample with the swab, pre-moisten swab with buffer from transport tube.
 2. Collect sample with pre-moistened swab by rolling over surface of dispersed powder.
 3. After sample has been collected, swirl swab in tube of buffer until turbid.
 4. Break off shaft and leave swab in tube containing the buffer.
 5. Seal tube with lid. Decon with fresh bleach solution (1 part household bleach–9 parts water).
- #### **b. Liquid**
1. Open sterile packet labeled "Sample Container." Remove safety-coated glass jar and lid.
 2. Using transfer pipette, collect liquid and place into glass jar.
 3. Fill jar half-full with sample, if possible. It may take several pipettings to get enough sample.
 4. Seal jar with lid. Decon with fresh bleach solution (1 part household bleach - 9 parts water).

WARM ZONE – Decontamination [PPE Required]

- a. Drop "Sample Container" into cardboard cylinder containing an absorbent pad.
- b. Place cardboard cylinder or swab transport device into evidence bag. Seal bag.
- c. Fill-in "Time Sealed" (24 hour time) on evidence bag.
- d. Detach "Investigator's Receipt" from top of evidence bag.
- e. Place evidence bag into container A and seal with lid. Decontaminate outside of container A with fresh bleach solution (one part household bleach – nine parts water).
- f. Initial and date evidence tape. Place over edges of lid of container A.
- g. Deliver container A with investigator's receipt to **COLD ZONE**.

COLD ZONE – Preparation of Sample for Transport

- a. Relinquish container A to COLD zone custodian by signing in the WARM ZONE custodian box on the *Unknown Sample/Chain-of-Custody Form (COC)*. Record date and time of transfer. Record control number (found on investigator's receipt) and verify BAT Kit "SKU" number (found on barcode on container B). The cold zone custodian must sign in the "Received by" box.
- b. Place inner container A into outer container B.
- c. Tightly seal container B.
- d. Sign and date **tamper-resistant evidence tape**. Place over edges of lid of outer **container B**.
- e. Give investigator's receipt to site incident commander.
- f. Coordinate transportation of BAT Kit with the health department duty officer.
- g. Complete *Unknown Sample/Chain-of-Custody Form*. Relinquish custody of the sealed BAT Kit to the transporter by signing in the "Cold Zone Custodian" box on the form. Enter date and time of transfer. The transporter must sign in the "Received by" box.
- h. Insert completed *Unknown Sample/Chain-of-Custody Form* into zipper-lock bag. Transport zipper lock bag and contents with BAT Kit.

North Dakota Department of Health Contact Information

Contact State Radio at 701.328.9921. State Radio will contact the health department's duty officer on call.

Laboratory Address

2635 East Main Avenue

Bismarck, ND 58506 [Use west entrance to deliver sample.]