Arizona Suspicious Substance Protocol

The Arizona Suspicious Substance Protocol has been developed in partnership with:

Arizona Department of Public Safety
Federal Bureau of Investigation
Arizona Department of Emergency and Military Affairs

April 2018
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Purpose
The development of the Suspicious Substance Protocol is to outline the management of suspected terrorism or suspicious substance incident.

Scope
These guidelines have been developed to ensure joint coordination between law enforcement, local public health officials, first responders and state laboratory and public health emergency preparedness partners. This information is intended to assist in managing suspicious incidents in response to potential terrorist threats, incidents involving suspicious substances and/or addressing questions from the general public.

Situation Overview
The local jurisdiction shall establish an Incident Command or Unified Command System, compliant with the national Incident Management System (NIMS), and assume responsibility of the incident to include, where possible and appropriate, fire, police, public health and public works. Public Health decision-making is a significant role and will be made through the Unified Command System.

The Federal Bureau of Investigation (FBI) is the lead investigative agency on all terrorism incidents or credible threats and will respond to all incidents of this type. While the FBI has the lead investigative role, the first response will generally come from the local jurisdiction.

The Arizona Department of Public Safety (DPS) will coordinate the deployment of state assets to assist the FBI or local jurisdictions. Assets available include specialized DPS support and the National Guard.

The Arizona Department of Health Services (ADHS) is the coordinating agency for public health emergency response in Arizona. In conjunction with the County Health Departments, this includes testing of suspicious material. If suspicious material warrants testing, material (letters, suspicious substance, etc.) must be processed for confirmation or identification at the Arizona State Public Health Laboratory (ASPHL). Currently, only LRN-accredited laboratories are authorized to perform terrorism related environmental testing. The 91st Civil Support Team (CST), at the request of the Unified Command, can use their mobile laboratory to perform presumptive field analysis (PFA). All materials from suspected incidents of terrorism must be handled as criminal evidence. Materials delivered to the Arizona State Public Health Laboratory may be tested as requested by the following agencies; FBI, DPS, local law enforcement, local emergency responders, and local/state public health departments.

Note: ADHS, DPS, and FBI recommend against the use of commercial hand-held assays by first responders to evaluate and respond to an incident involving suspicious substance suspected of being anthrax or other biological agents.

Currently, biological agent field test kits are not sufficiently accurate for on-scene decision making in the field, due to both false negative and false positive results associated with field assays.

Evidence/samples should be screened by first responders before submission to the ASPHL for testing. The screening should consist of, at a minimum, explosives, radiation, and volatile organic compounds. First responders should provide results of the screening to the ASPHL at the time of submission.
Note: To date, there have been no examples of biological exposure where decision-making cannot wait for the results of validated laboratory procedures.

Concept of Operations

A. Suspect Suspicious Substance Incident Reported to 911

Jurisdictional Public Safety Response Agency
- Respond to scene
- Establish Incident Command/Unified Command (IC/UC) as appropriate
- Take necessary precautions in accordance with local response protocols
- Use appropriate PPE
- Coordinate requests for specialty resources as required (HAZMAT, Bomb Disposal, etc.)
  
  See Resources on page 5
- Conduct initial assessment, testing, and determination of threat
- Treat potentially exposed individuals (PEI) as needed
- Decontaminate PEI as necessary
- Coordinate transport of PEI to Hospitals for treatment/observation in accordance with local response protocols as required

Hospitals
- Receive transported PEI
- Treat PEI

Note: A hospital should immediately notify 911 if they receive a patient that self-transports and claims exposure to a suspicious substance.

Note: If the jurisdictional response agency determines there is no credible threat, and there is no requirement for lab testing of the substance, the response entity should follow local protocols to close out the incident. No further action is required.

B. IC/UC determines there is a credible threat requiring testing of the substance

IC/UC
- Alert and mobilize additional resources as necessary
- Collect contact information on potentially exposed individuals (PEI)
- Collect symptom information from PEI
- Notify County Public Health of known exposures (see county contact list)
- Contact ACTIC at (602) 644-5805 to obtain a TIPS number
- Provide information to the Arizona Counter Terrorism Information Center (ACTIC) regarding the suspicious incident
- Process incident scene in accordance with local protocols
- Notify Arizona State Public Health Lab (ASPHL) to determine if sample size/quantity meets analysis requirements
County Public Health

- Provide subject matter expertise to IC/UC; includes access to public health epidemiologists, toxicologists and/or medical personnel
- Receive information on PEI from IC/UC
- Recommend appropriate infection control/exposure prevention precautions
- Consult with public health toxicologists and/or medical personnel on potential impacts
- Consult with public health toxicologists and/or medical personnel on potential exposure impacts based upon field testing and intelligence gathering
- Complete Suspicious Substance Incident Management Form
- Make internal notification to County Health personnel in accordance with local protocols
- Assess need for medical countermeasures, symptom monitoring, and/or treatment of PEI and/or response personnel
- Assist in determination of sample testing priority as required
- Assist in obtaining a TIPS number, as needed
- Make notification to ASPHL and BPHEP of incident and impending sample, if not already aware
- Recommendations for “High Priority Testing” include high profile targets or venues, associated threats, or known intelligence information (credible threat)
- Considerations for “Medium to Low Priority Testing” may include a visible or unknown substance, an unusual circumstance, and instances with no logical explanation for the events/circumstances
- Assist with the coordination of after-hours testing with the ASPHL

ACTIC

- Provide TIPS number to IC/UC
- Remind IC/UC to include County Health. If needed, provide contact information for County Health to IC/UC
- Process incident information in accordance with ACTIC response protocols

ASPHEL

- Prepare to receive sample
- Identify staff to process sample as needed and based on sample priority
- Remind IC/UC to include County Health and contact ACTIC if not already completed.

C. Prepare sample for transport

IC/UC

- Collect sample in accordance with local response protocols
- Double bag and place suspicious item/substance in a sealed container
- Complete ASPHL sample submittal form

D. Transport sample to ASPHL

IC/UC

- Arrange transport to ASPHL ensuring chain of custody for sample
• Deliver sample to ASPHL
• Provide completed sample submittal form to ASPHL

ASPHL
• Ask IC/UC for designated TIPS number (if no number, provide them ACTIC contact)
• Ask IC/UC if they have contacted County Health (if not, provide them County Health number)
• Receive sample
• Process sample in accordance with priority of testing and ASPHL protocols

E. Sample analysis

ASPHL
• Notify submitting agency of lab results
• Notify affected County Health Department of lab results
• Notify ADHS Leadership as required
• Make additional notifications as required by ASPHL protocols
• Coordinate additional testing as required

Submitting Agency
• Make additional notification as required by internal protocols
• Conduct investigation in accordance with local response protocol (as needed)

County Public Health
• Follow-up with PEI to provide results
• Provide additional education, instruction, and recommendations as required
• Determine need for public health-related follow-up actions (e.g. medical countermeasures or exposure registry)
• Make additional notifications to other county and stakeholder entities as required
• Implement additional disease containment and mitigation strategies as required
• Determine if there is any larger concern for public health

F. Hazardous Materials Response Assets and Activation

There are three primary resources available within the state of Arizona for hazard assessment, field characterization, agent sampling, and presumptive hazard identification /analysis of an unknown substance leading to evidence collection. They are the DPS Hazardous Materials Unit, FBI Hazardous Evidence Response Team (FBI-HERT), and the 91st National Guard Civil Support Team.

DPS Hazardous Materials Unit (DPS-HMU) will function as the state response element to Hazmat incidents. DPS-HMU will respond to events for evaluations and for a determination of the need for additional State/Federal/Private sector resources. Upon the determination of a terrorist-related incident/accident or suspected terrorist incident involving hazardous materials, the law enforcement agency having jurisdiction, will be responsible for crime scene assessment and the collection and custody of evidence. The collection and custody of evidence should be handled by law enforcement personnel, specifically trained in evidence recovery operations associated with chemical/biological/
radiological agents. The FBI will assist and support local law enforcement in the aforementioned proceedings.

**ACTIVATION:** DPS-HMU can be notified by contacting the ACTIC Watch Center at (602) 644-5805 or ACTIC@AZDPS.gov.

The FBI-HERT has a two-fold mission. The first aspect of this mission is to make an initial assessment of a potential criminal hazmat or Weapon of Mass Destruction (WMD) event. To make sure that public safety concerns are adequately addressed, this assessment is best carried out in cooperation with a certified Local/State/Federal hazmat team. The second aspect of this mission is to document, preserve, and collect evidence in a hazardous environment in accordance with FBI procedures. If the incident is determined to have a Federal nexus or if the Incident commander requests assistance, FBI Hazardous Materials Response Team (HMRT) can be utilized. Utilization of the FBI HMRT can be coordinated by contacting the FBI WMD or Assistant WMD Coordinator. FBI HMRT may respond in conjunction with the CST or local HMRT response.

**ACTIVATION:** The FBI-HMRT can be requested by contacting the Phoenix WMD Coordinator through the FBI Phoenix Operations Center at (623) 466-1999.

The National Guard Civil Support Teams (CST) are trained and equipped to rapidly respond to WMD events by request when the incident exceeds the capabilities of state or local emergency response personnel. The CST can assess suspected WMD attacks, advise civilian responders on appropriate actions through field testing and expert consultation, and can facilitate the arrival of additional state and federal military forces. The CST is not trained in evidence collection; however, the CST can produce a chain of custody and provide samples to the ADHS Public Health Laboratory. If called, the CST will respond to appropriate requests for assistance.

If the Incident Commander requests testing, the CST will conduct all-hazards testing (chemical, biological and radiological) on-scene, within the limitation of their mobile laboratory. At the discretion of the Incident Commander, samples will go to the ADHS Public Health Laboratory for evidentiary testing. CST will collect samples only under the discretion of the on-scene Incident Commander. The Incident Commander will ensure the law enforcement chain-of-custody is maintained.

**ACTIVATION:** The 91st CST can be contacted by calling the following numbers (602) 909-2308 (Commander) (602) 684-6246 (Deputy Commander), or (602) 909-8985 (Operations).

**G. Resources**

If you have any questions regarding these guidelines, please call the ACTIC Watch Center at (602) 644-5805 or (877)-2SAVEAZ, or the Arizona Department of Health Services at (602) 364-3289. The Arizona Department of Health Services is responsible for the maintenance of these guidelines.
If you are interested in more information and resources regarding terrorism, you may access the following web pages:

<table>
<thead>
<tr>
<th>Web Page</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona Counter Terrorism Information Center Web Page</td>
<td><a href="http://cid.dps.state.az.us/">http://cid.dps.state.az.us/</a></td>
</tr>
</tbody>
</table>
## Contact Information

(Contact information will be reviewed semi-annually and updated as needed)

<table>
<thead>
<tr>
<th>County</th>
<th>After-Hours Contact Number</th>
<th>Comments</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apache</td>
<td>(928) 333-3412, press 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cochise</td>
<td>1 (800) 423-7271</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coconino</td>
<td>(928) 255-8715</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gila</td>
<td>(928) 402-1872</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graham</td>
<td>(928) 428-0808</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greenlee</td>
<td>(928) 865-4149</td>
<td></td>
<td></td>
</tr>
<tr>
<td>La Paz</td>
<td>(928) 669-2281</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Maricopa</td>
<td>(602) 747-7111</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Mohave</td>
<td>(928) 718-4927</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Navajo</td>
<td>(928) 333-3412, press 2</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Pima</td>
<td>(520) 743-7987</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Pinal</td>
<td>(520) 866-6239</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Santa Cruz</td>
<td>1 (877) 202-0586</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Yavapai</td>
<td>(928) 442-5262</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Yuma</td>
<td>(928) 317-4624</td>
<td></td>
<td>Sheriff’s Office Dispatch</td>
</tr>
<tr>
<td>Agency</td>
<td>Contact Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arizona Counter Terrorism Information Center (ACTIC)</td>
<td>(602) 644-5805</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DPS Duty Officer</td>
<td>(602) 223-2212</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arizona Department of Health Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bureau of Public Health Emergency Preparedness (BPHEP)</td>
<td>M-F/ 0800-1700 (602) 364-3289</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>EPI on Call (24 hr.) (480) 303-1191</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arizona State Public Health Laboratory</td>
<td>M-F/ 0800-1700 (602) 364-0999</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>After-Hours (480) 303-1676</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FBI Phoenix Operations Center</td>
<td>(623) 466-1999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commander - 91st Civil Support Team (CST)</td>
<td>(602) 909-2308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Commander - 91st Civil Support Team (CST)</td>
<td>(602) 684-6246</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations - 91st Civil Support Team (CST)</td>
<td>(602) 909-8985</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A: Suspicious Substance Process Flow Chart

Suspicious Substance Found

IC/UC determines there is NO credible threat requiring testing

IC/UC determines there IS a credible threat requiring testing

IC/UC

- Obtain contact information for all potentially exposed individuals
- Notify County Public Health
- Contact ACTIC at 602-644-5805 to obtain a TIPS number
- Notify ASPHL to determine if sample size/quantity meets analysis requirements

County Public Health

- Provide subject matter expertise to IC/UC
- Receive information on PEI from IC/UC
- Recommend appropriate infection control/exposure prevention precautions
- Assist with ASPHL and ADHS Coordination

IC/UC

- Collect sample in accordance with local response protocols
- Double bag and place suspicious item/substance in a sealed container
- Complete ASPHL sample submittal form

ASPHL

- Ask for designated TIPS number
- Ask if they have contacted County Health
- Receive sample
- Process sample in accordance with priority of testing and ASPHL protocols
- Notify submitting agency of lab results
- Notify affected County Health Department of lab results
- Notify ADHS Leadership as required
- Make additional notifications as required by ASL protocols
- Coordinate additional testing as required

Submitting Agency

- Make additional notification as required by internal protocols
- Conduct investigation in accordance with local response protocol (as needed)

County Public Health

- Follow-up with PEI to provide results
- Provide additional education, instruction, and recommendations as required
- Determine need for public health-related follow-up actions (e.g. medical countermeasures or exposure registry)
- Make additional notifications to other county and stakeholder entities as required
- Implement additional disease containment and mitigation strategies as required

IC/UC

- Closes incident in accordance with local protocols

IC/UC determines there is NO credible threat requiring testing

IC/UC determines there IS a credible threat requiring testing
APPENDIX B: Suspicious Substance Frequently Asked Questions (FAQ)

Why does the Arizona Department of Health Services become involved?

Any incident that involves a suspicious substance could potentially be classified as a terrorist event. Under Arizona Revised Statutes ARS §36-782:

“The Governor, in consultation with the (ADHS) Director, may issue an enhanced surveillance advisory if the governor has reasonable cause to believe that an illness, health condition or clinical syndrome caused by bioterrorism, epidemic or pandemic disease or a highly fatal and highly infectious agent or biological toxin has or may occur or that there is a public event that could reasonably be the object of a bioterrorism event.”

However, “This article does not alter the department’s or a local health authority’s ability to monitor community health status or implement control measures for the early detection of communicable and preventable diseases otherwise allowed by law.”

During times in which there is not an enhanced surveillance advisory, according to ARS §36-624 and Arizona Administrative Code AAC R9-6-388, only a local health officer can issue a quarantine order, not law enforcement.

In addition, the (Arizona) State Emergency Response and Recovery Plan (SERRP), states that the Arizona Department of Health Services, Arizona Department of Public Safety and the Arizona Division of Emergency Management are the primary state agencies for a bioterrorism event. The primary Federal agency is the Federal Bureau of Investigation (FBI). These four agencies drafted the state’s “Suspicious Substance Protocol SOG” This document is maintained by the Arizona Department of Health Services.

What is an “Incident Management Form” and how can this resource be used to help follow the recommended guidelines?

Within the ADHS Suspicious Substance Protocol – Standard Operating Guide there is a resource referred to as the “APPENDIX C: Suspicious Substance Incident Management Form (Fillable/Printable (pdf) Process Guide).” An “Incident Management Form” is a self-assessment guide listing items requiring immediate attention and outlining the protocol to correctly follow the appropriate protocols and guidelines. A completed punch list helps one validate the process was followed and documents information important to the suspicious substance incident management process.

Who determines if the substance needs to be tested by the State Public Health Laboratory?

Public Health in partnership with Public Safety, determines if the substance is to be tested. Public Safety—fire, and police conducts the threat assessment and close coordinates with Public Health. The Arizona State Public Health Laboratory is the only facility in the State that is part of the CDC’s Laboratory Response Network (LRN) and can perform confirmatory tests for a number of
bioterrorism agents including anthrax. There is a matrix used by Arizona State Public Health Laboratory that assists public health in determining the rapidity at which the samples are tested. Depending on the circumstances, low priority samples, as determined by the law enforcement threat assessment may wait overnight to be transported or tested at the laboratory.

If ADHS Bureau receives a call and the State Lab has not been notified does ADHS or the Local Health Department Representative notify the State Public Health Laboratory?

In most cases, the Local Public Health Department Representative in conjunction with law enforcement should contact the State Public Health Laboratory, Bioterrorism Section to coordinate the type and number of sample(s) and approximate delivery time. All incidents begin as a local response, ADHS (Bureau) is available to provide technical assistance and support if needed.

Does DPS have to be the ones to transport the samples?

No, although the samples must have an ACTIC/DPS DO “TIPS Number” (case number) assigned before the laboratory will accept the sample; any government agency (most likely law enforcement) can transport the samples.

If the incident occurs at a state facility or federal facility; how is it managed?

This can vary and depends upon the incident. If the FBI becomes involved, ADHS may become the lead agency; however, handling of the incident may also stay at the local level, although DPS will still have the role of assigning a “TIPS Number” and most likely transport the samples to the Arizona State Public Health Laboratory.

How is a substance incident managed on tribal lands?

Although the tribal police may wish to handle the incident entirely including transport, they will still work with DPS DO to obtain a “TIPS Number” and (as in prior cases) coordinate with tribal police, collaborate with the appropriate Local Public Health Department Representatives, and involve DPS to align with the submission guidance to effectively transport the samples to the Arizona State Public Health Laboratory.

Who within ADHS should be informed of a suspicious substance incident/event during regular business hours? (internally to ADHS)

- Assistant Director, Public Health Preparedness Services
- State Epidemiologist
- Bureau Chief of Public Health Emergency Preparedness
- Bureau Chief of State Laboratory Services
  - Assistant Bureau Chief – Public Health Microbiology
  - Assistant Bureau Chief – NBS/Chemistry

It is important to notify the positions listed above (an e-mail briefly describing the incident and status is acceptable) in the event that the Department Public Information Officer is contacted by the media to elaborate upon or describe the status of the incident.
How long does it take to test the samples?

91st CST field presumptive testing takes 0-2 hours, with the mobile lab field confirmatory in 2-4 hours. If laboratory testing is for a full spectrum of agents, testing can take 4-6 hours, although prior to testing the preliminary gram staining can take as little as 1-2 hours. Some of the time is dedicated to setting up the testing; so accurate estimates of sample arrival can enhance the results time frame.

**Note:** Cultures of samples are held for 72 hours before the specimen is ruled out.

Who receives lab test results and by which method? (e.g. e-mail, phone)?

The State Public Health Laboratory will send “test results” simultaneously to:

1. The submitting agency (after receiving notification from ASPHL it is the responsibility of the submitting agency to appropriately share these results onward as needed),
2. ADHS bureau representatives handling the incident, and
3. The local public health department within the jurisdiction of the impacted area.

**Note:** ASPHL test results will be shared via both phone and e-mail methods.

Who calls the Local Public Health Department Representative with the results? Does ADHS follow-up with an e-mail to internal ADHS personnel involved?

The ADHS Bureau is responsible for notifying the appropriate Local Public Health Department Representative (preferably by phone) in order to support situational awareness. The Bureau also keeps their personnel involved in the incident informed of the results through e-mail.

When notifying the ASPHL “Emergency/Weekend and after-hours” line to whom within ADHS is notified?

The ASPHL emergency phone (weekends and after-hours) is 480-303-1676. This call down number sends cascading alerts to on-call personnel reaching the “laboratory management team” starting with the bureau chief, then the assistant bureau chiefs, and ending with the laboratory department chiefs.

Where can I find the appropriate contact phone numbers?

The ADHS Suspicious Substance – Standard Operating Guide contains the appropriate phone numbers and contact information (DPS Duty Officer, ACTIC, ASPHL, ADHS PHEP, and local public health) this guide can be downloaded from the ADHS website:


When receiving a call about an incident, what should be logged or is important to make note/written record?

Basic information to be entered in a log or noted for future reference includes:

1. Caller contact information (date and time of the call, the name of the caller and their role/title/agency as well as a return phone number)
2. The date, time, and location of the incident
3. A brief description of the incident
4. Actions taken
5. Outcome of the incident
APPENDIX C: Suspicious Substance Incident Management Form

Purpose:

This “Incident Management Form” is a self-assessment guide to assist those involved in following the ADHS Suspicious Substance Protocol. The Punch list does not need to be submitted or transferred outside of individual use. The list is intended to facilitate the management of a suspicious substance incident that may potentially have an impact upon public health and is a process guide for those involved.

Note: The following pages are the Suspicious Substance Incident Management Form (Fillable/Printable (pdf) Process Guide). Double-click on an image below to open the fillable PDF document. (**Note Adobe Acrobat Reader is required**)
<table>
<thead>
<tr>
<th>Section 1: Reports and Notifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification Date:</td>
</tr>
<tr>
<td>Incident Date:</td>
</tr>
<tr>
<td>Initial Report Date:</td>
</tr>
</tbody>
</table>
### Situation:

- **Date:**
- **Time:**
- **Reporting Person/Agency:**
- **Phone:**

### Anyone believed to have been exposed?
- **Yes** □ **No** □

#### Details:
- How many people have been exposed? □ (Record contact info in interview section below)
- Describe exposure (ingested, skin contact, etc.): ________________
- Are they symptomatic? □ Yes □ No, if yes, consulting a toxicologist is usually indicated.
- If yes, what are the signs and symptoms? ________________
- When did the symptoms start?
  - When was the patient last known to be well? ________________
  - When did the patient first develop symptoms? ________________
- Have they been medically assessed? □ Yes □ No, Initial Assessment: ________________
- Advised to seek treatment? □ Yes □ No, if yes, by whom? ________________
- How many have been transported to the ED/hospital? ________________
- If transported persons, which hospital(s) or ED(s)? ________________

#### Is the substance known? □ Yes □ No

#### What is it/Description?

### Have Presumptive Tests Been Conducted?
- Explosives: □ Pos □ Neg □ N/A
- Chemicals: □ Pos □ Neg □ N/A
- Radiological: □ Pos □ Neg □ N/A
- Other: □ Yes □ No □ N/A Describe:

### Report Results of Presumptive Testing to Potentially Exposed. See Page 3**

### Situation Update:
- **Date:**
- **Time:**
- **Reporting Person/Agency:**
- **Phone:**

### If no additional reports immediately available, continue to internal notification section***

### Other Agencies Involved:

<table>
<thead>
<tr>
<th>Initial Notifications:</th>
<th>Have internal and primary notifications been completed (by anyone)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin. Notification Trigger:</td>
<td>1. Potential to affect Public Health [<em>e.g., environmental or infectious</em>]. 2. Potential for media. 3. Multiple deaths from an unknown cause.</td>
</tr>
</tbody>
</table>

#### Notification:
- **Method:**
- **Completed:** □ Yes □ No
- **By:**
- **Date:**
- **Time:**

<table>
<thead>
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<th>Initial Alert:</th>
<th>□ Yes □ No</th>
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<tr>
<td>Other Alert:</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>ADHS (BPHEP)</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>ADHS Lab</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>City/Jurisdiction Involved</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>
### Section 2: Threat Assessment, Recommendations and Laboratory Testing

#### Threat Assessment

- **Has a Threat Assessment Been Conducted?**
  - ☐ Yes
  - ☐ No

- **Credible Threat?**
  - ☐ Credible
  - ☐ Not Credible

- **Have Specific Recommendations Been Requested and/or Made?**
  - ☐ Yes
  - ☐ No

#### Field Request for Lab Testing

- **Report ID**
  - Yes
  - No

- **Date**
  - Time

- **Requesting Agency/Person**

The Incident Commander (IC), usually a Public Safety official is on-scene and has decision authority. County Public Health is in an advisory role and can provide additional insight to the IC, but should generally support the priority requested by the IC.

**Laboratory Test Recommendation:**
- ☐ No Recommendation
- ☐ Low Priority
- ☐ Medium Priority
- ☐ High Priority

**Laboratory Lab Testing priority Decision:**
- ☐ No Testing
- ☐ Low Priority
- ☐ Medium Priority
- ☐ High Priority

Assessment considerations include testing at **High Priority** for high profile targets or venues, associated threats, or known intelligence information. Considerations for **Medium to Low Priority Testing** may include a visible or unknown substance, an unusual circumstance, and instances with no logical explanation for the event/circumstances.

If the answers to any of the 3 following questions are YES, they likely warrant recommendation for HIGH priority testing.

- **Are there exposed persons/personnel who are symptomatic?**
  - ☐ Yes
  - ☐ No

- **Is presumptive testing positive?**
  - ☐ Yes
  - ☐ No

- **Are there political implications associated with the incident?**
  - ☐ Yes
  - ☐ No

If the answers to all three are NO, it likely warrants LOW priority testing recommendation.

- **PPE Recommendation:**
  - ☐ No Recommendation
  - ☐ Level D
  - ☐ Level C
  - ☐ Level B
  - ☐ Level A
  - ☐ Other:

- **PPE Decision:**
  - ☐ Level D
  - ☐ Level C
  - ☐ Level B
  - ☐ Level A
  - ☐ Other/unk:

- **Have we Received a Subject Matter Expertise Request?**
  - ☐ Yes
  - ☐ No

- **From Whom?**
  - ☐ Yes
  - ☐ No

- **What was the Request?**

- **Request Completed?**
  - ☐ Yes
  - ☐ No

If yes, Date/Time/Results:

- **Has Public Health Made a Subject Matter Expertise Request?**
  - ☐ Yes
  - ☐ No

- **From Whom?**

- **What was the Request?**
  - ☐ Yes
  - ☐ No

- **Asked to monitor for associated reports?**
  - ☐ Yes
  - ☐ No

- **Other:**

#### Will samples be taken to the AZ State Public Health Laboratory?

- ☐ Yes
- ☐ No

If yes, has law enforcement obtained an AZ DPS Arizona Counter Terrorism Information Center (ACTIC) Watch Log Entry (WLE)/TIPS Number? [ACTIC M-F 0800-2300 602-644-5805) (DPS DO M-F 2300-0800 602-223-2212)

- ☐ Yes
- ☐ No

**TIPS/WLE Number [required for ASPHL submittal]:**

**Which agency and individual is transporting the sample(s) to the Arizona State Public Health Laboratory (ASPHL)?**

<table>
<thead>
<tr>
<th>Agency/Staff Name(s)</th>
<th>Phone #</th>
<th>Email</th>
<th>Alternate Contact</th>
</tr>
</thead>
</table>

**Has ASPHL been notified by the submitting agency or MCDPH?**

- ☐ Yes
- ☐ No

**Notified By:**

- Arizona State Public Health Laboratory (ASPHL) Contact Information: 250 N. 17th Ave., Phoenix, AZ 85007 Regular Business Hours (M-F: 0800 - 1700), After Hours On Call — 480-303-1676 or After Hours 87-602-725-7680

**Estimated Date/Time of Arrival of Sample at ASPHL?**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>Per:</th>
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</table>

**Actual Date/Time of Arrival of Sample at ASPHL?**

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<tr>
<th>Date:</th>
<th>Time:</th>
<th>Per:</th>
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</table>

**Anticipated Date/Time of ASPHL results?**

<table>
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<tr>
<th>Date:</th>
<th>Time:</th>
<th>Per:</th>
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</table>

#### Additional Partner Notifications:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Staff Name(s)</th>
<th>Phone #</th>
<th>Email</th>
<th>Date:</th>
<th>Time:</th>
<th>By:</th>
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</thead>
<tbody>
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</table>
### Section 3: Interviews, Follow-up, Closeout

#### Interviews of Potentially Exposed Persons

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Phone #</th>
<th>Address</th>
<th>DOB</th>
<th>Gender</th>
<th>Potentially Exposed?</th>
<th>Symptom?</th>
<th>Education Given?</th>
<th>Informed Results?</th>
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</thead>
<tbody>
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<td></td>
<td>M/F</td>
<td>Yes/No</td>
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<td>Yes/No</td>
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<td>M/F</td>
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<td>M/F</td>
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<td>Yes/No</td>
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<td></td>
<td>M/F</td>
<td>Yes/No</td>
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<td>M/F</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

***

* If symptomatic, consultation with a toxicologist is usually indicated. ** If initial results are available, exposed should be informed during education and told that if final results are positive, we will contact them *** If additional space is needed, attach a line listing.

#### Interview

- **Date:**
- **Time:**

#### Description of Events:

Request additional contact information (e.g. address, email), as needed.

#### Are Final Laboratory Results Available?

- **Yes**
- **No**

#### Summary of Results:

- Have you requested a copy of the final laboratory results? **Yes** **No**
- What laboratory tests were conducted?
- What were the results of the laboratory test? **Positive** **Negative** **Inconclusive**
- If laboratory results on environmental samples are positive or inconclusive, have additional lab tests been requested (as appropriate)? **Yes** **No**
- **What Tests:**

#### Are there any follow-up actions to take?

- **Yes**
- **No**

#### Follow-up Actions:

- Have you requested copies of records needed to document the investigation? **Yes** **No**
- Have you given initial and final results to potentially exposed persons? **Yes** **No** **N/A**
- Have questions of potentially exposed been answered and have you provided educational information? **Yes** **No** **N/A**
- Have partner agencies been provided information as requested or as needed? **Yes** **No** **N/A**
- If laboratory results on environmental samples are positive or inconclusive, have additional lab tests been requested (as appropriate)? **Yes** **No** **N/A**
- **What Tests:**
- Are additional actions needed to prevent further exposure? **Yes** **No**
- If, what actions: **Activate ICS at County Level** **Activate Chem Annex to ERP** **Decontamination** **SURV-Alert** **Emergency Risk Communications** **Shelter in Place** **Evacuation** **Other**
- **Describe:**
- Is long-term follow-up likely to be needed? **Yes** **No**
- Should a registry be established? **Yes** **No**

#### Can this incident be closed-out?

- **Yes**
- **No**

#### Date:

- **Time:**

#### Comments and Notes:

- Have you received copies of records & lab results needed to document the investigation? **Yes** **No** **N/A**
- Have you completed all investigation, education, exposure control & follow-up requirements? **Yes** **No** **N/A**

Attach additional pages for additional documents received, additional line listings, etc.
APPENDIX D: ASPHL Receipt of Property/Sample Submission Form

This form (ASPHL Receipt of Property/Sample Submission Form) **must accompany all samples** submitted to the Arizona State Public Health Laboratory for testing. As a reminder, all suspicious substance submitted to ASPHL for testing requires a “TIPS number.”

*Note: The next page is the ASPHL Submittal Form (AZ Receipt of Property Form). Double-click on an image below to open the fillable PDF document. (**Note Adobe Acrobat Reader is required**)
### RECEIPT OF PROPERTY/SAMPLE SUBMISSION FORM

**SUBMITTING AGENCY:**

- **CASE ID:**
- **DATE RECEIVED:**

**AGENCY STREET ADDRESS:**

- **AGENCY CITY:**
- **AGENCY PHONE NUMBER:**
  - ( )

**CASE OFFICER:** (PLEASE PRINT)

- **RADIO NUMBER:**
- **AGENCY FAX NUMBER:**
  - ( )

Sample collection date:

<table>
<thead>
<tr>
<th>Individuals exposed:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim Name:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF PROPERTY:** (IDENTIFYING NUMBER, QUANTITY AND TYPE)

<table>
<thead>
<tr>
<th>FIELD SCREENING INFORMATION</th>
<th>EXPLOSIVES</th>
<th>RADIOLOGICAL</th>
<th>CHEMICAL pH (VIT)</th>
<th>CHEMICAL FLAMMABILITY (VOC)</th>
<th>CHEMICAL OXIDIZERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening Performed</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Results</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Method/Device Used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performed by</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Contact Name/Number)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CHAIN OF CUSTODY

<table>
<thead>
<tr>
<th>FROM NAME (PRINT)</th>
<th>SIGNATURE</th>
<th>PURPOSE</th>
<th>TO NAME</th>
<th>DATE / TIME</th>
</tr>
</thead>
</table>

### RELEASE OR DESTRUCTION OF SPECIMEN(s)

Upon completion of all requested testing the submitting agency and/or case officer will be contacted regarding the release or destruction of the submitted specimen described above. If desired the Arizona State Department of Health Laboratory will destroy the described specimen on behalf of the submitting agency. If destruction is desired, please complete this form and return it in person or by fax to (602) 542-8760. If the specimen is to be returned, please call (602) 542-1188 to make the necessary arrangements.

**Released specimens must be picked up in person and cannot be mailed.**

- **□** RELEASE
- **□** DESTROY

- **DATE / TIME:**
- **AUTHORIZED SIGNATURE:**

Jan 2010

Revised: April 2018

Arizona Department of Health Services

Suspicous Substance Protocol
# APPENDIX E: Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Acronyms or Abbreviation</th>
<th>Definition or Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>91st CST</td>
<td>(National Guard) Civil Support Teams</td>
</tr>
<tr>
<td>ACTIC</td>
<td>Arizona Counter Terrorism Information Center</td>
</tr>
<tr>
<td>ADHS</td>
<td>Arizona Department of Health Services</td>
</tr>
<tr>
<td>ASPHL</td>
<td>Arizona State Public Health Laboratory</td>
</tr>
<tr>
<td>BPHEP</td>
<td>Bureau of Public Health Emergency Preparedness</td>
</tr>
<tr>
<td>BT</td>
<td>Bio-terrorism</td>
</tr>
<tr>
<td>CDC</td>
<td>Centers for Disease Control and Prevention</td>
</tr>
<tr>
<td>DEMA</td>
<td>Department of Emergency and Military Affairs - Arizona</td>
</tr>
<tr>
<td>DPS</td>
<td>Arizona Department of Public Safety</td>
</tr>
<tr>
<td>DPS DO</td>
<td>Department of Public Safety Duty Officer</td>
</tr>
<tr>
<td>DPS-HMU</td>
<td>Department of Public Safety Hazardous Materials Unit</td>
</tr>
<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
</tr>
<tr>
<td>FBI-HERT</td>
<td>Federal Bureau of Investigation Hazardous Evidence Response Team</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Commander</td>
</tr>
<tr>
<td>LE</td>
<td>Law Enforcement</td>
</tr>
<tr>
<td>LRN</td>
<td>Laboratory Response Network</td>
</tr>
<tr>
<td>LPHD</td>
<td>Local Public Health Department</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
</tr>
<tr>
<td>PEI</td>
<td>Potentially Exposed Individual</td>
</tr>
<tr>
<td>TLO</td>
<td>Terrorism Liaison Officer</td>
</tr>
<tr>
<td>WLE</td>
<td>Watch Log Entry</td>
</tr>
<tr>
<td>WMD</td>
<td>Weapon of Mass Destruction</td>
</tr>
</tbody>
</table>