



Jeb Bush  
Governor

M. Rony François, M.D., M.S.P.H., Ph.D.  
Secretary

**Jacksonville**  
1217 Pearl St.  
Jacksonville, FL 32202  
(904) 791-1550

**Tampa**  
3602 Spectrum Blvd.  
Tampa, FL 33612  
(813) 974-8000

**Pensacola**  
50 West Maxwell Street  
Pensacola, FL 32501  
(850) 595-8895

**Miami**  
1325 NW 14<sup>th</sup> Ave.  
Miami, FL 33125  
(305) 324-2432

### DOMESTIC SECURITY ENVIRONMENTAL SAMPLE SUBMISSION FORM – BIOLOGICAL

*For Laboratory Use Only*

Lab Sample ID Number: \_\_\_\_\_ DASH Number: \_\_\_\_\_

Other ID Number: \_\_\_\_\_

*To be completed by the Responding Agency*

Sample Collection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sample Collection Time: \_\_\_\_\_ AM PM

Reporting Citizen: \_\_\_\_\_ Direct Telephone #: \_\_\_\_\_

Incident Address: \_\_\_\_\_ FL ZIP \_\_\_\_\_

Article:  Powder  Letter/Envelope  Swab  Other: \_\_\_\_\_

Article Opened:  Yes  No  Unknown

Notification of Results should be sent to: Name \_\_\_\_\_ Cell Number \_\_\_\_\_

Work Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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

Building closed due to incident:  Yes  No Package exterior was decontaminated:  Yes  No

Sample ruled out for explosive agent:  Yes  No By whom \_\_\_\_\_

chemical agent:  Yes  No By whom \_\_\_\_\_

radiological agent:  Yes  No By whom \_\_\_\_\_

Responding Agency: \_\_\_\_\_ Package delivered by: \_\_\_\_\_

Cellular Number: \_\_\_\_\_ Work Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agency Address: \_\_\_\_\_ FL ZIP \_\_\_\_\_

Responder Incident Report attached:  Yes  No

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

**NOTE: Sample will be discarded 30 days after testing unless otherwise instructed**

*To be completed by Bureau of Laboratories Representative*

Received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_ AM PM

Signature: \_\_\_\_\_

Specimen forwarded to:

Centers for Disease Control and Prevention \_\_\_\_\_

Other: \_\_\_\_\_

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

## Instructions for Completing

### DOMESTIC SECURITY ENVIRONMENTAL SAMPLE SUBMISSION FORM – BIOLOGICAL

- Case / Alarm Number:** Law Enforcement Agency or Fire & Rescue Department case number.
- County:** The county where the sample was collected.
- Sample Collection Date:** The date the sample was collected.
- Sample Collection Time:** The time the sample was collected.
- Reporting Citizen:** The citizen who reported the incident.
- Direct Telephone #:** The citizen's home or work phone number.
- Incident Address:** The location where the sample was collected.
- Article:** Please check the word which best describes the sample (i.e. Powder, Letter/Envelope, Swab, Other).
- Article Opened:** If the article is a suspicious envelope, package, etc. was it opened?
- Notification of Results:** Print the name, cell number, work number, fax number, and email of the individual to whom results should be reported.
- Building closed due to incident:** Is the building closed to limit exposure to the suspect material?
- Responding Agency:** Name of Law Enforcement Agency, Fire & Rescue Department or County Health Department.
- Package delivered by:** Name of representative from Responding Agency.
- Cellular / Work / Fax Number:** Contact information for Responding Agency.
- Agency Address:** Address of the agency submitting the sample.
- Signature / Date / Time:** Signature of representative from Responding Agency for chain-of-custody.
- Responder Incident Report Attached:** Has the Responding Agency attached an incident report to the sample submission form?

**NOTE: Sample will be discarded 30 days after testing unless otherwise instructed**

## Instructions for Submitting Samples for Biological Agent Testing

### Environmental Samples:

1. Will be accepted by the state laboratory only after law enforcement and HazMat have performed their assessment to rule out radiological, explosive and chemical agents.
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 necessary and should not exceed one gallon in size. Sample submission form must be completed and securely attached.
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.

**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 Laboratory*  
1217 Pearl Street  
Jacksonville, FL 32202  
Telephone: (904) 791-1550  
After-hours deliveries can be accepted at any time (24/7)  
Label packages: **ATTN: PHIL LEE / GEORGE CHURCHWELL**

Department of Health  
*Bureau of Laboratories – Tampa*  
3602 Spectrum Boulevard  
Tampa, FL 33612  
Telephone: (813) 974-8000  
Deliveries accepted 8:00 a.m. – 5:00 p.m. Monday – Friday. For after-hours deliveries page  
Frank Reeves / Lea H. Larson at (813) 883-5929  
Label packages: **ATTN: FRANK REEVES / LEA H. LARSON**

Department of Health  
*Bureau of Laboratories – Miami*  
1325 NW 14<sup>th</sup> Avenue  
Miami, FL 33125  
Telephone: (305) 324-2432  
After-hours deliveries can be accepted at any time (24/7)  
Label packages: **ATTN: PETER SHIH**

Department of Health  
*Bureau of Laboratories – Pensacola*  
50 West Maxwell Street  
Pensacola, FL 32501  
Telephone: (850) 595-8895  
For after-hours deliveries call pager (888) 210-3285  
Label packages: **ATTN: LEAH GILLIS**