

DEKALB POLICE DEPARTMENT

Subject: **Response to Disasters, Hazardous Materials & Terrorism**

Policy #: **407.6**

Effective Since: 12-16-03

Revision Effective: 1-1-19

FTO Training Task: # 25

Reference Material: State of Illinois Hazardous Materials training book;

North American Emergency Response Guidebook; City of DeKalb's Emergency Plan

ILEAP Standards Covered: OPR.04.01(a), (b), (h); 04.02

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PURPOSE: The purpose of this policy is to provide general guidelines for officers when encountering hazardous materials. This policy is divided into the following sections:

**Section I: Disaster Response**

**Section II: Hazardous Materials Awareness**

**Section III: Terrorism Awareness**

**Annex A: State of Illinois Terrorism Task Force's Collection Protocols for Biological Testing**

POLICY: It is the policy of the department to use caution when responding to natural or man-made disasters, hazardous material incidents, or potential terrorist actions. Employees are expected to follow safety guidelines as required by this policy and other applicable state or federal standards. Responding officers will act as first responders only and will refer the investigation to the appropriate authorities.

DEFINITIONS:

Biological Threat: Any biological material capable of causing: death, disease, or other biological malfunction in a human, animal, a plant, or other living organism; deterioration of food, equipment, supplies, or material of any kind; or harmful alteration of the environment.

Weapon of Mass Destruction: Any nuclear, biological, incendiary, chemical, explosive, or radiological weapon that may be used for death or destruction of an adversary.

Hazardous Material: Any substance or material in a quantity or form that poses a substantial risk to health, safety, and property.

Terrorism: An illegal act that is dangerous to human life which is against the laws of the United States or any political subdivision with the intent to intimidate or coerce a government or civilian population in the furtherance of a political or social gain.

PROCEDURE:

- I. **Disaster Response** : The procedures below will apply to disaster situations, whether by natural or man-made causes.
  - A. Department employees shall be aware of situations that could result in a natural or man-made disaster.
  - B. Procedures for weather-related procedures are located in Policy 407.8, Weather Emergencies.
  - C. Department employees will take whatever steps necessary to avoid personal or community victimization as a result of natural or man-made disasters, including prevention efforts, warning notification, and timely response.
  - D. Emergency operations plans are accessible to command personnel are reviewed and updated as needed. [ILEAP OPR.04.02]
  - E. Department employees will follow the procedures outlined in the City's Emergency Plan.
  - F. Large-scale disaster incidents will utilize the concepts of the National Incident Command System (NIMS) for scene control.
  - G. Employees shall receive requisite NIMS training corresponding with the duties and responsibilities of their position.
  - H. **Officer in Charge Responsibilities** (OIC): The ranking officer at the scene shall be in command until specifically relieved by a superior. The OIC shall:

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1. Inform the appropriate Division Commander(s) about the nature and circumstances surrounding the incident. The Division Commanders and supervisory officers will:
  2. Assist in coordinating a tactical response, to include summoning a Tactical Response Team (if necessary) and other personnel;
  3. Assist in development of a communications and negotiations process and an emergency response team reaction;
  4. Assist in establishment of an inner and outer perimeter, command post, tactical operations center, negotiations operations, and a staging area for officers and others arriving for assignment;
  5. Establish a media information center and assign a supervisor for media liaison;
  6. Ensure that responsibility for traffic and crowd control is established, and that routes for emergency vehicles have been designated;
  7. Make provisions for recording personnel assignments and developing a chronological record of events at the command center and tactical operations center;
  8. Ensure that necessary equipment from the fire department is made available at the staging area together with any other units or equipment such as canine teams, aviation or marine units; and
  9. Ensure that emergency medical services are available near the site.
- [ILEAP OPR.04.01(a) & (b)]

**II. Hazardous Materials Awareness**

- A. Patrol officers will be trained as a first responder at the "awareness" level in hazardous materials incidents. Refresher courses to maintain certification will be provided either in-person or online.
- B. Awareness level training involves hazard recognition, identification, reporting, and isolation distances.
- C. The awareness level training DOES NOT authorize the officer to participate in the collection, cleanup, transportation, or removal of the hazardous material itself.
- D. Officers trained at the awareness level should be aware of the following facts involving hazardous materials:
  1. Hazardous materials may enter the body through absorption, inhalation, ingestion, and injection.
  2. Hazardous material affects the body through exposure (indirect contact) and/or contamination (direct physical contact).
  3. There are three methods of limiting exposure or contamination: time, distance, and shielding.
- E. When encountering a hazardous material, officers should follow general safety guidelines:
  1. Never intentionally use human senses to try to determine the nature of the material.
  2. Stay as far away as possible until the threat can be determined.
  3. Stay uphill and upwind as much as possible.
  4. Order bystanders away from any hazardous material and attempt to secure and isolate the immediate area.
  5. The fire department will usually be the lead agency in a hazardous material incident.

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- F. Officers should be aware of locations where hazardous materials are more likely to be present:
  - 1. Factories or manufacturing plants.
  - 2. Commercial businesses and stores.
  - 3. Transported upon trucks and railroad trains.
- G. Upon responding to the scene of a hazardous material incident, officers should try to identify the hazardous material; this can be determined by:
  - 1. The occupancy and location of the event.
  - 2. The container shape and size.
  - 3. The container markings and colors.
  - 4. The placards and labels.
  - 5. The shipping papers.
  - 6. Monitoring devices.
  - 7. Physical senses.
- H. Officers should be familiar with the National Fire Protection Association system of indicating the presence of hazardous materials; referred to as the NFPA-704 system, it is a placard or sticker comprised of a four-colored diamond. Each color except white has a number between 0 (least hazard) to 4 (worst hazard). The colors are as follows:
  - 1. Red: flammability hazard
  - 2. Blue: health hazard
  - 3. Yellow: reactive hazard
  - 4. White: special information, which may be symbolized or printed out
- I. **Hazardous Material Placards** : Officers should be familiar with the United Nations (UN) system of placards on containers of hazardous materials; placards are also affixed on truck trailers and rail cars that are transporting hazardous material; each diamond-shaped placard has four identifying qualities:
  - 1. **Background color of placard** :
    - a. Orange: explosives
    - b. Red: flammable
    - c. Green: non-flammable
    - d. Yellow: oxidizer
    - e. White: poisonous
    - f. White w/ red vertical stripes: flammable solid
    - g. White over Red: spontaneously combustible
    - h. Blue: dangerous when wet
    - i. Yellow top with white bottom: radioactive
    - j. White top with black bottom: corrosive
    - k. Black and white striped top with white bottom: miscellaneous materials, or mixed load
  - 2. **UN class number, a single-digit number located at the bottom of the placard** :
    - a. Class 1: Explosives
    - b. Class 2: Cryogenics
    - c. Class 3: Flammable and Combustible Liquids
    - d. Class 4: Flammable Solids
    - e. Class 5: Oxidizers
    - f. Class 6: Poisons/Toxins
    - g. Class 7: Radioactive Material
    - h. Class 8: Corrosives

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- i. Class 9: Miscellaneous, or mixed load
  3. **Symbol, located on top of placard:**
    - a. Bursting ball: explosives
    - b. Flame: flammable
    - c. Cylinder: non-flammable
    - d. Skull and Crossbones: poisonous
    - e. Circle with flame: oxidizer
    - f. Biological: infectious substance
    - g. Wheat with an X through it: keep away from foodstuffs
    - h. Trefoil: radioactive material
    - i. Test tube with burnt hand or metal: corrosive
  4. **The four-digit UN class number**, located in the middle of placard. This number can be indexed in the North American Emergency Response Guidebook to determine exactly which material is present.
- J. Officers should be familiar with the North American Emergency Response Guidebook, which contains guides for hazardous materials. The guides list the dangers of the material, personal protection needed for safe handling, isolation distances, and other additional information.
- K. The Guidebook should be kept in each squad car. The book contains four color-coded sections:
1. Yellow: has materials listed in numeric order, using the UN class numbers
  2. Blue: has materials listed alphabetically by name
  3. Orange: contains the guides for the corresponding material
  4. Green: contains information on initial isolation and protective action distances.
- Materials can thus be indexed in the Guidebook by either UN number (yellow section) or name (blue section), which lists the corresponding guide number (orange section); materials that are highlighted in the yellow or blue section also have a table for suggested isolation and protective distances (green section).**
- L. Officers should use extreme care when hazardous materials have become spilled, airborne, or ignited. Upon responding to a hazardous material spill or accident site, always seek the information located in the Guidebook, and relay this information to the telecommunicators and/or the supervisor.
- M. The fire department will usually be the lead agency in a hazardous materials incident. The fire department will usually assess the scene and establish the following zones:
1. Hot zone: area surrounding the hazard where contamination or exposure is certain or likely
  2. Warm zone: surrounding area where exposure is a possibility
  3. Cold zone: safe area where exposure is not likely
- Officers should try to stay out of the hot and warm zone when protective clothing and respirator devices are needed. Use of respirators is outlined in Policy 407.7.
- N. When investigating accidents, the driver of a truck or conductor of a train will usually have paperwork that contains information about any hazardous material being transported. Further information may also be printed on the container itself.
- O. Officers are to use caution even around small spills at accident scenes involving automotive fluids, which can be flammable and hazardous.

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**P. The police department's main responsibility in hazardous material incidents will be initial response, attempts at identifying the material, aiding victims if possible, and isolating the area as much as needed and/or possible. Other agencies will be notified as applicable.**

Q. Significant hazardous materials incidents will likely involve the response of several agencies, including certified hazardous material companies, the Environmental Protection Agency (EPA), the Illinois Emergency Management Agency (IEMA), the Federal Emergency Management Agency (FEMA), and if terrorism or weapons of mass destruction are involved, the Federal Bureau of Investigation (FBI).

[ILEAP OPR.04.01(h)]

**III. Terrorism Awareness :**

- A. Officers should be aware of general terrorist threats, given the rise of domestic and international terrorism. These items may be encountered when used on a target, while being manufactured or stored for future use, or during transportation:
  - 1. Explosives, bombs, or other incendiary devices
  - 2. Chemical agents
  - 3. Biological agents
  - 4. Radioactive agents
  - 5. Nuclear agents
- B. General indicators of possible hazardous agent use:
  - 1. Unexplained number of dead or dying animals or plants
  - 2. Unusual human nausea, illnesses or casualties
  - 3. Unusual liquid, spray, vapor, or clouds
  - 4. An actual or implied threat of hazardous agent use
- C. Potential local targets of terrorism:
  - 1. Modes of transportation, including major highways and rail lines
  - 2. Government buildings, including the courthouse, jail, post offices, police departments, Armed Forces facilities, etc.
  - 3. City water treatment plant and water towers
  - 4. University campus
  - 5. Controversial businesses
- D. The fire department will usually start as the lead agency in a terrorist act that involves the use of weapons of mass destruction. However, the scene should be protected as much as possible as a crime scene:
  - 1. Isolate the area
  - 2. Remove any victims or bystanders
  - 3. Secure the scene and surrounding area
  - 4. Remember to be aware of a secondary incendiary or explosive device
- E. The police department will maintain liaison with other organizations for the exchange of information relating to terrorism as the need arises. The goal is to facilitate information sharing and multi-jurisdictional preemption of terrorist acts or events.
- F. If any employee discovers information relating to any potential terrorist intelligence or information, this information will be reported to a supervisor and the Investigations Division Commander. Information will also be shared with any affected jurisdictions and to the Illinois Terrorism Task Force.

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- G. The department will provide the general public with terrorism awareness information in the form of printed materials or seminars as the need arises or is requested.
- H. State and federal agencies will always respond to the scene of a weapon of mass destruction. The FBI or Department of Homeland Security is usually the lead agency in the investigation.
- I. **Procedure for handling suspicious packages and biological testing is located in Annex A.**

**Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.**

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.

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**ANNEX A**

**Collection Protocols for Biological Testing**

1. Upon receiving a call from a citizen regarding a suspicious package containing a powder, a police officer will be dispatched to investigate the complaint.
2. Upon arrival, the police officer will determine if the envelope or package has been opened and will conduct a logical investigation while wearing nitrile or latex gloves to preserve the evidentiary value of the package and to determine if the package is suspicious. Please consider:
  - a. Excessive postage
  - b. Handwritten or poorly typed addresses
  - c. Incorrect Titles
  - d. Oily stains, discolorations or odor
  - e. Title, but no name
  - f. Misspelling of common words
  - g. No return address
  - h. Excessive weight
  - i. Lopsided or uneven envelope
  - j. Excessive security material such as masking tape, string, etc.
  - k. Visual distractions
  - l. Marked with restrictive endorsements, such as "personal" or "confidential"
  - m. Shows a city or state in the postmark that does not match the return address.

Some of these, individually, do not make the package suspicious. Please look at the package as a whole in determining whether or not it is suspicious. Please note that corn starches and talcum powders are commonly used in mailers to prevent pages and pictures from sticking together when conducting your evaluation. Should the package fit the profile of a possible improvised explosive device, please refer to your local response protocols.

3. If the responding officer **does not deem the package suspicious** based on his/her investigation, and the complainant does not wish to open and/or keep the package, an effort to contact the sender will be made to determine whether or not the mailing is legitimate. Once the mailing has been deemed legitimate, no further action is warranted. If the complainant insists on having the contents tested for biological, the

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complainant should be instructed to seek out a private laboratory on their own accord, using a local phone book and thereafter be responsible for the transportation and cost of the test. No further action will be taken by law enforcement.

4. If the police officer and his/her supervisor **are unable to determine if the package is legitimate , and the package has not already been opened**, all information gathered to that point should be screened through the FBI prior to any collection. If it is agreed upon that the package needs to be collected, the police department will place the package into two clear plastic bags. **It should be noted that all packages should be screened for radiation by the FBI at the lab .**
5. If the police officer and his/her supervisor are **unable to determine if the package is legitimate , and the package has already been opened**, all information gathered to that point should be screened through the FBI prior to any collection. If it is agreed upon that the package needs to be collected, the police officer will advise the complainant(s) the package will be examined by the fire department, **prior to the fire department being dispatched.** If the police officer and/or any complainant(s) have been exposed to an unknown powder, all persons should self decontaminate by using soap and water on hands, shoes, and face prior to the fire departments arrival. While wearing the proper personal protective equipment (PPE), fire can examine the contents of the package and report back to the police officer where a reasonable decision can be reached by the responding departments as to the legitimacy of the package. **A hazard assessment should be conducted by the fire department to include, but is not limited to, radiation, volatility, corrosivity, and flammability.** If the contents of the package are deemed Safe, no further action is warranted. If the contents of the package are still suspicious **Go to Step 8.**
6. If the package **has been deemed suspicious and has not already been opened**, the police department will place the package into two clear plastic bags. **It should be noted that all packages should be screened for radiation by the FBI at the lab.**
7. If the package **has been deemed suspicious and has already been opened** containing a powder, the police officer will advise the complainant(s) the package will be examined by the fire department **prior to the fire department being dispatched.** If the police officer

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and/or any complainant(s) have been exposed to an unknown powder, all persons should self decontaminate by using soap and water on hands, shoes, and face prior to the fire departments arrival. Once opened, and while wearing the proper personal protective equipment (PPE), fire can examine the contents of the package and report back to the police officer where a reasonable decision can be reached by the responding departments as to the legitimacy of the package. **A hazard assessment should be conducted by the fire department to include, but is not limited to, radiation, volatility, corrosivity, and flammability.** If the contents of the package are deemed Safe, no further action is warranted.

8. If the contents of the package **are still suspicious** (containing an identified threat and powder), a telephonic threat assessment should be conducted with the local FBI Officer prior to collection. The fire department can conduct a tactical field test (if this capability exists) and collect samples according to the sampling protocol attached hereto once the FBI, police and fire have agreed that sampling is warranted based on threat and investigative analysis. If the fire department gets a positive hit on a tactical field test, the immediate area should be secured and further decontamination recommendations may be made, until preliminary health lab results are complete. The FBI's Hazardous Materials Response Team will be contacted for possible evidence collection, pending preliminary health lab results.
9. If the test is negative, the fire department will adhere to the sampling protocols attached hereto for further testing by the Illinois Department of Public Health Laboratory. Once over packed and decontaminated, the police department can take possession to maintain a law enforcement chain of custody. If a written threat is on or within the package, the item containing threat will be over packed as a separate item using the same methods.
10. The first responders will not take possession of personal items to include clothing, computer key boards, mail, food products, etc., unless a visible written threat is present on the item. All items contaminated with a suspect powder and still deemed suspicious, but with negative test results may be mitigated with bleach =to include personal protective equipment used by police and fire personnel and left at the scene for complainant(s) disposal. Please advise the owner of the property that the item(s) to be decontaminated may be destroyed and we will not be responsible for the replacement of that item before

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bleaching the property. Law enforcement will document the permission to destroy the property in the police report. Proper decontamination with bleach can be performed once permission is obtained.

11. The police officer should generate a police report detailing all information gained through the investigation and obtain permission from the complainant with a signature to dispose of the suspicious package containing the written threat after a disposition has been reached by the state laboratory and the law enforcement investigation. Permission to destroy the package should be documented in the police report.
12. All packages meeting the suspicious package criteria within the city of Chicago will be collected and submitted to the Illinois Department of Public Health Laboratory by a Chicago Police Department Joint Terrorism Task Force Member. All suspicious packages outside the City of Chicago shall be telephonically screened by the Federal Bureau of Investigation prior to collection and transportation of the package to the Illinois Department of Public Health Laboratory. Arrangements will be made during the screening process for the transfer of the suspicious package between the FBI and the responding department to the laboratory if it is agreed that the package or envelope fits the necessary criteria for biological testing.

(Please note that the police department is responsible for the transportation of the suspicious package and samples to the laboratory where a representative from the FBI will take custody and provide an evidence control number for tracking by law enforcement and the laboratory. This number will also be used when material any inquiries regarding laboratory results).

**Illinois Laboratory Guidelines for Biological Sampling**

In an effort to provide consistency in terms of biological sampling of suspicious material for laboratory testing, and to insure simplicity, the following protocol should be implemented:

- I. Prior to collecting a sample, control blanks should be set aside to insure the integrity of the material you have collected. An unused, unopened synthetic (Dacron) swab and a sterile unopened tube (i.e., Falcon tube) will serve as control blanks for the laboratory. If you plan on using water during your collection process, put a sample of the

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water into your control blank. Place these in a pre-labeled "control blanks" Ziploc plastic bag with date, location, case number and collector's name.

- II. To collect a sample where powder cannot be collected with a scoop, break the seal on a synthetic swab and dampen the swab with distilled water or tap water if that's all that is available. A designated clean person should have a sterile Falcon tube available to place the swab in once a sample has been collected. Once the swab has been dampened, the designated dirty person should collect a sample by placing the swab into the suspect powder. **(Only collect from a small area, do not contaminate or dampen the remaining powder in the area. This will help to preserve original evidence should this become a crime scene).** Once a sample has been collected, place the swab into a Falcon tube and seal the tube with cap and parafilm if available. Collect a second sample using the same method. If there is an abundance of powder, use a scoop or spoon to collect the sample without the use of any water (how much). Place the tubes in a clear plastic Ziploc bag and decontaminate prior to placing the bag and contents into a second Ziploc bag and label appropriately with date, location, case number and name of collector. If you collect your samples from different locations, do not bag together. It will help to label the bag and Falcon tubes prior to collection. **Decontaminate the bag after it has been sealed and do not staple the police report through the bag.**
- III. Once the samples have been collected of the laboratory, other field testing can be completed by responding agencies if the capability exists. Keep in mind a crime scene may exist and evidence may need to be collected for prosecution by the FBI's Hazardous Materials Response Team. Best evidence is original or unchanged evidence.

Please remember that the laboratories will only accept powder or swabs with powder for testing. Laboratories will no longer take mail, food, keyboards, etc...

**No sample should be collected or taken to the laboratory without telephonically screening the situation with your local FBI office.** A hazard assessment should be conducted on all samples prior to going to the lab to include, but is not limited to, **radiation, volatility, corrosivity, and flammability**.