SUSPICIOUS SUBSTANCE/PACKAGE SUBMISSION FORM

SUBMITTER DATA
Please fill in all data in appropriate boxes

Submitter Facility/Name: __________________________ Date Submitted: __________________________
Address: __________________________
City/County: __________________________ State: __________________________ Zip Code: __________________________
Phone No.: __________________________ Fax No.: __________________________ E-mail: __________________________
24-hour contact name (for emergency): __________________________ 24-hour phone number (for emergency): __________________________
Name: __________________________ Phone: __________________________

ENVIRONMENTAL SAMPLE SCREEN INFORMATION

<table>
<thead>
<tr>
<th>Sample screened for explosives (required)</th>
<th>Sample screened for radioactivity (required)</th>
<th>Sample screened for VOCs (required)</th>
<th>Sample screened for drugs (optional)</th>
<th>Sample X-rayed (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐yes ☐no</td>
<td>☐yes ☐no</td>
<td>☐yes ☐no</td>
<td>☐yes ☐no</td>
<td>☐yes ☐no</td>
</tr>
</tbody>
</table>

SAMPLE DISPOSITION

Laboratory Sample Number(s): __________________________
Submitter requests sample disposal by NCSLPH: ☐yes ☐no

SAMPLE DESCRIPTION

Incident report: __________________________
Contents of Package: __________________________
________________________
________________________
________________________
________________________
________________________
Total Number of Containers/Samples: __________________________

SAMPLE COLLECTION INFORMATION

Collected by(initials): __________________________ Date and Time Collected: __________________________ Location (full address): __________________________
Contents Suspected: __________________________
Samples relinquished by: __________________________
Print: __________________________ Sign: __________________________

A chain of custody should be maintained on all samples submitted and a copy of the chain of custody should accompany the specimens. Specimens should be evidence taped for evidentiary preservation according to CDC collection, packaging and shipping protocols.