

# K9 Search and Rescue Team Inc.

35 Railroad Avenue, Dolores, CO, 81323 | (970) 882-4746 | Email: k9@k9team.org

---

## Storage and Handling of Scent Training Materials (STMs)

Revised 3 February 2011

Revised 6 October 2011

	Introduction
1.0	Definitions
2.0	Storage
3.0	Removal and Replacement Procedures
4.0	Inventory
5.0	Sampling for Training Purposes
6.0	Destruction or Disposal
7.0	Addition
8.0	Documentation
9.0	Chain of Custody
10.0	Spill or Contamination
11.0	Distant Members
12.0	Transfer of Materials

### Introduction

This policy outlines protocols developed and adhered to by the members of K9 Search and Rescue Team Inc. for the storage and handling of Scent Training Materials (STMs).

### 1.0 Definitions

#### 1.1 Definitions

For the purposes of this policy:

- (1) "K9" means K9 Search and Rescue Team Inc.
- (2) "Scent Training Materials" or "STMs" or "STM" refers to any item, including DNA, human remains, or otherwise, that is used solely for the purpose of training search and rescue dogs.
- (3) "Sample" means any item that has been prepared from the scent of an original STM, or was originally itself an STM, that is directly used in the training process.
- (4) "Personnel" means any member of K9 and authorized to be part of the handling and storage process.
- (5) "Designee" means any authorized member of K9.
- (6) "Storage Unit" means any secure storage container or area that is used solely for the purposes of the storing Scent Training Materials.
- (7) "Personal Protective Devices" means equipment or items of clothing designed to protect the wearer against an adverse external effect (including environmental, chemical, or body fluids/remains).
- (8) "Distant Member(s)" refers to any member who is not a member of the SWCO Division.
- (9) "Doghouse" refers to the main K9 campus located at 35 Railroad Avenue, Dolores, Colorado.

## **2.0 Storage**

### **2.1 Individual Storage**

STMs should be double-bagged in clear Ziploc-type bags (not slider top), labeled as per *2.2 Labeling* instructions.

### **2.2 Labeling**

All STM storage bags should be labeled with the STM lot number and identified as hazardous material.

### **2.3 Storage Unit**

STMs shall be stored in a lockable Storage Unit located at the Doghouse. The Storage Unit shall be secured with a combination or key lock. The combination or key to this lock shall be kept with Scent Materials Log B in a secure location. The Storage Unit shall remain locked at all times unless during the process of removal or replacement of scent materials, and even then only as outlined in *3.0 Removal and Replacement Procedures*.

### **2.4 Storage Temperature**

Samples shall be stored at a temperature appropriate to the storage needs of the sample.

### **2.5 Storage of Other Items**

No other items shall be stored in any Storage Unit other than STMs and the primary Scent Material Log.

## **3.0 Removal and Replacement Procedures**

### **3.1 Reasons for Removal**

STMs may only be removed for the following reasons:

- (i) Inventory (see *4.0*)
- (ii) Sampling for Training Purposes (see *5.0*)
- (iii) Destruction or Disposal (see *6.0*)
- (iv) Transfer of Materials (see *12.0*)

### **3.2 Personnel Redundancy**

To ensure the integrity and security of the removal and replacement process, there shall be no less than two (2) team members present.

### **3.3 Personal Protective Devices**

Personnel involved in the handling process shall wear appropriate personal protective devices at all times.

## **4.0 Inventory**

### **4.1 Inventory**

All STMs shall be inventoried on a quarterly basis, as a random event in addition to the monthly inventory, or at any time the integrity of the materials has come into question. Any inventory should be conducted by at least two team members. This inventory shall be documented in the Scent Material Logs and on the relevant Scent Materials Data Card.

## **5.0 Sampling for Training Purposes**

### **5.1 Handling of STMs and Samples**

STMs and samples must be handled with great care and attention. Personnel involved with the handling process must wear protective appropriate personal protective devices at all times throughout the process, including the use of samples during training.

### **5.2 Primary STMs Used to Create Secondary Training Samples**

Primary STMs that are removed and used to create secondary training samples shall remain secured at all times and shall be replaced as soon as the creation of the secondary samples has been completed. Secondary training samples will then become the possession and responsibility of the member in charge of the training or his/her designee and shall be either replaced to the Storage Unit or destroyed once training is completed.

### **5.3 Primary STMs Used as Training Samples**

Primary STMs that are removed to be used as training samples should be signed over to the member in charge of the training or his/her designee for the duration of the training, and then afterwards either returned to the Storage Unit or destroyed in a manner in which is in accordance with regulated practices (including those of human remains), as outlined in *6.0 Destruction or Disposal*. This destruction should be documented in the Scent Material Logs and on the relevant Scent Materials Data Card. Return to the Storage Unit of any primary STM used as a training sample may only take place if the integrity of the STM as a sample has not been compromised during the training process.

## **6.0 Destruction or Disposal**

### **6.1 Documentation**

Any time an STM is destroyed or disposed of this must be documented in the Scent Material Log and on the relevant Scent Materials Data Card. If the STM is handed over to a third party for disposal, the name and contact details of the said third party must also be documented.

### **6.2 Destruction or Disposal of Non-Human Remains Scent Training Materials**

The destruction or disposal of non-human remains should take place with the safety of team members, canines, and the general public at large foremost. All STMs and storage bags should be considered potentially hazardous materials and disposed of accordingly.

### **6.3 Destruction or Disposal of Human Remains Scent Training Materials**

Non-recognizable human remains may be disposed of as general potentially hazardous materials, and disposed of accordingly. Recognizable human anatomical remains cannot be disposed of at a solid waste landfill. These must be incinerated or interred as per Colorado Hazardous Waste Regulations [6 CCR 1007-2 Section 13.4.4]. It is recommended that K9 have recognizable human anatomical remains incinerated at an approved facility.

### **6.4 Storage Bags or Containers**

Any storage bag or container used to store an individual STM should be considered potentially hazardous material and should be handled, destroyed and/or disposed of accordingly. Individual bags or containers that are used directly to store an individual STM should not be re-used to store additional STMs.

## **7.0 Addition**

### **7.1 Addition of New Samples**

New STMs must be stored and labeled as per *2.0 Storage* and documented as per *8.0 Documentation*.

## **8.0 Documentation**

### **8.1 Scent Material Logs**

Any time an STM is added, removed and replaced, destroyed, or inventoried, this must be documented in both Scent Material Logs and on the relevant Scent Materials Data Card. Scent Material Log A shall be stored within the Storage Unit. Documentation must be ratified by at least two (2) team members. Scent Material Log B shall be secured in an alternate location. Both logs shall be present and completed each time that materials are added or removed from the storage unit. Both logs must be matching to ensure integrity and security of the scent materials.

### **8.2 Scent Materials Data Card**

Each STM and sample must have a Scent Materials Data Card recording the type of material, source information, original weight, and handling information such as sampling or destruction.

## **9.0 Chain of Custody**

### **9.1 Chain of Custody**

A clear chain of custody must be maintained any time STMs or samples are handled.

## **10.0 Spill or Contamination**

### **10.1 Accidental Spill or Contamination**

In the event that there is an accidental spill or contamination of potentially hazardous materials (including human remains), during removal, sampling, transportation, replacement, inventory, or at any other time, the responding officer on the scene will:

- (i) Cordon off the immediate area;
- (ii) Initiate an evacuation of facility (only if necessary);
- (iii) Utilize appropriate personal protective devices;
- (iv) Initiate a clean up (see *10.2 Clean Up*);
- (v) Inform the team leader as soon as feasible;
- (vi) Document the accidental spill or contamination.

### **10.2 Clean Up**

All materials used in an initial clean up of potentially hazardous materials should now also be treated as such as disposed of after use in an appropriate manner.

Following initial clean up of any spills or loss of containment of potential hazardous waste, a solution of 5.25% sodium hypochlorite (bleach) diluted at 1:10 with water for disinfection of surfaces and for decontamination of sites (maximum ratio as recommended by source).

## **11.0 Distant Members**

### **11.1 Purchase of STMs**

Purchase of any STMs by distant members in the name of K9 must ensure delivery from the provider directly to the Doghouse, so that all STMs may be entered in the Scent Material Logs. After that time, materials may be transferred to members as noted in *12.0 Transfer of Materials*.

## **12.0 Transfer of Materials**

### **12.1 Reasons for Transfer of Materials**

There may be occasions when materials are approved for transfer out of the Doghouse. These may include but not be limited to:

- (i) Use by a distant member;
- (ii) Use by an approved third party. Third party use of STMs should be approved by the Team Commander or his/her designee.

### **12.2 Documentation of Transfer**

In any case of transfer by any K-9 member, the Scent Materials Data Card must be clearly noted that this is considered either a routine temporary transfer of materials or a final transfer of custody to that person or entity.