HOW TO HANDLE CONTAMINATED SBA PBT MATERIALS

1. If the contaminated test material is a **used answer document**, please transcribe answers from the contaminated answer booklet into a fresh answer document, and follow steps 3-7 below. If the contaminated test material is an **unused answer document**, please follow steps 3-7 below.
2. If the contaminated test material is a **test booklet**, please follow steps 3-7 below.
3. Fill out the attached contaminated destroyed booklet report form completely.
4. Securely destroy the contaminated material(s).
5. Fax or email a scanned copy of the completed report form to the attention of New Mexico Program Management Team. Our fax # is 603-749-6398. Our email is: [nmhelp@measuredprogress.org](mailto:nmhelp@measuredprogress.org). (If the form contains student information, they **MUST** be faxed.)
6. Please keep a copy of the form on file for your records.
7. Treat the fresh answer document as normal (i.e. return it the same way you would have returned the original).

