

DEPARTMENT OF THE ARMY
 DEVENS RESERVE FORCES TRAINING AREA
 Ayer Massachusetts 01432-4424
 1 March 2002

Personnel - General
THE MILITARY COLLECTION OF URINE SPECIMENS

HISTORY. This is the first publication of this regulation under the Devens Reserve Forces Training Area (RFTA).

SUMMARY. This regulation covers policies and procedures for the collection and shipment of military urine specimens for testing at designated forensic toxicology drug testing laboratories.

APPLICABILITY. This regulation applies to Devens RFTA directorates, staff activities, and serviced tenant units.

SUGGESTED IMPROVEMENTS. The proponent of this publication is Director, Army Community Services, Alcohol and Drug Control Program. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Devens RFTA, ATTN: AFRC-FAD-ACS, Ayer, MA 01433-4429.

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CHAPTER 1. DRUG TESTING PROGRAM.

1-1. Purpose. To standardize collection procedures that will withstand third party review. To comply with current regulations and directives governing the process of collection and shipment of samples for testing at designated forensic toxicology drug testing laboratories. To provide guidelines in the proper execution of collecting samples by Unit Prevention Leaders (UPL's) and the releasing of samples to the Installation Biochemical Testing Coordinator (IBTC).

1-2. References.

a. AR 600-85, Army Substance Abuse Program (ASAP):

(1) Chapter 8 Biochemical Testing

(2) Appendix E, Standing Operating Procedures (SOP) for Urinalysis Collection, Processing and Shipping.

b. Army Center for Substance Abuse Programs (ACSAP), Commander's Guide & Unit Prevention Leader (UPL) Urinalysis Collection Handbook.

c. DoD Directive 1010.1

d. DoD Directive 1010.4.

e. DoD Directive 1010.16.

1-3. General Provisions.

a. The procedures outlined in this Devens RFTA Regulation, AR 600-85, DoD directives must be utilized in the collection, handling, and shipment of urine specimens at this installation/community.

b. Additional requirements not specifically stated in the above references, are mandated by the Director, Army Center for Substance Abuse Program (ACSAP) to ensure that the biochemical testing program is an effective deterrent to drug abuse and fully supports Commanders at all levels.

c. Pre-screening is not conducted at this installation.

CHAPTER 2. REPOSIBILITIES.

2-1. Unit Commander. (see Appendix A).

2-2. Unit Prevention Leader.

a. It is the responsibility of the UPL to complete all required paperwork

b. If pre-prepared forms and labels are used, the UPL verifies all information with the ID card and soldier.

c. If a clerical error is found on pre-prepared entries, DD Form 2624, or bottle label, the mistake may be corrected by the UPL with a single line through the error, inserting the correction above the error and initialing and dating the corrected entry.

(1)The corrections will be made in the presence of the soldier and an explanation of the error will be annotated on the back of the Unit Urinalysis Ledger by the UPL.

(2)All parties involved, i.e., soldier and UPL will provide signatures verifying the mistake and correction made (see Appendix E for examples).

(3)Corrections made in this manner eliminate accusations of tampering or lack of knowledge.

d. Errors that require corrections after the soldier has been released and prior to shipment of specimens to the forensic toxicology drug test lab will require a "Certificate of Correction" (see Appendix D). Under no circumstances will the error be altered by the UPL after the fact. The "Certificate of Correction" is the only authorized means of correcting the error.

e. Pre-Collection Inspection of Latrine by UPL (see Appendix I).

f. The UPL will wear latex gloves and lab coat during a urinalysis collection process. Latex gloves will be replaced at a minimum of every two hours.

g. Prior to the actual collection process and following the Commander's briefing, the UPL will give a briefing (see Appendix B).

h. The UPL will brief the Observer and have the Observer sign the Memorandum for Record for the Observers (see Appendix C).

2-3. Observer.

a. Observer is not required to wear latex gloves.

b. Observer will not handle the bottle or its contents at any time during the collection process.

c. Observer is required to wear a lab coat to identify him/her as part of the urinalysis collection team.

d. Observer will ensure that the bottle and its contents are kept in sight at all times.

e. Observer will receive a briefing and sign the Memorandum for Record for Observers (see Appendix C).

CHAPTER 3. DONOR TESTING

3-1. Collection Procedure.

- a. Soldier approaches UPL table with ID card when prepared to give urine specimen.
- b. Soldier will remove excess outer garments (BDU jacket, coats, etc.).
- c. UPL prepares bottle label with following: Leave enough space on each side of label for tamper evident tape. Observer is no longer required to initial bottle label.

20020122 (YYYYMMDD) <u>BW</u> (UPL's Init). <u>908-76-5432</u> (Soldier's SSN)	FC07 (BAC) <u>JD</u> (Soldier's Init.)
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d. UPL prepares DD FORM 2624 (Specimen Custody Document – Drug Testing) with the following:

- (1)Block 1: Alcohol Drug Control Office
 ATTN: AFRC-FAD-ACS
 Box 11, Room 138, 30 Quebec Street
 Ayer, MA 01432-4429
- (2)Block 2: (Leave Blank unless instructed otherwise)
- (3)Block 3: FC07 – Devens 772E - Reserve (If either not applicable,
 check with Drug Analysis for appropriate BAC)
- (4)Block 4: (Will be furnished to UPL)
- (5)Block 5: (Will be furnished to UPL)
- (6)Block 6: Enter date testing conducted. Ex: 2002 01 022
- (7)Block 7: No entry required.
- (8)Block 8. Soldier's social security number.
- (9)Block 9:

Inspection Random	<u>DoD</u> IR
Inspection Individual	IO
Unit Sweep (100%)	IU

- i. UPL affixes label to bottle in full view of soldier and Observer.
- j. UPL demonstrates to soldier proper way of holding bottle above shoulder and instructs soldier to keep the bottle in full view of the Observer at all times until the UPL takes custody of the specimen.
- k. If soldier is female, the optional wide mouth collection cup will be issued to the soldier. The bottle will be placed in the cup and the UPL will demonstrate holding the bottle and cup above the shoulder and instructing the soldier to keep the bottle and cup in full view of the Observer at all times until the UPL takes custody of the specimen.
- l. UPL then hands the bottle (in case of female, bottle and wide mouth collection cup) to the soldier.
- m. Soldier and Observer proceed to the secured latrine, Observer keeping sight of the bottle at all times. If soldier fails to keep bottle in full view of Observer, the Observer is to stop the soldier and verbally re-instruct the soldier to the proper way of holding the bottle without taking the bottle from the soldier.
- n. Once in the latrine, Observer will direct the soldier to place the bottle down where both Observer and soldier can maintain visual contact with the bottle at all times.
- o. Observer instructs soldier to rinse hands under clear water only and dry them with paper towels.
- p. Soldier then picks up collection bottle and both soldier and Observer move to the appropriate facility (urinal, toilet) to collect the specimen.
- q. Soldier is instructed to remove the cap of the bottle in full view of the Observer. Soldier will either hold the cap or place it FACE UP on a clean surface. Bottle and cap must be in full view of the Observer.
- r. Soldier fills bottle with a minimum of 30 ml of urine. Observer MUST SEE THE URINE leaving the body and entering the bottle. (If it is determined that amount provided is insufficient, Observer will instruct the soldier to pour the contents into the urinal/toilet, flush, destroy the bottle by crushing it with the heel of their footwear and disposing the crushed bottle into the trash. Soldier and Observer will return to UPL and report incident to UPL)
- s. Soldier replaces cap on the bottle.
- t. Following procedure applies to female soldiers who utilize wide mouth collection cups.
 - (1) Soldier will remove (if applicable) cap from wide mouth collection cup. The Observer will keep collection cap and bottle in full view of the soldier and directly observe the urine leaving the body and entering the cup.

(2) Soldier provides a minimum of 30 ml of urine.

(3) Soldier takes collection bottle from Observer.

(4) Soldier will then uncap specimen bottle, pour urine from the specimen cup into the bottle and recap the bottle in full view of the Observer. (If it is determined that the amount provided is insufficient, the soldier is instructed by the Observer to pour the contents into the toilet, flush, destroy the bottle by crushing it with the heel of their footwear and disposing the crushed bottle into the trash. Soldier and Observer will return to UPL and report incident to UPL).

(5) If amount in specimen cup exceeds amount specimen bottle can hold, excess urine in specimen cup can be poured into toilet and flushed.

(6) The soldier, while maintaining custody of the specimen bottle, will place water in the wide mouth collection cup, discard contents in toilet, flush toilet, and discard cup in trash receptacle.

u. The soldier may wash his/her hands using soap and water after having recapped the specimen as described above, but the soldier and observer must keep the specimen in full view.

v. Soldier and Observer return to the UPL table. Soldier will walk in front with the bottle held above his/her shoulder. Observer will keep bottle in sight at all times.

w. Soldier will hand the bottle containing his/her specimen to the UPL; both soldier and observer will continue to keep the bottle in sight at all times until the UPL places the specimen in the collection box.

x. UPL takes bottle, verifies cap is secure, there is a proper amount of urine, inspect for possible adulteration.

(1) If adulteration is suspected, UPL will secure specimen, order soldier to stand fast, and arrange to notify Commander.

(2) If there is insufficient quantity, the UPL will then instruct the soldier that they will need to go to the Holding Area until they are ready to provide another sample. Under no circumstances will a soldier be allowed to add to the contents of a sample. The soldier will be informed that he/she will have to repeat the process of getting new paperwork and label and that the current assigned specimen number and paperwork will have to be voided out.

y. UPL places tamper evident tape over bottle cap and sides making sure tape is one continuous piece that touches both sides of bottle label, but does not obscure any information placed on the label.

(1) If in the process of taping bottle, the tape breaks, another strip of tamper evident tape is placed at a slight angle to the originally placed tape and a "Certificate of Correction" will be required to accompany the specimen to the lab.

(2) The UPL will make an annotation on the back of the Unit Ledger (see Appendix E for example) and all involved parties will sign that statement.

z. The UPL will then initial the bottle label. The UPL's initials signifies that he/she has received the specimen from the soldier, checked the specimen for adulteration, ensured the cap was secure, and placed tamper evident tape across the cap.

3-2. Completion of Collection Procedure.

a. UPL will remove soldier's ID card from collection box and replace it with soldier's specimen bottle.

b. Observer will sign the Unit Ledger in front of the UPL and soldier to verify he/she complied with the collection process, directly observed the soldier provide the sample and maintained eye contact with the specimen until it was placed in the collection box.

c. The soldier will then sign the Unit Ledger in front of both the observer and UPL, verifying that he/she provided the urine in the specimen bottle and that he/she observed the specimen being sealed with tamper evident tape and placed into the collection box.

d. ID card is returned to the soldier at this time.

e. Soldier is released from testing site.

3-3. Post Collection Procedures.

After all specimens have been collected, the UPL will:

(1) Verify that all SSNs on the DD Form 2624, Unit Ledger and bottle labels match.

(2) Ensure all required information, signatures, and initials are on the bottle label, unit ledgers, and DD Form 2624.

(3) Each DD Form 2624 is placed in corresponding collection box.

(4) Will transport all specimens to the Installation Biochemical Collection Point (IBCP) as soon as possible (normally same day) unless alternate arrangements have been coordinated.

3-4. Receipt of Specimens at IBCP

a. At IBCP, unsealed specimen containers will be opened by the Quality Assurance IBTC, the Unit's IBTC or designated representative.

b. The IBTC will

(1) Review the DD Forms 2624, Unit Ledger and bottle labels for completeness. He/she will ensure that the information contained on the front side of the DD Form 2624 is correct and corresponds with the information on the bottle label.

(2) Ensure that a minimum of 30 ml. of urine is contained in each bottle, that an unbroken tamper evident tape is placed on each bottle.

(3) Ensures that the back of the Chain of Custody is properly completed and the "Purpose of change/remarks" is properly annotated.

(4) If a discrepancy is found during the check, appropriate action is initiated to correct the discrepancy in the form a memorandum entitled "Certificate of Correction" (See Appendix D) explaining the discrepancy, the circumstances, the corrective action taken. All appropriate signatures will be entered on the certificate and will accompany the DD Form 2624 to the laboratory upon shipment.

(5) UPL(s) will complete the "Urinalysis Verification Checklist" (see Appendix L). Copy will be provided to the Q.A., IBTC and the original maintained by the unit.

(6) Complete the back of the DD Form 2624 Block 12. (See Appendix K)

(7) If unable to transport specimens immediately, the specimens, containers and paperwork will be placed in temporary storage. (see Appendix F)

CHAPTER 4. SHIPMENT TO FORENSIC TOXICOLOGY DRUG TEST LAB

4-1. Shipment Preparation

a. DD Form 2624 is completed and appropriate means of shipment is annotated.

b. Liquid absorbent pads (NSN: 6330-01-304-9754) will be placed in each specimen box (containing up to 12 specimens) to absorb any leakage that may occur while in shipment. One absorbent pad per 6 bottles. Two absorbent pads per box of 12 (this step may be completed by either the UPL or the IBTC).

c. The specimen box will be sealed with and adhesive tape over all open sides, edges and flaps (see Appendix G).

d. The IBTC then signs his/her payroll signature across the tape on the top and on the bottom of each container. Failure to provide signature will result in one discrepancy per bottle contained in box shipped, i.e., 12 bottles equal twelve discrepancies.

e. The DD Form 2624 is placed in an envelope and attached to the top of the specimen container box (making sure the bottles match the information on the paperwork). On the envelope the BAC will be written.

f. The white leak-proof envelope will be taped along all sides making sure the corners are taped down thus avoiding the probability of getting caught in metering machines. An appropriate address label is then attached to the outer envelope.

g. When shipping multiple specimen boxes in one large box, the white leak proof envelopes do not have to be taped on all sides. Although not required, a label with the address of the FTDTL shipment is being sent to can be placed on the outside of the white leak proof envelope.

4-2. Shipment to the FTDTL

a. All urine specimens will be forward to the support FTDTL.

b. If the IBTC is going to ship the specimens to the FTDTL on the day received from the UPL, then he/she will:

(1) Sign each DD Form 2624 releasing it to one of the authorized modes of transportation, i.e., "Released to Certified Mail, Registered Mail, U.S.P.S.". (See Appendix K)

(2) Prepare the specimen boxes as required for shipment. (See Appendix G)

c. All specimen containers will be placed in white leak proof bags for shipping.

d. Ensure that each DD Form 2624 remains inside the envelope that is adhered to the specimen container.

e. Place specimen container inside the white leak proof bag.

f. Wrap the container according to local carrier's requirements.

g. If shipping more than one container, each container must be placed in white leak proof bag and then placed in one large box for shipment.

h. Ship containers to the FTDTL by transportation Priority One. One of the following transportation modes will be used.

(1) Registered Mail.

(2) US Postal Service (U.S.P.S.) by First Class Mail.

(3) Other.

Devens RFTA Reg 600-85-8

OFFICIAL:

JOHN M. OTTO
LTC, MI
Commanding

DISTRIBUTION:
A,B,C,D

COMMANDER'S BRIEFING

Today our Unit will be drug tested for illegal substance use. The primary purpose of this test is to ensure our unit's military fitness, and that we are maintaining proper standards of readiness.

Individuals in this unit have been selected on a random basis for drug testing. There is no probable cause or reasonable suspicion that anyone in the unit is using or abusing drugs or a controlled substance.

Everyone selected for testing will be tested. Anyone not present will be rescheduled for testing at a later date.

Every sample collected will be tested for Marijuana (THC), Cocaine, Amphetamines, and at least one other drug. This drug will be chosen on a rotational basis from a group that includes LSD, PCP, Opiates and Barbiturates.

Collection procedures outlined in AR 600-85, the IBTC Guidebook and the UPL Handbook will be followed. All verbal orders connected with the collection procedure are lawful and are to be followed as such. A refusal to comply with orders relating to this collection procedure subjects the soldier to punitive or administrative actions under AR 600-85, AR 135-18, AR 135-178, and AR 635-10.

DOES ANYONE HAVE ANY QUESTIONS?

THE UPL will now provide you with details about the drug testing procedures that will be used today.

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UPL'S UNIT BRIEFING

You have three major responsibilities during the collection procedure:

1. Verify your personal data.
2. Provide more than 30 ml of specimen.
3. Keep specimen bottle in full sight until sealed with tamper evident tape.

Urine specimens will be provided in a labeled plastic bottle (an optional wide mouth collection cup is available for females).

Each bottle will have a label affixed to it with today's date and identifies you by your social security number. Do not accept a bottle that does not have a label affixed with your correct social security number and today's date.

Collection of the specimen will be conducted using direct observation in full view of an observer. Do not go to the control table UNTIL YOU FEEL YOU ARE READY TO PROVIDE 30 ML (APPROXIMATELY ½ BOTTLE) OF URINE. If you are unable to provide a specimen or an adequate amount of urine, you will be held in a Holding Area until you are able to provide a specimen. If you provide an insufficient amount of urine, that amount will be discarded and you will be required to start over again. You cannot add to that specimen. You will be provided an adequate amount of liquid to help facilitate the urinalysis process. You will not be released from duty today until you have provided a proper specimen.

YOUR TASKS INCLUDE:

1. You will provide your military ID card. If you do not have your military ID card, or another photo identification, the Commander will be called to verify your identification.
2. You will initial the bottle label when you verify your social security number, full name, and date on the Unit Urinalysis Ledger, verify SSN on DD Form 2624 and verify date and your SSN on the bottle label.
3. Sign your payroll signature on the Unit Urinalysis Ledger verifying that the urine specimen provided was yours, the specimen was sealed with tamper evident tape and was placed into the collection box.

DO YOU HAVE ANY QUESTIONS??

Any questions about the collection procedure will be directed towards myself or your observer.

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APPENDIX C

UNIT: _____
 (Unit's Name)

 (Date)

MEMORANDUM FOR RECORD FOR THE OBSERVERS

SUBJECT: Responsibilities of Observers During Drug Testing

1. Observers are a critical link in the process of collecting urine specimens to be tested for substance abuse. Instances have occurred in the past where observers did not follow proper collection procedures and positive drug tests were not useable in legal and/or administrative proceedings. In order to prevent similar occurrences in the future, the observer will READ and SIGN this Memorandum for the Record. If you have been an observer on previous occasions, you are still required to read and sign this memorandum.

2. The testing procedures do not violate a soldier's Fourth or Fifth Amendment rights, nor does the observation procedure violate the right to privacy. A refusal to produce a specimen is in violation of a direct order and may result in the soldier being processed for separation.

3. The results of tests may be used in legal proceedings and consequently the urine sample may be considered as evidence. A valid Chain of Custody is mandatory for a successful prosecution. As an observer, you may be asked to testify at legal or administrative proceedings. You may be subject to UCMJ or administrative action if it is discovered that the specimen was altered in any way while it was under your control.

CRITERIA FOR OBSERVERS:

1. Be an Officer or NCO in the rank of E-5 or above.
2. Be of the same gender as the soldier being tested.
3. Possess sufficient maturity and integrity to preserve the dignity of the soldier being observed.
4. Not be currently enrolled with the ASAP Rehabilitation Program, in treatment for substance abuse within the community, or under investigation for any substance abuse related offenses.

RESPONSIBILITIES

As outlined in AR 600-85, an observer must follow protocol during urinalysis collection procedures.

ONCE ASSIGNED TO A SPECIFIC SOLDIER:

1. Observer controls the urine collection process at all times.
2. Maintains visual contact with the bottle at all times.
3. Ensures that the specimen provided is not contaminated or altered.

APPENDIX C

SUBJECT: Responsibilities of Observers During Drug Testing _____
 (Date)

4. Directly observes the soldier (one soldier at a time per observer) voiding urine into the specimen bottle.
5. Ensures direct observation of the flow of urine from the soldier's body into the bottle.
6. Supervises the soldier tightly capping the bottle.
7. Ensures the bottle is not reopened after the cap is tightened.
8. Escorts soldier to the latrine and back to the processing station/table with bottle in full view.
9. Observes the UPL placing tamper evident tape over the top of the bottle and down both sides of the label being careful not to cover any printed information.
10. The observer will sign the Unit Ledger in front of the UPL verifying the collection process and direct observation.

OBSERVER AFFIDAVIT: I HAVE READ AND UNDERSTAND THIS DOCUMENT. I WILL COMPLY WITH THE RESPONSIBILITIES AS STATED ABOVE AND WILL REPORT ANYTHING OUT OF THE ORDINARY IMMEDIATELY TO THE UPL OR COMMANDER.

 Observer's Printed Name Observer's Payroll Signature Date

 UPL's Printed Name UPL's Payroll Signature Date

APPENDIX D

CORRECTING DISCREPANCIES ----- CERTIFICATE OF CORRECTION

If a discrepancy is found during the check (this is when the collection process has been completed and the UPL is now preparing to turn over samples to the IBTC), the IBTC shall initiate appropriate action to correct the discrepancy or error, if possible.

All discrepancies that can be corrected must be explained in a memorandum titled, "CERTIFICATE OF CORRECTION", which explains:

- a. The discrepancy.
- b. The circumstances.
- c. The corrective action taken.

ALL PERSONNEL INVOLVED, INCLUDING THE PERSON(S) WHO MADE THE ERROR, AND THE IBTC MUST SIGN THIS CERTIFICATE.

IF THE ERROR IS A MISSED ENTRY OR AN INCORRECT ENTRY EITHER ON THE BOTTLE LABEL OR THE DD FORM 2624, CORRECTION WILL NOT BE MADE ON THE LABEL OR ON THE FORM ITSELF. THE EVIDENCE THAT A CORRECTION WAS MADE WILL BE THE MEMORANDAM TITLED, "CERTIFICATE OF CORRECTION".

The memorandum titled "Certificate of Correction" will be appended to the original and all copies of the DD Form 2624.

The memorandum titled "Certificate of Correction" will be attached to the IBTC's DD Form 2624 until destruction date (disposition of positives for 3 years; negatives for 1 year).

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APPENDIX D

ADCO, BOX 11, AFRC-FMD-ACS
ROOM 138, 30 QUEBEC STREET
DEVENS, MA 01432-4429

CERTIFICATE OF CORRECTION

MEMORANDUM FOR: U.S. Army Forensic Toxicology Drug Testing Laboratory,
Medical Laboratory (WRAMC)
Fort Meade, Maryland 20755-5235

SUBJECT: Certificate of Correction

1. This letter is to certify the following corrections were made as indicated below for urine specimen enclosed with this shipment for testing.

- 2. REFERENCE: () BOTTLE LABEL
- () DD FORM 2624

DOCUMENT/BATCH _____ SPECIMEN _____

READS AS:

CORRECTED TO READ AS:

PAYROLL SIGNATURE: _____

PRINT SIGNATURE: _____

DATE: _____

TITLE: _____

VERIFIED BY/PAYROLL SIGNATURE: _____

PRINT SIGNATURE: _____

DATE: _____

TITLE: _____

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APPENDIX E

EXAMPLES OF CORRECTIONS MADE IN FRONT OF SOLDIER

BATCH NO. 01, SPECIMEN NO. 3: Soldier unable to give required amount. Contents and bottle destroyed. New specimen number and bottle assigned..

(Soldier's Payroll Signature)

(UPL's Payroll Signature)

(Rank/SSN)

(Rank/Title)

BATCH NO. _____, SPECIMEN NO. _____: In the process of placing tamper tape over bottle, tape broke. New tamper tape was placed on bottle in front of soldier.

(Soldier's Payroll Signature)

(UPL's Payroll Signature)

(Rank/SSN)

(Rank/Title)

(Observer's Payroll Signature)

(Rank/Title)

BATCH NO. _____, SPECIMEN NO. _____: Error made on social security number of label. Correction made in presence of soldier.

(Soldier's Payroll Signature)

(UPL's Payroll Signature)

(Rank/SSN)

(Rank/Title)

APPENDIX E

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APPENDIX E

insert SAMPLE OF DD FORM 2624

APPENDIX F

UNIT LEVEL TEMPORARY STORAGE

PURPOSE: Proper storage of urine specimens at the unit level is essential to ensure the integrity and security of the urine specimens. Additionally, the ability to store urine specimens at unit level greatly enhances the Commander's capacity to conduct urine testing during weekends and other non-duty hours. While transportation of specimens to the Quality Control Installation Biochemical Test Coordinator immediately following a collection is desired, this is not always possible. Coordination of non-duty hours with the Q. A., IBTC is advisable for weekends and/or holidays. If this is not possible, to preserve proper Chain of Custody and security of urine samples collected during non-duty hours, the following procedures must be followed.

1. A secure storage container is used to store the specimens.
 - a. A safe, secure filing cabinet, or metal wall locker will be used to store specimens. This container must be in a lockable room or office.
 - b. The safe or filing cabinet must weigh at least 500 pounds or be attached to the structure of the building with a chain. This is to prevent the unauthorized removal of the container.
 - c. If a filing cabinet is used, then a metal bar hasp will be attached to run the entire height of the cabinet. Note: A hasp may be welded to the top drawer, but then only the top drawer may be utilized for temporary storage.
2. Access to the container is limited to the primary or alternate UPL.
 - a. One key will be issued to the primary UPL. The alternate UPL is the only other person authorized to sign for the spare key sealed in an envelope and stored in the Commander's safe. Both keys will be issued IAW key control SOP's.
 - b. All opening/closing of the safe/cabinet will be annotated per local SOP.
3. When specimens are placed in temporary storage, the back of the DD Form 2624 will be annotated with the following:
 - a. "DATE" Block: Date specimens placed in container.
 - b. "RELEASED BY" Block: UPL's printed and signed payroll signature.
 - c. "RECEIVED BY" Block: Requires the Building Number and Room Number in which the storage container is located.
 - d. "PURPOSE OF CHANGE/REMARKS" Block: Write in "Placed in TEMPORARY STORAGE".
4. When specimens are removed from storage, the back of the DD Form 2624 will be annotated with the following:

APPENDIX F

- a. "DATE" Block: Date the specimens were removed from container/storage.
- b. "RELEASED BY" Block: Requires the Building Number and Room Number in which the storage container is located. Must match the entry made at the time specimens were placed into storage.
- c. "RECEIVED BY" Block: UPL'S printed and signed payroll signature.
- d. "PURPOSE OF CHANGE/REMARKS" Block: Write in "Removed from TEMPORARY STORAGE".

NOTE: Under extreme circumstances if the UPL is not available to remove and transport the specimens to the IBTC, the alternate UPL may do so.

The following will be annotated on the back of the DD Form 2624 in the "PURPOSE OF CHANGE/REMARKS" Block: "REMOVED FROM TEMPORARY STORAGE BY ALTERNATE UPL"

A Memorandum for Record will be required annotating the reason the UPL was unable to take custody of the specimens.

- e. Specimens must be transported to the IBTC the first duty day following collection of the urine specimens.

APPENDIX G

insert stolen page here
“Preparation of Specimen Boxes for Shipment”

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APPENDIX H

HOLDING AREA

The UPL sets up the “Holding Area” for the purpose of providing an area where soldiers can remain until they are able to provide a urine specimen that meets minimum requirements (30 ml) for testing at a designated forensic toxicology drug testing laboratory.

An Officer or NCO in the rank of E-5 or above is in charge of the personnel in the Holding Area. If the personnel are in a formation and called out for testing or are in the immediate area and are informed that they must test, the individuals will proceed directly to the holding area. In cases in which individuals are not in a formation or must get transportation to the test site, they will report within 1 hour. Non-testing personnel are barred from the Holding Area.

A source of water should be supplied in the Holding Area. Donors should drink one 8 oz glass of water every 30 - 45 minutes, not to exceed 40 ounces.

Personnel will remain in the Holding Area until ready to supply a specimen. No personnel are allowed to leave the Holding Area until they have donated an acceptable sample. (In exceptional cases an individual with an escort of a senior NCO and permission of the First Sergeant or Commander may leave for a brief period but must return to complete testing).

Utilization of personnel during the time they are in the Holding Area may best be accomplished by taking this opportunity to provide training and meet unit’s requirements for alcohol and drug awareness/education. This is being offered as a suggestion, not a requirement, and can also be viewed as a motivator for donors to provide specimens.

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APPENDIX I

PRE-COLLECTION INSPECTION OF LATRINE

The UPL will perform the following pre-collection inspection of the latrine:

1. UPL will assure that a sign is posted on the latrine door indicating “LATRINE OFF LIMITS” for non-testing personnel.
2. UPL will check the latrine before the collection process starts.
3. UPL will ensure that all cleaning agents (cleansing powders, bleach, etc.) are removed from the area.
4. UPL will ensure there is sufficient amounts of paper towels and hand soap available at the wash basin/sink to allow donor to wash their hands after the collection of the specimen has been completed.
5. UPL will ensure that there is available a proper lined trash receptacle for discarding of paper towels and destroyed urine bottles.

APPENDIX I

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APPENDIX J

Insert form for appendix J here
“Unit Urinalysis Ledger”

APPENDIX K