



Unit Prevention Leader (UPL) Certification Training

Introduction





Welcome to the Unit Prevention Leader Certification Course



- UPL Certification Training includes instruction on drug testing procedures, instructor training and prevention of alcohol and other illicit drugs
- As the Unit Prevention Leader (UPL) you are expected to be the Commander's subject matter expert on all areas of the Army Substance Abuse Program (ASAP), conduct flawless urinalysis collections, assist the Commander in the administration of the unit drug testing; and at the Commander's discretion, provide alcohol and other illicit drug training to the Unit and assist the Commander in the administration of the prevention activities



Introduction



- The goal of the UPL Handouts is to provide Commanders and UPLs a desktop reference that provides the necessary information for the implementation of a successful Unit Substance Abuse Program that includes:
 - Identification (Drug testing)
 - Referral process to Substance Use Disorder Clinical Care (SUDCC)
 - Rehabilitation programs
 - Prevention education activities
 - Separation procedures



Introduction



- Instructor Introduction
 - Participant Introduction
-



Introduction



Terminal Learning Objective

- Serve as the subject matter expert for unit drug testing collections



Introduction



Enabling Learning Objective

- Conduct the pre-collection tasks
- Conduct the collection tasks
- Conduct the post-collection tasks



Introduction



Evaluation

- 24 hours to complete the course
- Class participation
- Practical exercise
- Certification examination(closed book)
 - Written 50 question multiple choice exam (70% or higher)
 - Practical exam (90% or higher)



Course Purpose and Overview



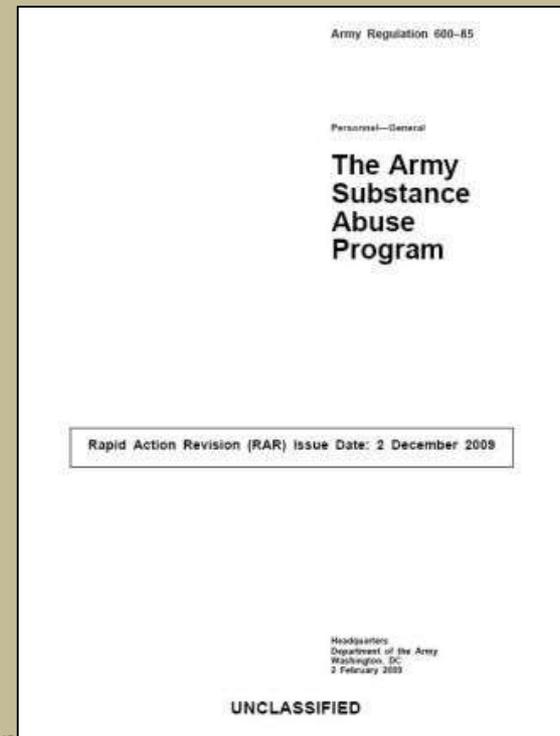
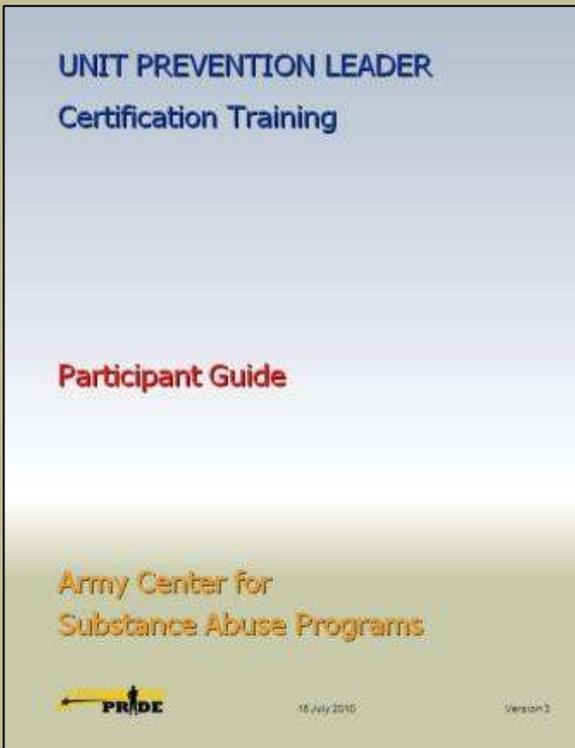
Qualifications to serve as a UPL

- E5 or above
- Be designated on Unit Commander's appointment orders
- Successfully complete UPL Certification Training
- Possess unimpeachable moral character
- Not currently enrolled in the SUDCC (Rehabilitation Program)
- No investigations, no alcohol or drug-related incidents, and no SUDCC enrollment in prior 36 months
- May have a local background check on Commander's request

Course Resources



- Participant Resources
- Participant Guide
- AR 600-85





General Rules



- Attend all class sessions on time every day
- Take notes
- Turn off cell phones or set to vibrate mode
- Complete the end-of-course evaluation
- Smoking permitted only in the designated area



UPL Certification Training

Roles and Responsibilities



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Roles and Responsibilities



- Components of ASAP services
 - Alcohol and Drug Abuse Control Officer(ADCO)
 - Prevention Coordinator (PC)
 - Drug Testing Coordinator (DTC)
 - Employee Assistance Program Coordinator (EAPC)
 - Risk Reduction Program Coordinator (RRPC)
 - Suicide Prevention Program Manager (SPPM)



Roles and Responsibilities



- MEDCOM Clinical Services
 - Substance Use Disorder Clinical Care (SUDCC)
 - Counselors



Roles and Responsibilities



UPL Duties

- Conduct Unit urinalysis in compliance with DODI 101001, DODI 101016, AR 600-85
- Ensure that Observers perform their duties correctly and professionally
- Assist the Commander in fulfilling his/her duties and responsibilities in support of the Substance Abuse Program
- Do your duty as a Soldier and stay physically and mentally tough by not abusing alcohol and/or using drugs



Roles and Responsibilities



Unit Standard Operating Procedures

- The UPL will assist in writing the Unit Substance Abuse Program SOP
- Outlines how urinalysis testing, drug and alcohol training and prevention efforts will be conducted at the Unit level
- Collaborate with the Commander and higher Command
- UPLs in garrison also consult with local ASAP



Roles and Responsibilities



Unit Standing Operating Procedures

- Unit Prevention Plan (UPP)
 - Embedded in the USAP SOP

 - Identifies how substance abuse issues will be addressed in the Unit

 - Outlines the following issues:
 - Minimum amount of substance abuse training
 - Frequency of contact with higher command or the local ASAP to obtain new information
 - How to identify high-risk populations



Lesson Summary



- Components of ASAP Program
- UPL Duties
- USAP SOP update is required



Pre-Collection

Section 2



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Pre-Collection



- Introduction
 - This is the beginning of the Pre-Collection phase of drug testing, In this lesson we'll discuss:
 - Smart Testing
 - Testing Code
 - Limited Use Policy
 - Preparation to conduct drug testing
 - Briefings
 - Drug Testing Program (DTP)



Pre-Collections



SMART TESTING



Smart Testing



Learning Objectives

- Given the Department of Defense directive and ASAP policy guidelines, identify the purpose of drug testing program by correctly distinguishing, from a list of several factors, at least two factors of the program that impact Unit readiness
- Given guidelines for interaction, identify guiding principles for interaction with soldiers for collecting a forensic urine specimen
- Given a set of testing scenarios, distinguish Smart Testing techniques from ineffective testing techniques by correctly identifying Smart Testing techniques from a list of examples



Smart Testing



- **DOD Instruction 1010.01** is the formal mandate given to the military services to update their substance abuse programs
- **DOD Instruction 1010.16** provides technical procedures for how to implement a substance abuse testing program
- **AR 600-85** is the regulation that governs the Army Substance Abuse Program Keep it with you as a reference



Smart Testing



Requirement for random testing

- Test part of your Unit monthly when mission and organizational structure allow
- Army-Directed rate of testing is 10 percent of Unit strength each month (Army Directive 2016-15)
- UPLs must be tested at least once every 12 months
- All Soldier will be tested each fiscal year



Smart Testing



- Smart Testing is drug testing that is conducted in such a manner that it is **not predictable** to the testing population
- Every Soldier should believe that he or she can and may be tested on any given day, at any given time



Smart Testing



Reason for urinalysis testing:

More than 10% of Soldiers responding to a survey said they would be likely to use drugs if the Army did not have a drug testing program





Smart Testing



Techniques

- Monthly Testing
 - Randomly test part of your Unit each month (10%)
 - May test several tests of small percentage within the month if mission and organizational structure allow
- Implementing Smart Testing techniques is critical because of the patterns you establish



Smart Testing



Techniques

- Weekend/Holiday Sweeps
 - Test Soldiers during a long weekend
 - Test Soldiers when the alert system is tested
- Back to Back
 - Test Soldiers during on a Friday as well as a Monday
 - Deters from abusing on the weekend



Smart Testing



Techniques

- **Pre-Deployment/Post-Deployment Testing**
 - Many Soldiers will think that Command won't have time to test prior to deployment or upon returning
 - Smart Testing strategies include testing the Soldiers when they least expect it
- **Testing During Field Exercises**
 - Select every fourth person from the chow line and test after they eat
 - Select every third vehicle at the POL point and test all occupants of the vehicle



Smart Testing



Techniques

- **Testing At The End Of The Duty Day**
 - Similar to testing during field exercises
 - Test at the end of the day or during end-of-duty routines such as recall formation or afternoon PT



Smart Testing



Techniques

- **Avoid Setting a Pattern**
 - Be unpredictable in your approach
 - Alternate testing days, rather than the same day every week
- **Do Not Ask For Volunteers**
 - Asking for volunteers is not random selection
 - Compromises the collection process
 - Result invalid if challenged in a court of law
 - Soldiers unlikely to volunteer if abusing



Smart Testing



Techniques

- Do Not Announce Testing Before Notification
- Advance notice may give Soldiers enough time to flush with lots of water which may dilute the amount of evidence in their urine
- Give notice two hours or less before the test



Smart Testing



Techniques

- Avoid Signaling A Test
 - Soldiers watch all of your actions as a UPL
 - You may provide cues that testing is going to occur, impacting effectiveness of testing
 - Keep supplies out of sight until the day of testing



Smart Testing



Techniques

- If You Select Them, Then Collect Them
 - All Soldiers selected must be tested
 - Don't stop testing because it is the end of the duty day
 - Collection is only complete when the last Soldier's name is signed on the Testing Register



Smart Testing



- Know Your Random Selection Options
 - The UPL and the Commander ensure that selections for testing are truly random
 - Approved random selection methods are computer-generated and manual
 - Computer-generated preferred and most-used option



Smart Testing



We just discussed the final set of Smart Testing techniques:

- Avoid signaling a test
- If you select them, then collect them
- Collect from every soldier on your Testing Register
- Know your options for random selection



Smart Testing



- Random Selection
- Vital in Smart Testing to ensure unpredictability
- Preferred method: computer-generated
 - DTP Full Version
 - DTP Lite
- Software demonstration in a later lesson



Smart Testing



Random Selection

- Manual random selection methods
 - Use a 10-sided die or draw numbers (0-9) from a hat
Soldiers with a DOD ID or social security number that ends with the number that you roll or draw are selected to test
 - Write every Soldier's name on a 3-by-5 index card, then shuffle the cards and draw names from the deck
Enter drawn names on the Testing Register



Smart Testing



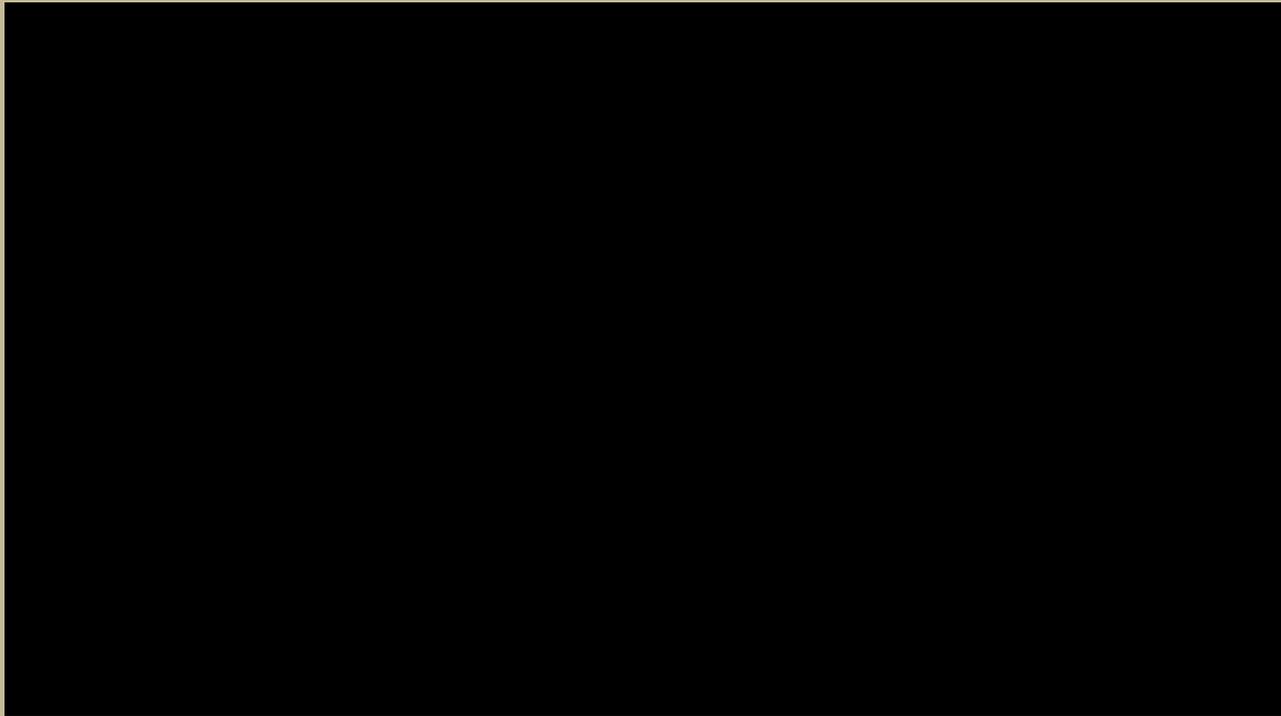
- Examples of Smart Testing
 - Video scenarios
 - We'll watch seven short real-life scenarios
 - After each video, we'll discuss whether the scene represents good Smart Testing technique



Example of Smart Testing



Video Scenario#1: Testing at the end of the duty day



Source video: UPL CD, ASAP Portal, or AKO L2_V1

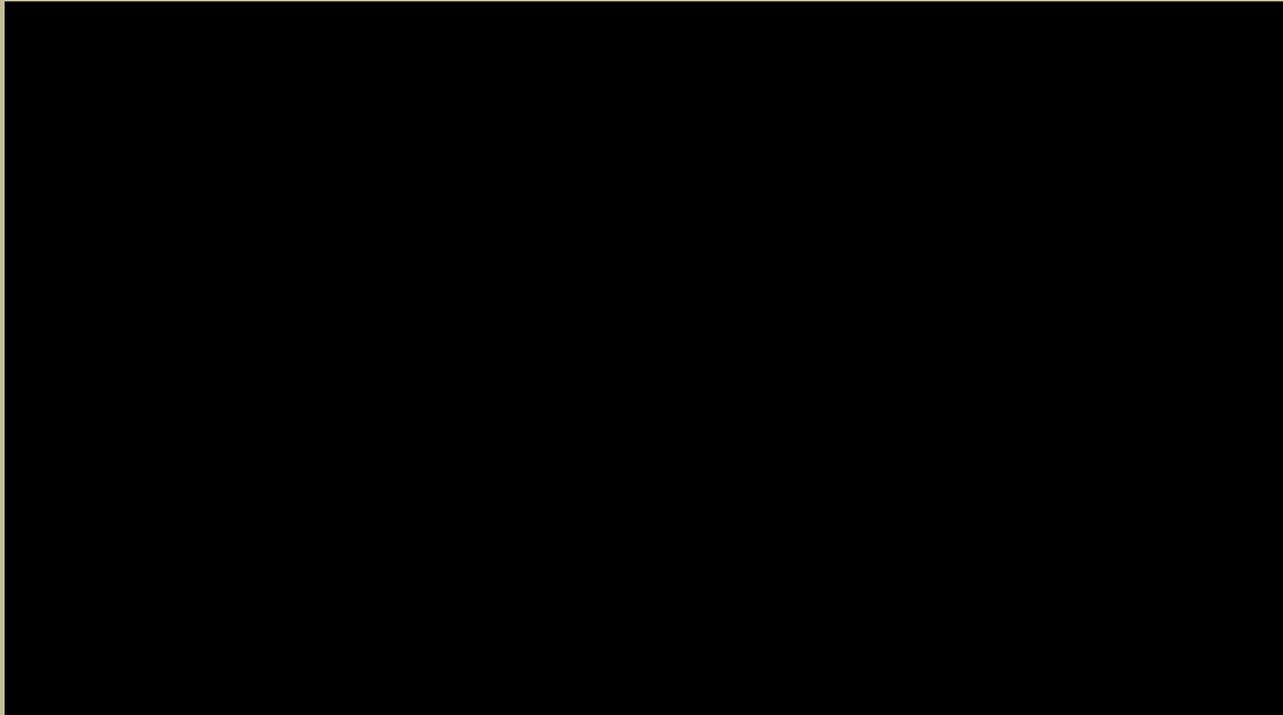
V8wmv



Examples of Smart Testing



Video Scenario #2: Signaling a urinalysis test



Source video: UPL CD, ASAP Portal, or AKO L2_V2

V9wmv



Examples of Smart Testing



Video Scenario #3: Back-to-back testing



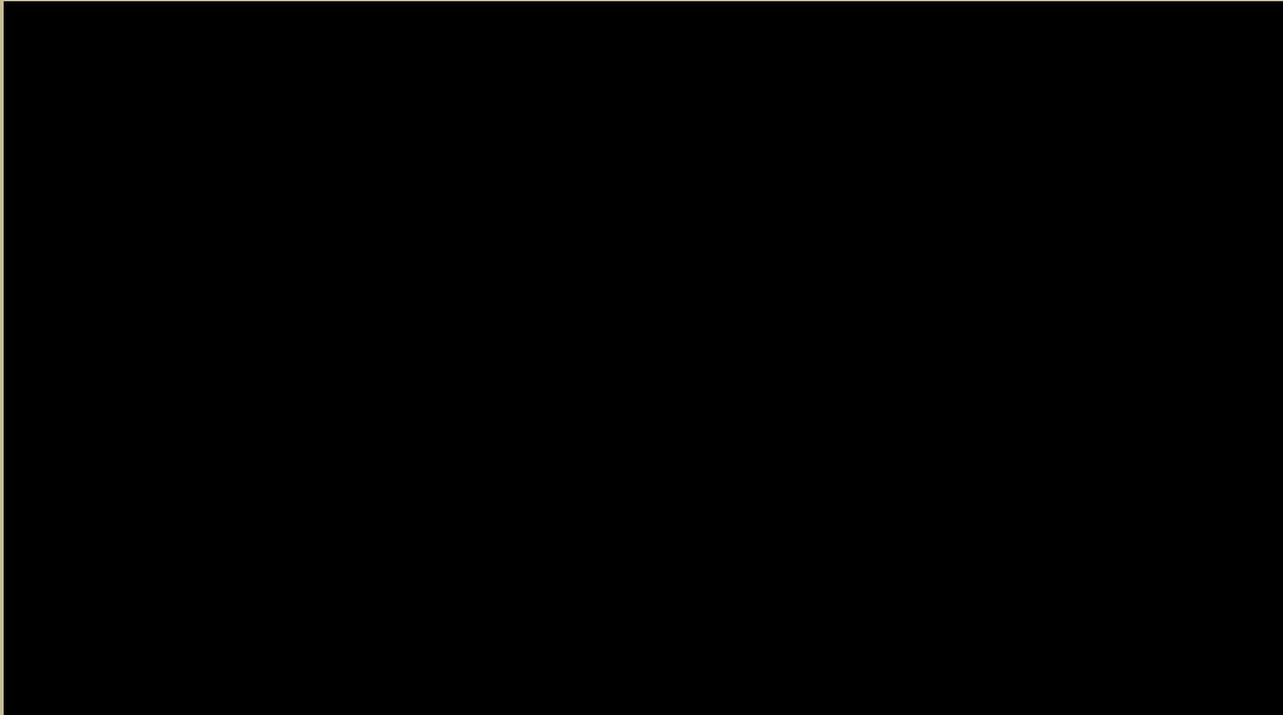
Source video: UPL CD, ASAP Portal, or AKO L2_V3



Example of Smart Testing



Video Scenario #4: Testing before a long weekend



Source video: UPL CD, ASAP Portal, or AKO L2_V4



Examples of Smart Testing



Video Scenario #5: Avoid setting a pattern



Source video: UPL CD, ASAP Portal, or AKO L2_V5

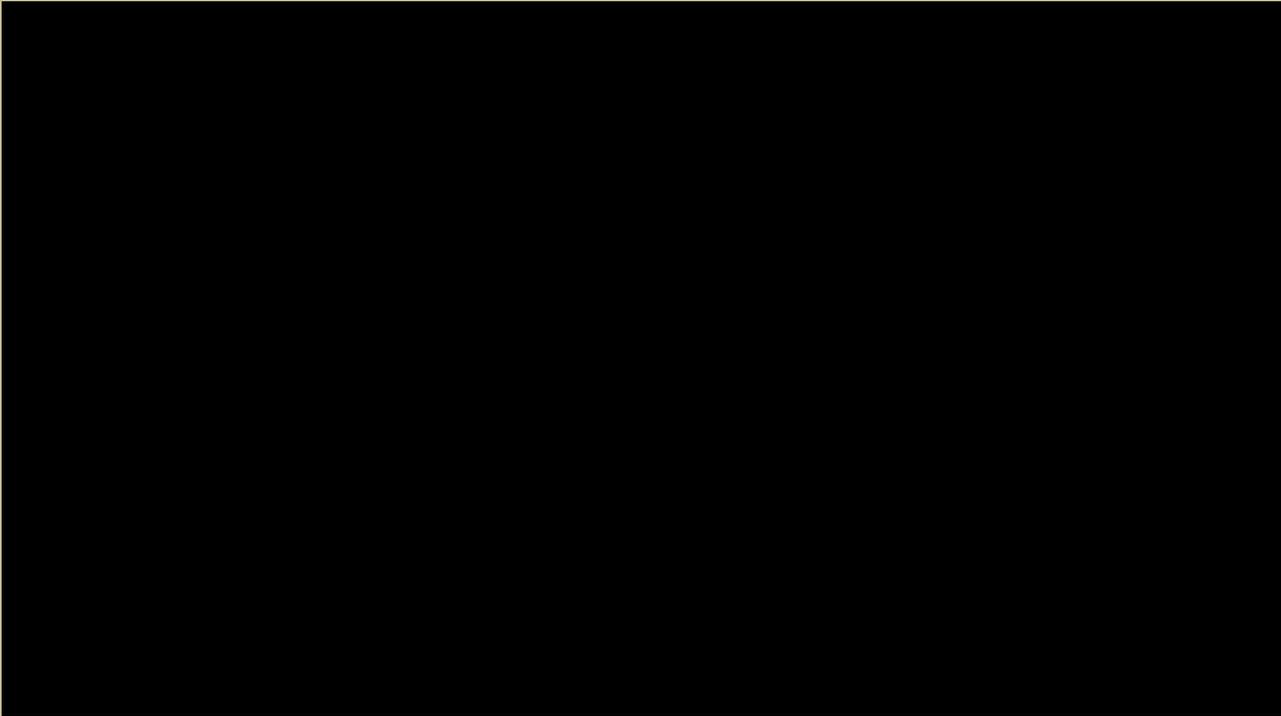
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Examples of Smart Testing



Video Scenario #6: Generating lists of participants for testing



Source video: UPL CD, ASAP Portal, or AKO L2_V6

V13wmv



Example of Smart Testing



Video Scenario #7: Avoid carrying urinalysis materials



Source video: UPL CD, ASAP Portal, or AKO L2_V7



Smart Testing



Testing Date Quiz #1

WEEK 01	SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
8:00 AM						Urinalysis Testing	
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							

WEEK 02	SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
8:00 AM				?		?	
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM		?					
4:00 PM							



Smart Testing



Testing Date Quiz #1

WEEK 01	SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
8:00 AM						Urinalysis Testing	
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							

WEEK 02	SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
8:00 AM				?		?	
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM		✓					
4:00 PM							



Smart Testing



Testing Date Quiz #2

SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Don't forget to post the test date on the training schedule.

Schedule Urinalysis during field exercises.

Send an e-mail to everyone selected the day before the test.



Smart Testing



Testing Date Quiz #2

SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT.
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Don't forget to post the test date on the training schedule.

Schedule Urinalysis during field exercises.

Send an e-mail to everyone selected the day before the test.



Lesson Summary



- DOD Instruction 101001, DOD Instruction 101016, and AR 600-85 define the purpose and requirements for drug testing
- The goal of Smart Testing is unpredictability from the Soldiers' perspective
- Use multiple Smart Testing techniques
- Random selection is a critical component of Smart Testing



Review Smart Testing Participant Guide



Testing Codes





Testing Codes



Introduction

In this lesson, we'll discuss:

- Test Basis Codes and how to apply them
- Special testing scenarios
- Circumstances for retesting



Testing Codes



Learning Objectives

- Given a set of scenarios describing types of testing, identify the proper testing codes used for urinalysis collection
- Given a set of scenarios describing testing circumstances, correctly match types of tests to their specific purposes



Testing Codes



Overview

- There are nine test basis codes used for urinalysis testing
- Also known as the “testing code”, “testing basis”, or the “type of test”
- Commander always orders the test and specifies the type of test
- The UPL enters the test basis code on testing forms, and must do so accurately every time



Testing Codes



Legal Ramifications

- It is imperative that you assign the correct test basis code every time you conduct a urinalysis test
- Using incorrect testing codes has potential legal ramifications and limits Commander actions
- If you are ever uncertain of the type of test you are conducting, verify it by checking with your Commander, ASAP Representatives and AR 600-85





Testing Codes



- Inspection Codes:
 - Inspection Random (IR)
 - Inspection Unit (IU)
 - Inspection Othert (IO)
- Commander-Directed Codes:
 - Probable Cause (PO)
 - Command Directed(CO)
 - Rehabilitation testing (RO)
- Other Codes:
 - Accident (AO)
 - Consent (VO)
 - Medical (MO)





Testing Codes



Inspection Random (IR)

- Use when randomly selecting a portion of your Unit for urinalysis testing
- You will use this code the most
- Select a percentage or a specific number of Soldiers (10% per monthly requirement)
- Up to 40%



Testing Codes



Inspection Unit (IU)

- Use this code when testing 100% of your Unit at once
- Do not conduct IU testing when the Commander suspects only a single Soldier but does not have sufficient evidence to order a test
- Conduct IU testing as a **supplement** to a good random drug testing program
- Drug testing is about deterring drug use, rather than “playing gotcha”



Testing Codes



Inspection Other (IO)

- Use in accordance with a Commander's policy or Unit SOP outlining circumstances for valid inspection testing
- Soldiers returning from Absent Without Leave (AWOL)
- Soldiers returning from passes or R & R
- Soldiers who were selected for testing, but were unavailable during a recent random inspection



Testing Codes



Testing scenario (IO)

- Several Soldiers have returned from R & R Captain Baker's policy states that any Soldiers returning from R & R must submit to urinalysis testing In accordance with this policy CPT Baker has asked his UPL to test them
- The UPL uses the Inspection Other (IO) code
- Refer to your Commander's written policy for guidance on applying the IO code



Testing Codes



Probable Cause (PO)

- Use when the Commander has sufficient evidence that a Soldier has violated the UCMJ through the abuse of alcohol or drugs
- Consult with the local SJA prior to ordering this test
- Steroid testing must be based on PO





Testing Codes



Testing scenario (PO)

- Commander finds hypodermic needles in Private First Class Brock's room PFC Brock has no valid medical reason for possessing the needles
- Use the Probable Cause (PO) code
- Consult with the local Staff Judge Advocate (SJA) before ordering PO tests





Testing Codes



Command Directed (CO)

- Also known as Fitness For Duty/ Competence For Duty
- Use when the Commander believes that a Soldier is using drugs on the basis of that Soldier's unusual or bizarre behavior and/or breaches of discipline





Testing Codes



Testing scenario (CO)

- Over the past month, Staff Sergeant O'Brian frequently has reported late for duty and has displayed a decline in personal hygiene Today, he reported for work and is acting very strange Prior to this, SSG O'Brian had an exemplary attendance record and got along well with his fellow Soldiers
- The UPL uses the Command Direct (CO) code



Testing Codes



Rehabilitation (RO)

Commander orders a test as part of a Soldier's rehabilitation treatment program for drugs or alcohol



Testing Codes



Testing scenario (RO)

- Sergeant Madres is enrolled in the ASAP rehabilitation program She is participating in testing in order to comply with the requirements of the program
- The UPL uses the Rehabilitation (RO) code



Testing Codes



Testing scenario

Specialist Bowman is enrolled in treatment. She is selected by DTP software when the UPL prepared the monthly random test as an Inspection Random type of test. SPC Bowman tells you that it should be a Rehabilitation type of test, rather than a random test.

Question: Which testing code should the UPL use?

Answer:



Testing Codes



Testing scenario

Specialist Bowman is enrolled in treatment. She is selected by DTP software when the UPL prepared the weekly random test as an Inspection Random type of test. SPC Bowman tells you that it should be a Rehabilitation type of test, rather than a random test.

Question: Which testing code should the UPL use?

Answer: IR



Testing Codes



Mishap Or Safety Inspection (AO)

Testing after a Soldier is involved with an accident that destroys property or causes injuries to personnel



Testing Codes



Testing scenario (AO)

- Captain Baker has ordered the UPL to conduct a test on Private Colin after PVT Colin had an accident on the base that caused the total loss of the vehicle she was driving
- The UPL uses the Mishap or Safety Inspection (AO) code



Testing Codes



Consent (VO)

A Soldier volunteers to provide a sample without being ordered



Testing Codes



Testing scenario (VO)

- Corporal Hilleman has been plagued by rumors of drug use and volunteers to provide a sample as a way to put the rumors to rest
- The UPL uses the Consent (VO) testing code



Testing Codes



Medical Examination (MO)

Used when a physician orders a urinalysis test after observing medical signs that a Soldier is abusing drugs



Testing Codes



Testing scenario

- Dr. Brown requests that SPC Ragland undergo urinalysis testing because SPC Ragland exhibited signs of drug abuse during a sick call visit
- The UPL uses the Medical Examination (MO) testing code



Lesson Summary-Testing Codes



- There are nine testing codes used in urinalysis testing
- The UPL must assign testing codes properly for every test
- You may encounter special testing situations that have different requirements than common tests
- Consult with the local ASAP office or the local SJA when you have questions
- You must retest Soldiers when the laboratory rejects a specimen without testing it



Special Test



Current Drug Panel



- Drug Demand Reduction Program (DDRP) Every specimen collected will be tested for
 - Marijuana (THC)
 - Cocaine
 - Amphetamines (which includes methamphetamine, MDMA (ecstasy), and MDA)
 - Heroin
 - Opiates (morphine and codeine)
 - Synthetic opioids (Oxycodone/Oxymorphone and Hydrocodone/hydromorphone)
 - Fentanyl/Norfentanyl
 - Benzodiazepines
 - Synthetic cannabinoids, known commonly as Spice



Special Test



- Commander must complete a memorandum to request a test for **specific drugs that are not** listed on the Drug Demand Reduction Program (DDRP) drug panel
 - Memorandum must indicate the specific drug to test and must **not** list the Soldier's name
 - Contact ASAP representative or the Base Area Code Manager if deployed, for assistance with this testing request



Special Test



- Steroid Testing
 - Commander must complete a memorandum requesting that a specimen be tested for **steroids**
 - Contact ASAP Representative, or the BACM if deployed, for assistance with steroid testing requests
 - Multiple Steroid specimen must be placed on separate DD Form 2624 as results are released by batches
 - Commander must have probable cause
 - Require more urine than other tests for the sample to be valid (60 ml)



LETTERHEAD



OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, FORENSIC TOXICOLOGY DRUG
TESTING LABORATORY, 2490 WILSON STREET, FORT MEADE MD 20755-
5235

SUBJECT: Request for Steroid Testing

1. I request that the enclosed urine sample be tested for anabolic steroids. The additional required information is provided:

- a. Base Area Code: xxxx
- b. Unit Identification Code: xxxxxx
- c. Batch Number: xxx
- d. Specimen number: xxx
- e. Date collected: yyyyymmdd
- f. DOD ID # of donor: (DO NOT Place name of donor on memo)
- g. Commander's phone number: (DSN if deployed)
- h. Commander's AKO email address: (Enterprise email address)
- i. Commander's mailing address
- j. ADCO's name
- k. ADCO's phone number
- l. ADCO's mailing address
- m. ADCO's email address

2. I have consulted with my servicing Judge Advocate General (JAG) that sufficient probable cause exists to support this Probable Cause (PO) drug test.

COMMANDER
SIGNATURE
BLOCK



Special Test



- Testing for other drugs such as mushrooms (psilocybin) or prescription drugs not normally tested at the lab
- Commander must complete a memorandum requesting that a specimen be tested for mushrooms, and description situation that lead to the request for a special test.
- Contact ASAP Representative, or the BACM if deployed, for assistance with steroid testing requests
- Commander must have probable cause
- Specimens for special tests not normally tested at the FTDTLs will be sent to the Armed Forces Medical Examiner System (AFMES)



Retesting



Retesting Procedure

- If the laboratory rejects a specimen without testing it, the Soldier must be retested
- The testing lab rejects specimens for critical errors in the specimen or accompanying paperwork, or for suspected adulteration (use IO test basis code when retesting)
- For retests, follow your Unit SOP and conduct the test as soon as practical



Retesting



After receiving a positive test result, the follow may request a retest:

- Soldier
- Soldier's legal representative
- Submitting unit commander
- Military judge
- Medical Review Office (MRO)
- Attorney representing the submitting



Limited Use Policy





Limited Use Policy



- Protected Evidence
 - Certain information “off limits” in legal proceedings, so Soldier can get help without jeopardizing career
 - Examples of Protected Evidence:
 - Soldier voluntarily admits drug use prior to notification of an upcoming drug test
 - Information collected during emergency medical care of a Soldier for an overdose



Limited Use Policy



- Exceptions – situations in which the Limited Use Policy does not apply and evidence **can** be used against a Soldier:
 - Soldier admits to drug use **after** notification that a drug test is scheduled
 - Apprehension by law enforcement **before** receiving medical care





Limited Use Policy



- More Limited Use Policy exceptions
 - A positive rehabilitation test (RO test basis) result on a Soldier who is enrolled in SUDCC for alcohol abuse
 - Information regarding continued substance abuse occurring after a Soldier voluntarily admits drug use
 - Positive drug test results from a regular Unit urinalysis (e.g., test basis of IR, IU, or IO) on a Soldier who is enrolled in SUDCC



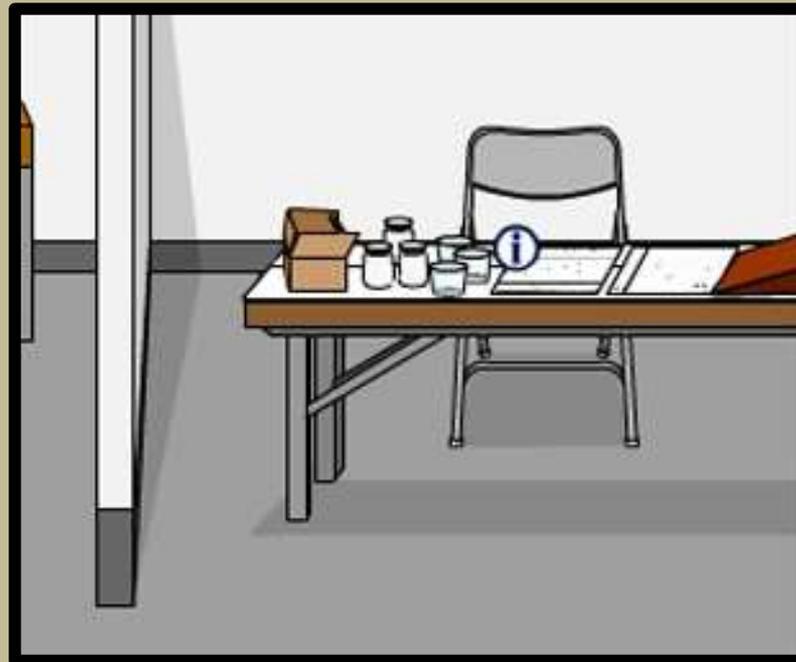
Limited Use Policy



- Separation Policy
 - Commanders are mandated to initiate separation on all identified drug abusers, **unless** the abuser voluntarily admits drug use directly or through Command channels
 - Soldiers who come forward voluntarily may still be discharged, but the Limited Use Policy mandates an Honorable Discharge
 - Consult with the SJA to determine if the Limited Use Policy applies
 - You are not a legal expert!



Preparation to Conduct Drug Testing



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Preparation To Conduct Drug Testing



Introduction-Testing Station Setup

In this lesson, we'll discuss these topics:

- Testing day set-up procedures
- Individual roles and responsibilities of personnel involved during testing
- The materials and documentation needed for testing



Preparation To Conduct Drug Testing



Learning Objectives

- Given a model holding area, select required components for the holding area so that the holding area is compliant with testing procedures
- Utilizing the Participant Guide other written guidance, correctly identify the steps required for preparing the latrine for collection so that the latrine is in total compliance with testing procedures
- Given a roster of personnel, match each individual to the urinalysis testing duties for which they are responsible so that all duties are correctly correlated



Preparation To Conduct Drug Testing



Learning Objectives-Cont.

- Given guidelines for testing station setup, identify material and logistical requirements for the testing station with 100 percent accuracy
- Recalling documentation requirements from the lesson, identify all documents and publications required to be on hand at the testing station in accordance with Army guidelines



Preparation To Conduct Drug Testing



Individual Roles and Responsibilities

- Unit Commander
- Unit Prevention Leader
- Observer (also known as the secondary reviewer)
- Holding area NCO/Officer



Preparation To Conduct Drug Testing



- Unit Commander's Responsibilities
 - Maintain overall responsibility for the testing procedure
 - Deliver Commander briefing
 - Be accessible when testing is in progress
 - Ensure UPL certification is current
 - Select Observers, or delegate to the UPL
 - Select the holding area NCO/Officer, or delegate selection to the UPL



Preparation To Conduct Drug Testing



- UPL Responsibilities
 - Conduct the collection and address any questions
 - Deliver the Observer briefing and training, UPL Unit briefing, and may also conduct the Commander briefing
 - Serve as the Commander's liaison for urinalysis testing and substance abuse prevention
 - Ensure that the standing operating procedures for urinalysis testing are in place and are followed



Preparation To Conduct Drug Testing



- UPL Responsibilities
 - Utilize DTP software as the primary method for randomly selecting Soldiers for drug testing
 - Set up the testing station and holding area
 - Conduct latrine inspection
 - Ensure that all UPL documentation is completed in accordance with Army standards
 - Ensure that urinalysis testing supplies are available and handled appropriately



Preparation To Conduct Drug Testing



- Observer Responsibilities
 - Sign the Memorandum for Observers
 - Ensure that all Soldiers follow the proper physical collection procedures
 - Directly observe urine leaving each Soldier's body and entering the specimen bottle or collection cup
 - Maintain a continual line of sight with the specimen bottle (and collection cup, if used) at all times
 - Report any unusual circumstances to the UPL



Preparation To Conduct Drug Testing



- Observer Responsibilities
 - If Observers make false statements or fail to follow established urinalysis procedures, there are legal ramifications according to these UCMJ articles:
 - Article 92-Knowingly failing to obey a lawful general order or regulation by not maintaining direct line of sight of the urine into the bottle
 - Article 107-Making a false official statement by signing the testing register and the DD Form 2624, acknowledging the urination process was directly observed and no tampering occurred
 - Article 134-False swearing by authenticating that no substitution or tampering of the urine sample occurred



Preparation To Conduct Drug Testing



- Holding Area NCO/Officer Responsibilities
 - Ensure that only personnel who are being tested are present
 - Cannot leave the holding area until the last Soldier is tested
 - Ensure all Soldiers remain in the holding area until they provide a valid urine sample
 - Encourage Soldiers to drink fluids and view substance abuse prevention materials
 - Soldiers, who are unable to provide a specimen, should drink eight ounces of fluids every half hour, not to exceed 40 ounces
 - Provide briefings if Soldiers arrive after testing begins



Preparation To Conduct Drug Testing



- UPL Testing Station
 - The testing station is the “control center” for the urinalysis test Soldiers report to the testing station to:
 - Check in
 - Assign Observer to Donor
 - Provide a urine sample
 - Check out



Preparation To Conduct Drug Testing



- UPL Testing Station:
 - Locate the testing station as close as possible to the latrine
 - Ensure there is enough space to work
 - Position the testing station so that it is separate from the holding area, if possible
 - Arrange the area so that your back is to a wall



Preparation To Conduct Drug Testing



- Holding Area
 - Soldiers selected for testing report to the holding area
 - Post a sign in the holding area to inform people that there is a urinalysis test in progress
 - Make sure there is enough seating for all participants to avoid overcrowding
 - Water must be available for the testing participants
 - Trash can



Preparation To Conduct Drug Testing



- Selecting the Latrines
 - Select latrines that are as close as possible to the testing station and holding area
 - Latrine inspection process is the same regardless of the type of latrine
 - Types of latrines include portable toilets, trailer toilets, and hardstands



Preparation To Conduct Drug Testing



How to perform a latrine inspection

1. Select a latrine and post a sign on the door to indicate the latrine is closed to the public
2. Remove cleaning supplies Check the area thoroughly – including the sink, floor, and around the toilet to ensure there are no potential adulterants





Preparation To Conduct Drug Testing



How to perform a latrine inspection

3. Check for soap and paper towels
Provide hand sanitizer if it is available
4. Inspect the commode and/or urinal to ensure they are in working order





Preparation To Conduct Drug Testing



Supplies for the Testing Station

- Rubber gloves
- Paper towels
- Disinfectant
- Ruler (optional)
- Ball Point Pen(s)
(Preferably Blue)
- Black marker





Preparation To Conduct Drug Testing



Supplies for the Testing Station

- Urine specimen bottles
- Urine wide-mouth collection cup
- Tamper-evident tape
- Avery Labels 5163 or 5523
- Single Specimen Biohazard Bag(s)
- Absorbent Pads





Urinalysis Documents



- Drug testing and Unit readiness
 - Deters Soldiers from abusing drugs (including illegal drugs and prescribed medication)
 - Facilitates the early detection of drug abuse
 - Enables Commanders to assess the security, military fitness, good order, and discipline of their Units
 - Monitors rehabilitation of those enrolled in the SUDCC for alcohol and/or other drug abuse
 - Collects data on the prevalence of drug abuse within the Army



Urinalysis Documents



- Urinalysis testing forms
 - Several forms that you must have to conduct testing
 - Prepare most tests and print forms with Drug Testing Program (DTP) software



Urinalysis Documents



- DD Form 2624 Specimen Custody Document – Drug Testing
 - Primary testing document
 - The front lists DOD ID # of Soldiers selected to test and information about the test

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974, as amended.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT		2. ADDITIONAL SERVICE INFORMATION (Second Echelon)			
3. BASE and UNIT IDENTIFICATION **		4. DATE SPECIMEN COLLECTED YYYY MM DD <input type="text"/> <input type="text"/> <input type="text"/>	C. LAB BATCH NUMBER	B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES	
** Required information entry on front and back of form.		Version	5. UNIT DOCUMENT NUMBER**	D. DRUGS TESTED	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	10. DISC CODE
(1)					
(2)					

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

(Read Instructions on last page before completing form.)

A. LABORATORY CONDUCTING DRUG TESTING

1. SUBMITTING UNIT

2. ADDITIONAL SERVICE INFORMATION *(Second Echelon)*

3. BASE AND UNIT IDENTIFICATION**

4. DATE SPECIMEN COLLECTED

YYYY MM DD

C. LAB BATCH NUMBER

**B. DAMAGE TO SHIPPING CONTAINER/
DISCREPANCY CODES**

5. UNIT DOCUMENT NUMBER**

D. DRUGS TESTED

**Required information entry on front and back of form.

6. SPECIMEN NUMBER/SERVICEMEMBER'S ID NUMBER (CAC)	7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	10. DISC CODE
(1) 001				
(2) 002				
(3) 003				
(4) 004				
(5) 005				
(6) 006				
(7) 007				
(8) 008				
(9) 009				
(10) 010				
(11) 011				
(12) 012				



Urinalysis Documents



- DD Form 2624 (back)
 - Keep constant record of specimen chain of custody
 - Make entries every time you release or accept possession of urine specimens

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION		UNIT DOCUMENT NUMBER
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1)	SIGNATURE NAME	SIGNATURE NAME	
(2)	SIGNATURE NAME	SIGNATURE NAME	
(3)	SIGNATURE NAME	SIGNATURE NAME	

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION	UNIT DOCUMENT NUMBER
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1)	SIGNATURE NAME	SIGNATURE NAME	
(2)	SIGNATURE NAME	SIGNATURE NAME	
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	



Urinalysis Documents



- Testing Register (Unit Urinalysis Ledger)
 - Lists all Soldiers for testing and their assigned Observers
 - Only document that links Soldier names and DOD ID
 - UPL retains and annotates with testing results

Drug Testing Program Testing Register

Date of Collection T/M/D/Y	Batch and Specimen #	Tested Members Rank, Printed Name, DOD ID Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
	Batch: Spec:				
	Batch: Spec:				
	Batch: Spec:				



Urinalysis Documents



- Bottle Labels
 - Attached to specimen bottles
 - Records Soldier and UPL identifying information

Tape Here

IR 0001 001

0121121212

20190328
BAC: HS04 UIC: 2LAAA
UPL _____
SM _____
Tape Here



Preparation To Conduct Drug Testing



Urinalysis Testing Documents (Deployed)

DD Form 2624 Specimen Custody Document – Drug Testing (front and back)
List Commanders POC information in block 2 for deployed units

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION FC000		BO1A1	UNIT DOCUMENT NUMBER
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER
(1) 20190228	SIGNATURE		SIGNATURE		
	NAME		NAME		
(2)	SIGNATURE		SIGNATURE		
	NAME		NAME		
(3)	SIGNATURE		SIGNATURE		
	NAME		NAME		

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974, as amended.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT B CO 1/64TH AVN BN 466 INDIAN LAKE ST FORT HOOD, TX 78654		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ADAP LEE RD. BLDG 2456 FORT HOOD, TX 78654 Commander POC for Deployed Units			
3. BASE and UNIT IDENTIFICATION ** W C64AA 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 02 28		C. LAB BATCH NUMBER	
** Required information entry on front and back of form.		Version L0		5. UNIT DOCUMENT NUMBER* 0001	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	
10. DISC CODE					
(1) 001	 0044208900	IR			
(2) 002	 9994300211	IR			
(3) 003	 0001202100	IR			



Preparation To Conduct Drug Testing



Required Reference Materials

- AR 600-85
- Installation (Command) / Unit SOPs
- UPL Appointment Orders
- Unit Alpha Roster or AAA 162



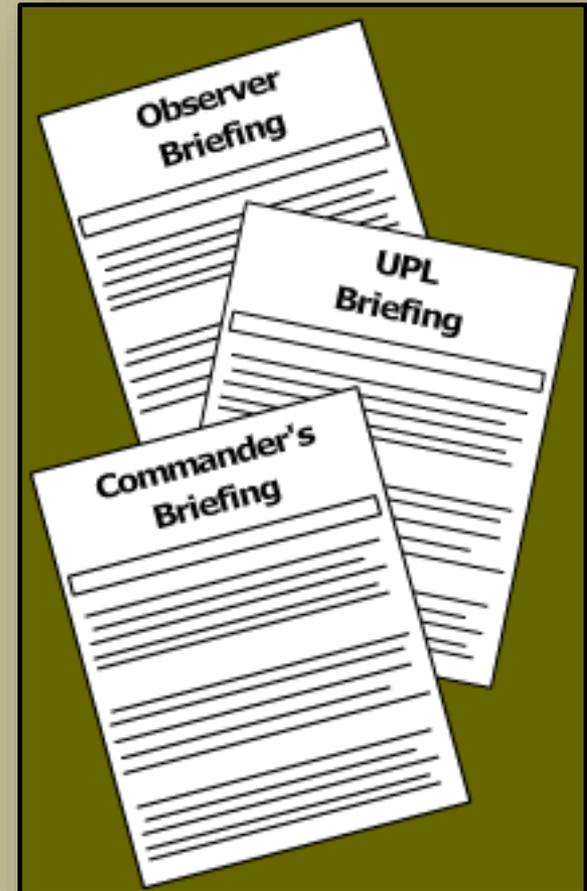
Preparation To Conduct Drug Testing



Required Briefings

- Observer Briefing
- Commander's Briefing
- UPL Unit Briefing

Complete review of all briefings in next lesson





Lesson Summary



- Carefully inspect the latrines prior to testing to remove anything that could be used to contaminate specimens
- Become familiar with all the supplies and documents that you need for testing
- There are several personnel involved with testing, each with specific duties that you must know
- The UPL must ensure all standing operating procedures for testing are followed



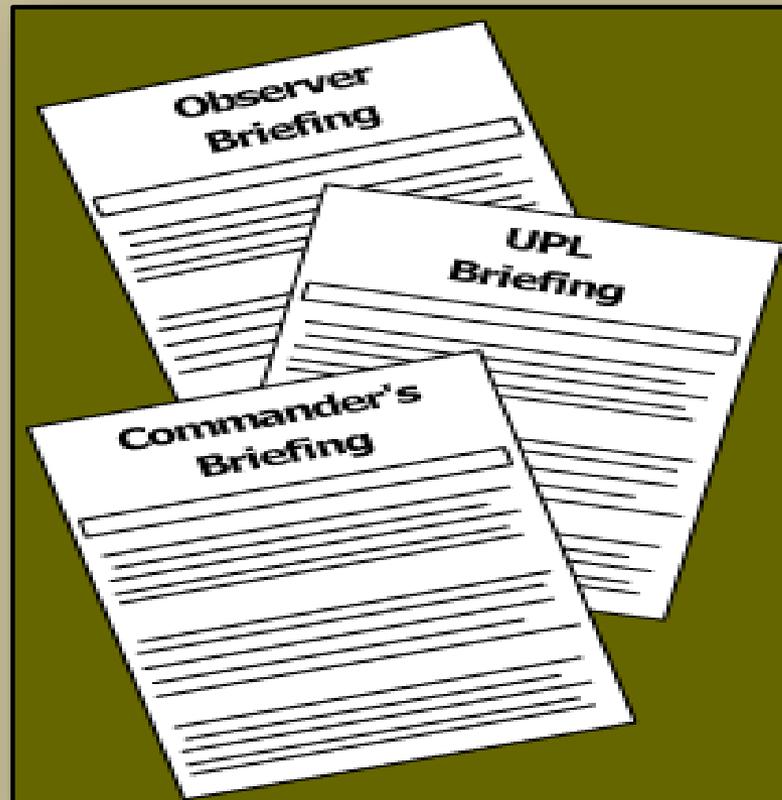
Lesson Summary



- The Commander may delegate some duties to you
- The holding area NCO/Officer must limit personnel in the holding area to only those who are participating in testing
- Carefully determine how place and set up the testing station
- Successful urinalysis testing starts and ends with the Unit Prevention Leader



Briefings



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Briefings



Introduction

In this lesson, we'll discuss:

- The steps and considerations for alerting Soldiers to report for testing
- The personnel briefings to deliver prior to testing
- Tasks that a Commander may delegate to the UPL



Briefings



Learning Objectives

- Given a urinalysis testing simulation identify approved methods and timing guidelines for alerting personnel about urinalysis testing by correctly selecting three appropriate factors from a set of five factors
- Given the briefing requirements for urinalysis testing, correctly identify all required briefings to occur prior to specimen collection



Briefings



Learning Objectives-Cont

- Given a set of pre-collection duties for urinalysis testing, correctly identify those functions that may be delegated by selecting at least three out of four factors relating to delegation
- Given a set of avoidance scenarios, correctly select the appropriate response for participation avoidance so that their scenario results either in 100 percent participation, or in the learner selecting appropriate corrective actions to deal with non-compliance



Briefings



Testing Notification

- Do not give any indication that Soldiers are reporting for urinalysis testing
- Notify Soldiers less than two hours beforehand to report for a urinalysis test
- Give Soldiers who have to travel from remote locations as little advance notice as possible
- Ideally, notify and have Soldiers report **immediately before** the test



Briefings



- An example of **correct** notification is to notify Soldiers in morning PT to report immediately to the gym
- An example of **incorrect** notification is to notify Soldiers at morning PT but have them report at 1500 hours and/or to tell them they are reporting for a drug test



Briefings



Urinalysis Briefings

- Observers briefing
- Commander briefing
- UPL Unit briefing



Briefings



Observers briefing

- UPL must brief Observers before each test
- Verbal briefing and demonstration
(including secondary review of specimens)
- Read and sign Memorandum for Observers



Briefings



- Responsibilities of Observers
 - Read and sign the Memorandum for Observers
 - For each Soldier, directly observe urine leaving the body and entering the specimen bottle or collection cup
 - Maintain visual contact with the specimen bottle at all times
 - DO NOT touch the bottle nor hold the bottle cap at any time during soldier's specimen collection steps
 - During the second review when instructed by the UPL, ensure the specimen bottle cap is tight



Responsibilities of the Observers



- Notify the UPL of any unusual circumstances
- Ensure Soldiers wash hands with only water before providing a specimen; soap and water after collection
- Conduct secondary review of specimen bottles per UPL's instruction
- Observe that each bottle is properly labeled, sealed and placed in collection box
- Fulfill duties with maturity and integrity



Responsibilities of the Observers



- If Observers do not maintain a line of sight with the samples or acknowledge that urination process was directly observed and no adulteration was suspected, they can face disciplinary action under these UCMJ articles:
 - Article 92
 - Article 107
 - Article 134





Responsibilities of the Observers



- Article 92- Knowingly failing to obey a lawful general order of regulation by not maintaining direct line of sight of the urine into the bottle
- Article 107- Making a false official statement by signing the Testing Register acknowledging the urination process was directly observed and no tampering occurred
- Article 134 – False swearing by authenticating that no substitution or tampering of the urine sample occurred

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 usable in legal and/or administrative actions. In order to prevent similar occurrences in the future, the observer will read and sign this Memorandum for Observer(s).

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 a 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 provide testimony 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.

a. Article 92: Knowingly failing to obey a lawful general order or regulation by not maintaining direct line of sight of the urine into the bottle.

b. Article 107: Making a false official statement in signing the UPL's urinalysis ledger acknowledging the urination process was directly observed and no tampering occurred.

c. Article 134: False swearing by authenticating that no substitution or tampering of the urine sample occurred.

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 within the ASAP Rehabilitation Program or currently be under investigation for any substance abuse related offenses.
5. The observer(s) control the urine collection process once the Soldier leaves the UPL's desk and during the collection of the specimen in the latrine.
6. Maintain visual contact with the bottle at all times.
7. Ensure the Soldier washes his/her hands with water only before the collection begins.
8. Ensure that the specimen provided is not contaminated or altered.
9. Directly observe the Soldier (one Soldier at a time per observer) voiding urine into the specimen bottle
10. Ensure direct observation of urine flow from the Soldier's body into the bottle
11. Ensure the Soldier provides at a minimum of 30mls of urine; however, 45mls is preferred
12. Ensure the Soldier tightens the specimen bottle cap and the bottle is dried.
13. Ensure the bottle is not reopened after the cap is tightened.
14. Ensure the Soldier washes and dries hands (Soldier can use soap)
15. Escort the Soldier back to the UPL station/table with the bottle in full view.
16. In full view of the Soldier and the UPL, ensures the specimen bottle cap is tight prior to the UPL placing tamper evident tape over the top of the bottle. The specimen bottle will remain on the table while the UPL is holding the specimen bottle.
17. Observe the UPL placing tamper-evident tape over the top of the bottle, and across the label.
18. Observe the UPL place the specimen in the collection box.
19. The observer will print and sign name on the testing register in front of the UPL and the Soldier verifying the collection process and direct observation was conducted.
20. Your Signature on the testing register, verifies you have completed steps 1-19.

OBSERVER'S 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.

_____	_____	_____	_____
Rank	Observer's Printed Name	Observer's Signature	Date
_____	_____	_____	_____
Rank	Observer's Printed Name	Observer's Signature	Date
_____	_____	_____	_____
Rank	Observer's Printed Name	Observer's Signature	Date
_____	_____	_____	_____
UPL's Printed Name	UPL's Signature		Date



Commander's Briefing



- Informs Soldiers about the purpose of the test and which drugs the test will detect
- Constitutes a legal order to participate
- Commander should give the briefing, but may delegate
- Deliver before testing begins, usually second in the briefing sequence, before the UPL Unit Briefing
- Commander or designated representative must brief any Soldiers who miss the original Commander Briefing



Commander's Briefing



- Legal order for Soldiers to participate in the test
- Reason that the Soldiers were selected
- All selected personnel must participate in testing
- The lab screens for several substances, the list of which may change based on trends within the military population
- Testing procedures comply with AR 600-85



Commander's Briefing



If a Soldier does not provide a urine sample, or if he/she submits a sample that is found to be adulterated, the Soldier may face disciplinary action under the following UCMJ articles:

- Article 92- Knowingly failing to obey a lawful general order of regulation by not maintaining direct line of sight of the urine into the bottle
- Article 107- Making a false official statement by signing the Testing Register acknowledging the urination process was directly observed and no tampering occurred





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Commander's Briefing

Oct 2019

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

Every specimen collected will be tested for Marijuana (THC); Cocaine; Amphetamines (which include methamphetamines, MDMA (ecstasy), and MDA), heroin, opiates (which include, morphine and codeine), synthetic opioids (Oxycodone/ oxymorphone) known commonly as OxyCotin and Hydrocodone/hydromorphone) and Fentanyl, selected benzodiazepines and synthetic cannabinoids, known commonly as Spice.

Testing procedures outlined in AR 600-85 will be followed.

All Soldiers must be aware that all verbal orders connected with the testing are lawful and are to be followed as such.

A refusal to comply with orders relating to this test 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.



UPL's Briefing



- Outlines the procedures for the test
- Summarizes main responsibilities and tasks for Soldiers
- Identifies Observers
- Usually takes place last in the briefing sequence



UPL's Briefing



- Verify that DOD ID is accurate on urinalysis testing forms
- Provide a urine sample of at least 30 milliliters in volume in line of sight of the Observer
- Soldiers responsible for ownership of specimen bottle from check-in to check-out
- No valid excuse for not participating



You have five major responsibilities during the collection procedure:

1. Confirm identification with ID card
2. Provide more than 30ml of specimen. (45ml is preferred)
3. Initial the specimen bottle label verifying your personal data is correct
4. Keep specimen bottle in full sight until sealed with tamper evident tape.
5. Sign your payroll signature on the testing register to verify that the specimen was yours and you watch your specimen bottle label being placed on the bottle and sealed by the UPL with tamper evident tape.

Your urine specimen will be provided in a plastic bottle (a wide mouth collection cup is available for males and females).

Each bottle will have a label affixed to it with today's date that identifies you by your DoD ID# after you return from the latrine.

Collection of the specimen will be conducted using direct observation in full view of an observer. Do not go to the UPL station until you feel you are ready to provide at least 30ml or more (approximately ½ bottle) of urine. If you are unable to provide a specimen or an adequate quantity of urine, you will be held in the holding area until you are able to provide a specimen. You will be provided an adequate amount of liquid to help facilitate the collection process. You will not be released from duty today until you have provided a proper specimen.

Your tasks include:

You will provide your military ID card. If you do not have your military ID card or other photo identification, the commander will be called to verify your identification.

Remove excess outer garments such as OCP jackets and coats or IPFU tops.

Provide a urine specimen under direct observation.

You will initial the bottle label upon returning from the latrine after you have verified your DoD ID#, full name, and date on the Testing Register; verify DoD ID# on DD Form 2624; and verify the date and your DoD ID# on the bottle label.

Sign your payroll signature on the testing register verifying that the urine specimen provided was yours, the bottle label was placed on the bottle and initialed by the UPL, specimen was sealed with tamper evident tape, and then placed into the collection box.

Note: I do not need to know if you are taking or have taken prescription medications. If your specimen result comes back from the laboratory as positive for a drug that could have been a result of prescription medication, a medical doctor will review the result before any other actions are taken. The doctor will review your medical record, any prescriptions from outside providers, and possibly interview you, prior to making a medical determination of valid prescription use or illegal use. If the doctor determines the drug positive was a result of valid prescription medication, then no actions will be taken against you.

Are there any questions? Any questions about the collection procedure will be directed towards your observer or myself.



Soldier's Participation in Testing



- Some Soldiers may have concerns about participating
- NO valid excuse for not participating
- Use good judgment when dealing with excuses
- Remind Soldiers about possible UCMJ action
- Preserve Soldiers' privacy and dignity



Delegated Tasks



- Commanders can delegate any of the following tasks to the UPL:
 - Selecting Observers
 - Conducting the Commander Briefing
 - Selecting Soldiers to be tested
 - Selecting the holding area NCO/Officer



Lesson Summary-Briefings



- Notify selected Soldiers immediately before a test, but try to give no more than two hours' notice
- There are three briefings that must occur prior to the start of testing: Observers, Commander, and UPL Unit briefs
- The Observers briefing explains the critical role for Observers in testing
- The Commander briefing serves as a legal order for Soldiers to participate in the urinalysis test



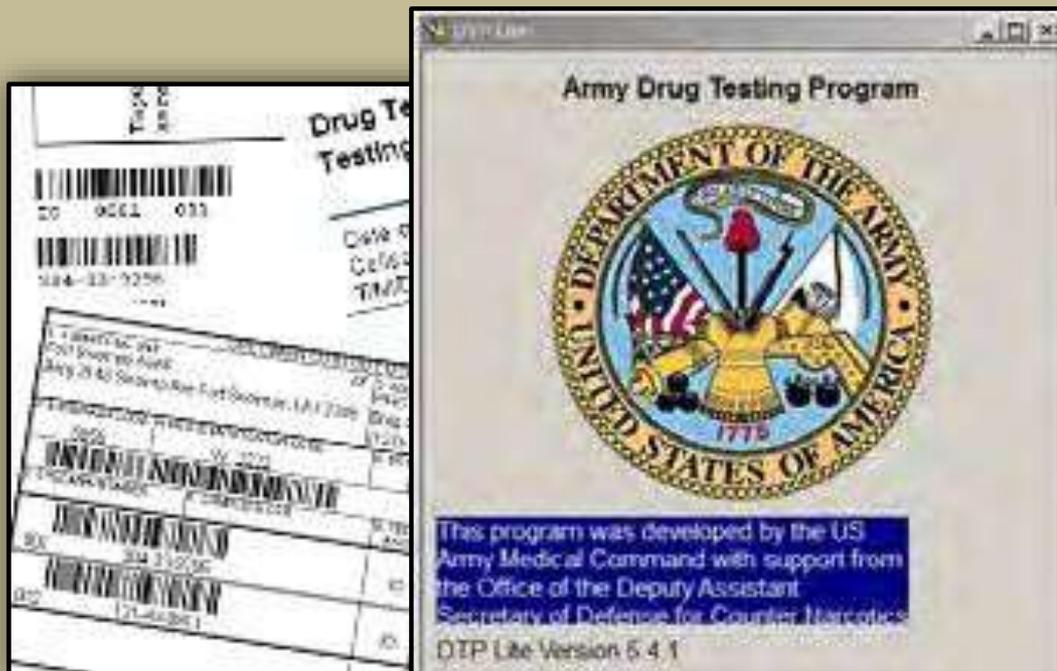
Lesson Summary-Briefings



- The UPL Unit briefing explains the tasks that Soldiers must perform
- During briefings, emphasize to Soldiers and Observers that tampering with samples has legal ramifications
- There is no valid excuse for selected Soldiers to avoid providing a urine sample
- The Commander may delegate several tasks to the UPL



Drug Testing Program (DTP) Software





DTP Software



Introduction

In this lesson, we'll discuss:

- The purpose and benefits of DTP software
- How to use DTP Lite software



DTP Software



Learning Objectives

- Using a computer, generate a 100 percent accurate testing selection list using DTP Lite, with required information successfully imported and all required forms successfully simulated
- Using simulated tools for determining a random selection, generate a Smart Testing date that is not predictable with 100 percent accuracy
- Using simulated tools for determining a random selection and ASAP guidelines, generate a selection list that meets the given definition of “random” with 100 percent accuracy



DTP Software



Overview of DTP Software

- Two versions:
 - DTP Full Version
 - DTP Lite
- Preferred method over manual random selection



DTP Software



- Purpose and Benefits
 - Reduces errors
 - Speeds processing time
 - Speeds overall collection time
 - Standardizes the selection process, which validates randomization
 - Allows the UPL to generate a test selection when the Commander delegates the task



DTP Software



There are seven basic steps for using DTP Lite:

1. Start the DTP Lite program
2. Choose the roster file
3. Format the roster file
4. Choose testing parameters
5. Select members for testing (tests other than IR and IU)
6. Complete the Print Products screen
7. Preview and print documentation



DTP Documents



Army Drug Testing Program
Testing Subjects
Notification Copy

08/24/2019

Rank	Name	DOD ID	Organization	Premise	M/F
CPL	Churchill, Ted	0002300200		IR	M
SGT	Grant, Dennis	0001400822		IR	M
PVT	Hyde, Timothy	0003200722		IR	M
PFC	Santiago, Jake	0004101244		IR	M
SFC	Santos, Brenda	9994100211		IR	F



DTP Documents



Army Drug Testing Program

Testing Subjects

08/24/2019

Working Copy

Rank	Name	DOD ID	Organization	Premise	Due Back	Rationale
CPL	Churchill, Ted	0002300200		IR	_____	_____
SGT	Grant, Dennis	0001400822		IR	_____	_____
PVT	Hyde, Timothy	0003200722		IR	_____	_____
PFC	Santiago, Jake	0004101244		IR	_____	_____
SFC	Santos, Brenda	9994100211		IR	_____	_____

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)					A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT Unit Address		US		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address		B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24		C. LAB BATCH NUMBER		
** Required information entry on front and back of form.		Version L0		5. UNIT DOCUMENT NUMBER* 0001		
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER		10. DISC CODE
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(2) 002	 0001400822	IR				
(3) 003	 0003200722	IR				
(4) 004	 0004101244	IR				
(5) 005	 9994100211	IR				
(6)						
(7)						
(8)						
(9)						
(10)						
(11)						
(12)						

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION		TC75	ZX26U	UNIT DOCUMENT NUMBER		0001
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER		
(1)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(2)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(3)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(4)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(5)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(6)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(7)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(8)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(9)	SIGNATURE		SIGNATURE				
	NAME		NAME				
(10)	SIGNATURE		SIGNATURE				
	NAME		NAME				



DTP Documents



0 0
D, H
E 0
F- D



IR 0001 001



0002300200



20190824

BAC: TC75 UIC: 2X26U

UPL _____

SM _____



IR 0001 002



0001400822



20190824

BAC: TC75 UIC: 2X26U

UPL _____

SM _____



IR 0001 003



0003200722



20190824

BAC: TC75 UIC: 2X26U

UPL _____

SM _____



IR 0001 004



0004101244



20190824

BAC: TC75 UIC: 2X26U

UPL _____

SM _____



IR 0001 005



9994100211



20190824

BAC: TC75 UIC: 2X26U

UPL _____

SM _____

0 0
D, H
E 0
F- D



Lesson Summary-DTP Software



- DTP software is the preferred method for random selection
- Ensure that you enter all information completely and correctly at each step
- Printing separate sets of documents for males and females may help testing operations go more smoothly
- Print front and back of DD Form 2624 on one sheet of paper
- You must print all three of the required documents: DD Form 2624, Testing Register, and bottle labels



Collection-Check In



Introduction This is the start of the Collection phase of drug testing. In this lesson, we'll discuss:

- How to keep urinalysis documents organized
- Verifying testing codes and dates
- Editing documents
- The check-in process when a Soldier arrives for testing



Collection-Check In



Learning Objectives

- Given a simulation of a urinalysis check-in, the learner will correctly order check-in tasks with 100 percent accuracy
- Given mockups of urinalysis testing documentation, the learner will distinguish correctly written numbers from incorrectly written numbers with 100 percent accuracy
- Using mockup records, the learner will review testing documentation for accuracy and note discrepancies with 100 percent accuracy
- Using mockup records, the learner will distinguish correct annotations from incorrect annotations with 100 percent accuracy

Collection-Check In



Biosafety



Biosafety Basics

- Cover the testing table surface with absorbent sheets or paper towels before starting to test Soldiers
- Put on rubber gloves (and you should replace them every two hours)
- Observer needs to wear glove on one hand in use to conduct the second review of specimen





Collection-Check In



Biosafety

- Avoid touching face, ears, mouth or nose with hands or other objects when wearing gloves
- Avoid wearing rings other than a plain band
- Wash your hands after you remove your gloves
- Do not eat, drink, smoke, or apply cosmetics or contact lenses in the work area
- Store all food and drinks outside the restricted area



Collection-Check In



- To begin the test for each Soldier, the UPL must perform all check-in steps precisely as defined in AR 600-85
- Skipping any steps or performing them in the wrong order can invalidate the test

Collection-Check In



1. Soldier provides ID card to UPL; UPL verifier Soldier's identity

2. UPL determines specimen number against the collection documentation

3. Soldier removes excess outer garment (if not removed)



Collection-Check In



5. UPL removes new bottle from the specimen box and places ID card in the appropriate slot that matches Soldier's specimen number Hand the (unlabeled, blank) bottle to the Soldier, in view of the observer



Collection-Check In



6. The UPL instructs the Observer to escort the Soldier to the latrine while maintaining line of sight with the specimen bottle at all times





Collection-Check In



- Checking-In a Soldier with No ID
 1. The First Sergeant or Commander verifies Soldier identity, OR the UPL views a picture ID (such as a driver's license)
 2. The UPL obtains the verified Soldier's DOD ID Number from the Unit Alpha Roster
 3. The UPL continues check-in, starting with checking the DOD ID Number on the urinalysis testing forms
 4. The UPL annotates the Remarks section of the Testing Register that the Soldier had no ID card and how the ID was verified, OR completes a Memorandum for Record and attach it to the Testing Register



Collection-Check In



Verifying Documents

- You will need to check, and occasionally to edit, information on all urinalysis testing forms
- Organizing and checking your documents as you go, and editing them in accordance with forensic standards, will help you keep errors to a minimum
- You may create separate sets of documents for males and females

Collection-Check in



Question:

Why would separate sets of documents be helpful?



Collection-Check In



Question:

Why would separate sets of documents be helpful?

Answer:

It can help speed up testing larger groups by reducing wait time for Observers



Collection-Check In



Base Area Code (BAC)

- The Base Area Code is a unique code for reporting results
- Your BAC is _____
- Contact BAC Manager to verify if deployed
- Make sure that you have entered the correct code within the DTP software
- Correct the BAC on **all** urinalysis testing forms if you discover the BAC is incorrect
- May also complete a Certificate of Correction for an entire batch

Collection-Check In



Test Basis Code

- Assign the correct test basis code every time
- Check the code definition to validate the Commander's intent for testing
- Make sure that your testing code matches the type of test you are conducting and appears correctly on all forms

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)

1. SUBMITTING UNIT Unit Address		US	2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address	
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24		C.L.
** Required information entry on front and back of form.		Version LO	5. UNIT DOCUMENT NUMBER** 0001	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER
(1) 001	 0002300200	IR		
(2) 002	 0001400822	IR		
(3) 003	 0003200722	IR		
(4) 004	 0004101244	IR		
(5) 005	 9994100211	IR		
(6)				

The testing date on the forms must be the date you conduct the test

Be sure the testing date is correct on all forms!



Collection-Check In



Editing Documents

Editing documents according to Army guidelines and forensic standards reduces the risk that the testing lab will reject specimens



Collection-Check In



Guidelines for editing forms

- When editing pre-printed forms, blacken out about half an inch of the barcode with a black marker
- Draw a single line to cross out errors instead of drawing Xs or scribbling
- Enter the correct information beside the crossed-out error
- Initial and date your corrections
- Write numbers according to forensic standards

Collection-Check In



PRIVACY ADVISORY: When completed, this form contains information that is exempt from public release.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on label)

1. SUBMITTING UNIT B CO 1/64TH AVN BN 466 INDIAN LAKE ST FORT HOOD, TX 78654		US	2. ADDITIONAL ASAP LEE RD. BLD FORT HOOD
3. BASE and UNIT IDENTIFICATION ** 8148		IN 051AA WQFAA 20190218 WS	4. DATE SPECIMEN YYYY 2019
** Required information entry on front and back of form.			Version
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	
(1)	001  0044206900	IR	
(2)	002  9994300211	IR	
(3)	003  0001202100	IR	
(4)	004  0002300400	IR	



Collection-Check In



- Writing numbers
 - The UPL must follow forensic standards when making handwritten edits to urinalysis testing forms
 - Incorrect edits may render the test invalid in a court of law



Collection-Check In



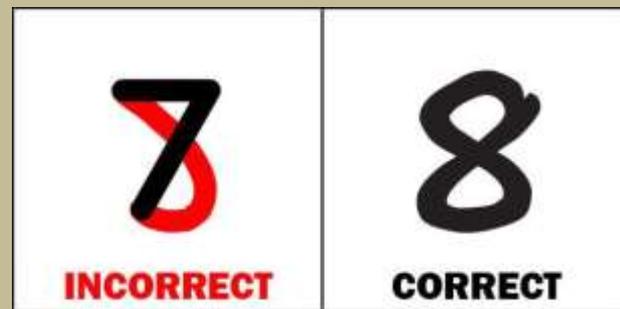
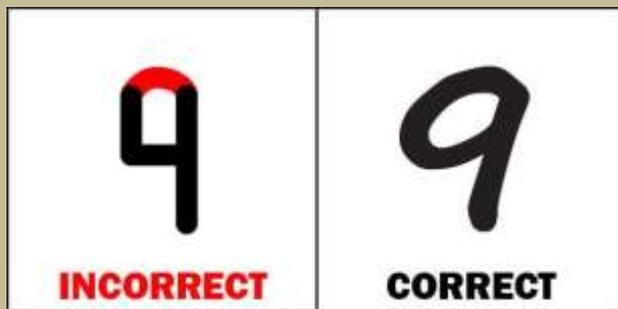
- When writing a “0” (zero), avoid drawing a slash through it
- When writing a “1” (one), avoid drawing a “1” that has a “hat”
- When writing a “4”, (four), avoid drawing a “4” that is closed
- When writing a “7” (seven), avoid drawing a slash through the lower segment
- When writing an “8” (eight), avoid drawing two circles on top of each other Draw the “8” in one continuous motion



Collection-Check In



- When writing numbers, use a single stroke Do Not over-write information, and do not use whiteout or pencil





Correction-Check In



Editing DD Form 2624

- Making edits to urinalysis testing documents is one area where UPLs fall short
- Use a ball point pen when making edits – preferably one with blue ink
- Forms may be handwritten, but printing with DTP software is preferred
- We'll talk about editing preprinted forms first



Correction-Check In



Editing the Unit Identification Code (UIC), BAC, or date:

- Blacken out about half an inch of the barcode at the top with a china pencil
- Draw a line through the incorrect information
- Enter the correct information
- Initial and date the correction
- Complete certificate of correction to reflect changes

PRIVACY ADVISORY: When completed, this document contains information that is exempt from public release under 5 U.S.C. 552.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on back)

1. SUBMITTING UNIT B CO 1/64TH AVN BN 466 INDIAN LAKE ST FORT HOOD, TX 78654		US	2. ADDITIONAL ASAP LEE RD. BLD FORT HOOD
3. BASE and UNIT IDENTIFICATION ** 8148 [Barcode]		W/CFAAA WQFAA WB	4. DATE SPECIMEN 20190218 2019
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	
(1) 001	[Barcode] 0044206900	IR	
(2) 002	[Barcode] 9994300211	IR	
(3) 003	[Barcode] 0001202100	IR	
(4) 004	[Barcode] 0002300400	IR	

** Required information entry on front and back of form.



Correction-Check In



Editing the Unit Identification Code (UIC), BAC, or date:

- Blacken out about half an inch of the barcode at the top with a china pencil
- Draw a line through the incorrect information
- Enter the correct information
- Initial and date the correction
- Complete certificate of correction to reflect changes

PRIVACY ADVISORY: When completed, this document contains information that is exempt from public release under the Freedom of Information Act.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on back)

1. SUBMITTING UNIT B CO 1/64TH AVN BN 466 INDIAN LAKE ST FORT HOOD, TX 78654		US	2. ADDITIONAL AGAP LEE RD. BLD FORT HOOD
3. BASE and UNIT IDENTIFICATION ** 8148 [Barcode]		W/CFAAA WQFAA WB	4. DATE SPECIMEN TESTED 20190218 2019
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	
(1) 001	[Barcode] 0044206900	IR	
(2) 002	[Barcode] 9994300211	IR	
(3) 003	[Barcode] 0001202100	IR	
(4) 004	[Barcode] 0002300400	IR	



Correction-Check In



Editing the DOD ID Number: Option 1

- Blacken out about half an inch of the barcode with a china pencil
- Line through the incorrect information
- Rewrite the DOD ID in the same field on the DD Form 2624, and then initial and date by the incorrect information

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)

1. SUBMITTING UNIT Unit Address		US	2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address	
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24		
** Required information entry on front and back of form.		Version L0	5. UNIT DOCUMENT NUMBER* 0001	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER
(1) 001	 0002300200	IR		
(2) 002	 0001400022	IR	MCP 20190824	
(3) 003	 0003200722	IR		
(4) 004	 0004101244	IR		
(5) 005	 9994100211	IR		
(6)				

UNCLASSIFIED

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)						A. LABORATORY CONDUCTING DRUG TESTING		
1. SUBMITTING UNIT Unit Address			2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address					
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U			4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24			C. LAB BATCH NUMBER		
** Required information entry on front and back of form.			Version L0		5. UNIT DOCUMENT NUMBER* 0001		B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)			7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER			10. DISC CODE
(1) 001 0002300200			IR					
(2) 002 0001400022 0004100822			IR	MCP 20190824				
(3) 003 0003200722			IR					
(4) 004 0004101244			IR					
(5) 005 9994100211			IR					
(6)								
(7)								
(8)								
(9)								
(10)								
(11)								
(12)								

Option 1

Correction-Check In



Editing the DOD ID Number: Option 2

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT Unit Address		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address			
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24		C. LAB BATCH NUMBER	
** Required information entry on front and back of form.		Version L0		5. UNIT DOCUMENT NUMBER* 0001	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	
10. DISC CODE					
(1)	 0002300200	IR			
(2)	 0001400822	IR			<i>MCP</i> 20190824 Not tested
(3)	 0003200722	IR			
(4)	 0004101244	IR			
(5)	 0004100211	IR			
(6)	0004100822 <i>MCP</i> 20190824	IR			

- Blacken out about half an inch of the barcode with a china pencil
- Line through the incorrect information
- Initial and date next to the incorrect information, and then enter the correct information in **an empty space on the DD Form 2624**

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT Unit Address		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address			
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24		C. LAB BATCH NUMBER	
** Required information entry on front and back of form.		Version L0		5. UNIT DOCUMENT NUMBER** 0001	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	
10. DISC CODE					
(1) 001	 0002300200	IR			
(2) 002	 0001400822	IR			<i>MCP</i> 20190824 Not tested
(3) 003	 0003200722	IR			
(4) 004	 0004101244	IR			Option 2
(5) 005	 9994100211	IR			
(6)	0004100822 <i>MCP</i> 20190824	IR			
(7)					
(8)					
(9)					
(10)					
(11)					
(12)					



Correction-Check In



Editing the DOD ID Number: Option 3

- Blacken out about half an inch of the barcode with a china pencil
- Line through the incorrect information
- Initial and date next to the correction, and then enter the correct information on a separate DD Form 2624

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974, as amended.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)

1. SUBMITTING UNIT Unit Address		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address		A. LABORATORY CONDUCTING DRUG TESTING	
3. BASE AND UNIT IDENTIFICATION** TC75 WZXR26U		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 27		C. LAB BATCH NUMBER	
*** Required information entry on front and back of form.		Version ID		D. DRUGS TESTED	
5. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (SAC)		7. TEST BASIS		8. ACCESSION NUMBER	
001 [Barcode] 0002300200		IR		10. DISC CODE	
002 [Barcode] 0001400822		IR		Not Tested <i>OK</i> 20190824	
003 [Barcode]					
004 [Barcode]					
005 [Barcode]					
006 [Barcode]					
007 [Barcode]					
008 [Barcode]					



PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974, as amended.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)

1. SUBMITTING UNIT <i>Unit Address</i>		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) <i>ASAP Address</i>		A. LABORATORY CONDUCTING DRUG TESTING	
3. BASE AND UNIT IDENTIFICATION** <i>TC75 WZXR26U</i>		4. DATE SPECIMEN COLLECTED YYYY MM DD <i>2019 08 27</i>		C. LAB BATCH NUMBER	
*** Required information entry on front and back of form.		Version ID		D. DRUGS TESTED	
5. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (SAC)		7. TEST BASIS		8. ACCESSION NUMBER	
(1) <i>000410082</i>		<i>IR</i>			
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)				A. LABORATORY CONDUCTING DRUG TESTING		
1. SUBMITTING UNIT Unit Address		US		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address		
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24		C. LAB BATCH NUMBER	B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES	
** Required information entry on front and back of form.		Version L0	5. UNIT DOCUMENT NUMBER* 0001	D. DRUGS TESTED		
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER		10. DISC CODE
(1) 001  0002300200		IR				
(2) 002  0001400822		IR		Not Tested <i>gmt</i>		20190824
(3) 003  0003200722		IR				
(4) 004  0004101244		IR		Option 3		
(5) 005  9994100211		IR				
(6)						
(7)						
(8)						
(9)						
(10)						
(11)						
(12)						

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING <i>(Read Instructions on last page before completing form.)</i>				A. LABORATORY CONDUCTING DRUG TESTING			
1. SUBMITTING UNIT <i>Unit Address</i>		2. ADDITIONAL SERVICE INFORMATION <i>(Second Echelon)</i> <i>ASAP Address</i>		B. DAMAGE TO SHIPPING CONTAINER/ DISCREPANCY CODES			
3. BASE AND UNIT IDENTIFICATION** <i>TC 75 WZX26U</i>		4. DATE SPECIMEN COLLECTED YYYY MM DD <i>2019 08 27</i>	C. LAB BATCH NUMBER				
		5. UNIT DOCUMENT NUMBER**	D. DRUGS TESTED				
**Required information entry on front and back of form.							
6. SPECIMEN NUMBER/SERVICEMEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER		10. DISC CODE	
(1) 001	<i>000410082</i>	<i>IR</i>					
(2) 002				Option 3			
(3) 003							
(4) 004							
(5) 005							
(6) 006							
(7) 007							
(8) 008							
(9) 009							
(10) 010							
(11) 011							
(12) 012							



Correction-Check In



Editing test basis or test information codes

- Blacken out about half an inch of the barcode
- Line through the incorrect information
- Enter the correct information
- Initial and date the correction
- Repeat for all lines

6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS
(1) 001	 1787153691	<i>WB 20190313</i> IU TR
(2) 002	 0367137641	<i>WB 20190313</i> IU TR
(3) 003	 1819223491	<i>WB 20190313</i> IU TR



Correction-Check In



Editing a handwritten DD Form 2624

1. Line through the incorrect information
2. Enter the correct information
3. Initial and date the correction

PRIVACY ADVISORY: When completed, this form is protected			
SPECIMEN CUSTODY DOCUMENT - DRUG TESTING			
(Read Instructions on last page before completing form.)			
1. SUBMITTING UNIT	HHC 1/14 INF Unit 999 Bagram, AF APO 09354	US	2. ADDITIONAL SERVICE INFOR
			Jose. Caplan DSN 328.431
	GT01 CT03 L2AAD WB 20190701		4. DATE SPECIMEN COLLECT
			YYYY MM 2019 07
			5. UNIT DOCUM
			DD
** Required information entry on front and back of form.			
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)	7. TEST BASIS	8. TEST INFO	
(1) 001 0004420690	IR		
(2) 002 4436475463 4435475463	IR		



Correction-Check In



Editing a Testing Register

- Line through the incorrect DOD ID
- Enter the correct DOD ID
- Initial and date near the correction

Date of Collection T/M/D/Y		Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI
07/10/2019	Batch: Spec: 0001 001	PVT Jones, Curtis	1206589742	IO
07/10/2019	Batch: Spec: 0001 002	PVT Jordan, Cheri	1200507890 4000000020 WB 20190710	IO
07/10/2019	Batch: Spec: 0001 003	PVT Kmick, Michael	5512590000	IO

UPL Certification Training



Correction-Check In



Editing bottle labels

- Bar-coded bottle labels are generated by DTP software and have a different editing process than handwritten bottle labels
- A common edit that may be required on a bar-coded bottle label is correcting the DOD ID Number
- Two options for correcting a bottle label



Correction-Check In



Required information for written bottle labels

1. Testing date in the upper left corner
2. Soldier's DOD ID number
3. BAC in the upper right corner
4. Soldier's initials
5. UPL's initials
6. UIC

T A P E H E R E	Date	BAC	T A P E H E R E
	<u>UPL Init</u>	<u>Donor Init</u>	
	DOD ID #	UIC	

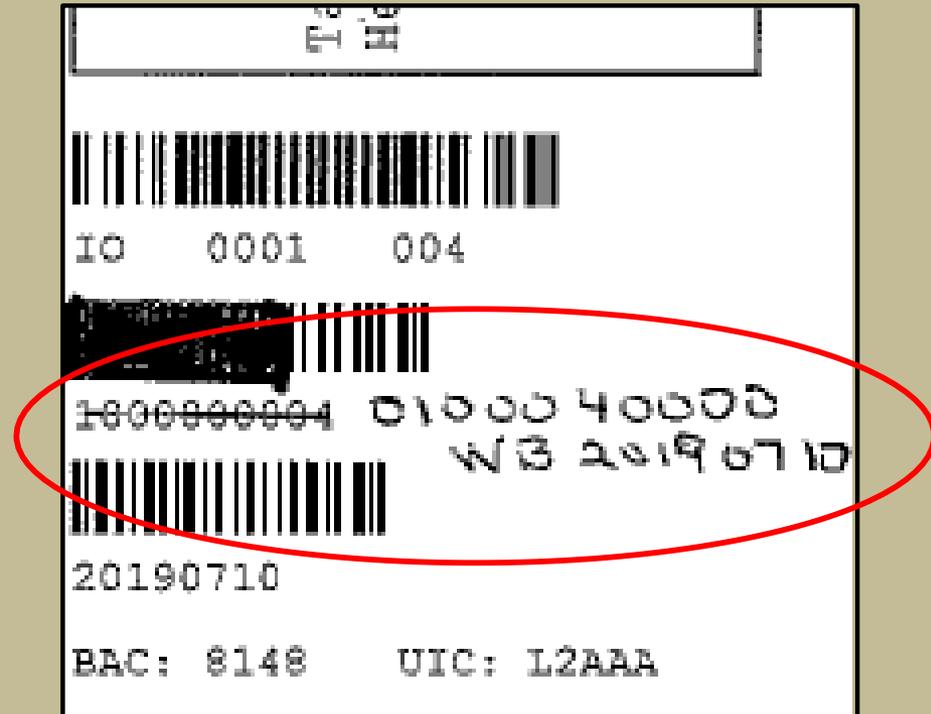


Correction-Check In



Editing bottle labels: Option 1

- Blacken out half an inch of the barcode
- Line through the incorrect DOD ID Number
- Enter the correct DOD ID Number
- Initial and date near the correction



Correction-Check In



Editing bottle labels: Option 2

- Destroy the original label by blackening the DOD ID Number and disposing of the label
- Create a new label with the correct DOD ID Number, BAC, UIC, and collection date



T	<u>20190710</u>	<u>8148</u>	T
A	DATE	BAC	A
P			P
E			E
H	<u>UPL INIT</u>	<u>SM INIT</u>	H
E			E
R			R
E	<u>DODID: 1000333090</u>	<u>UIC: RAFAA</u>	E



Correction-Check In



Required information for bottle labels

- Soldier initials under the BAC to verify DOD ID Number and collection date are accurate
- Soldier's DOD ID Number under UPL initials

T A P E . H E R E	<u>20190710</u> DATE	<u>8148</u> BAC	T A P E . H E R E
	<u> </u> UPL INIT	<u> </u> SM INIT	
	DODID: <u>1000333090</u> UIC: <u>BAFAR</u>		

All written text **must** be half an inch from the edge of the label



Correction-Check In



Editing a handwritten bottle label

- Line through the incorrect DOD ID Number
- Enter the correct DOD ID Number
- Initial and date near the correction

T	DATE	BAC	T
A			A
P			P
E	UPL INIT	SM INIT	E
H			H
E			E
R			R
E			E
	01200507890		
	DODID: 1200-050789	W2 20150710	

Recommend submission of a certificate of correction



Lesson Summary-Check In



- Always make sure the DOD ID Number is accurate on all documentation
- Verify that the BAC, test basis code, and testing date appear correctly on all forms
- When making edits to the documentation, carefully follow forensic standards every time
- When an error is found on a bottle label, the UPL may choose to edit the error directly on the label or create a new label according to the proper procedure



Lesson Summary-Check In



- Follow all the check-in steps in the correct order as defined in AR 600-85 for every Soldier
- Remember how to handle check-in for a Soldier who does not have a military ID card
- You should change your gloves every 2 hours during urinalysis collection

Check In

Military Urine Collection Flow Chart

October 2019

Soldier provides ID card to UPL; UPL verifies Soldier's identity; UPL determines specimen number against the collection documentation

Soldier removes excess outer garment (if not removed)

UPL removes new bottle from the specimen box and places ID card in the appropriate slot that matches Soldier's specimen number

In full view of observer, UPL hands specimen bottle (and offers the optional wide-mouth cup) to Soldier

Soldier and observer move to latrine, keeping bottles in full view of observer

In latrine, Soldier washes hands with WATER ONLY

Soldier voids into the specimen bottle or wide-mouth cup in full view of observer

Observer must see urine directly leaving Soldier's body and entering the specimen bottle or wide-mouth cup

If Soldier uses wide-mouth cup, Soldier pours urine into specimen bottle in full view of observer (minimum 30mls, 45mls preferred)

Soldier puts cap on specimen bottle in full view of observer; Soldier will ensure the specimen bottle is dry and discards the wide mouth cup (if used)

Soldier will wash and dry hands, keeping bottle in full view of observer

Soldier will walk in front of observer back to UPL's desk, keeping bottle in full view of observer

Soldier hands specimen bottle to UPL or places bottle on UPL collection table as directed by the UPL

UPL verifies cap is tight, the bottle is dry, looks for signs of adulteration, ensures specimen bottle has a minimum of 30mls, (45mls preferred) and then places back on collection table

While UPL is holding the specimen bottle on the table, the observer will ensure the specimen bottle cap is tight, in full view of the UPL & Soldier. UPL ensures secondary review is noted on the testing register.

UPL removes Soldier's ID card from specimen box; UPL reviews the back of the ID card to verify Soldier's DOD ID# matches number listed on the testing register, DD Form 2624, and bottle label

UPL allows Soldier to view the back of ID card to verify DOD ID# matches number listed on the testing register, DD Form 2624, and bottle label (UPL maintains custody of ID card)

Soldier initials bottle label

UPL places the initialed label on specimen bottle

UPL places tamper evident tape across the top of specimen bottle

UPL initials specimen bottle label

UPL places specimen in the appropriate slot in box

Observer prints and signs name on the testing register

Soldier signs testing register

UPL returns ID card to Soldier



Collection Procedure





Collection Procedure



Introduction

In this lesson, we'll discuss:

- The urine collection process as it applies to both male and female Soldiers
- The methods that Soldiers use to adulterate their specimens when attempting to avoid detection of drug use
- The substances that commonly are used for adulteration



Collection Procedure



Learning Objectives

Given a specimen collection scenario, you will be able to identify the procedure for obtaining a sample by correctly selecting at least three factors regarding order of steps, appropriate waste receptacles, and adulteration that affect male and female collection

Notes: Soldiers may elect to use the optional urine wide-mouth collection cup when they provide a urine sample. Soldiers are not required to use the urine wide-mouth collection cup, and may instead choose to provide their sample directly into the specimen bottle



Collection Procedure



- Upon entering the latrine, the Observer always instructs the Soldier to wash hands with **water only**
- The Soldier must not use soap to wash hands prior to collection



Collection Procedure



The Soldier stands at a urinal or commode, uncaps the specimen bottle **or wide-mouth cup** and places the cap face up on a clean surface **or hold the cap in hand without touching the inner surface of the cap**





Collection Procedure



The Soldier provides a urine sample of **at least 30 milliliters** in the specimen bottle or the wide-mouth cup in full view of the Observer



The Observer for **male** collection needs to stand at 45-degree angle in front of the Soldier to observe the collection



The Observer for **female** collection may need to sit down in front of the Soldier to observe the collection



Collection Procedure



When wide mouth cup is used, uncap the specimen bottle and place it face up on a clean surface, **and transfer the specimen from the cup into the specimen bottle** while holding both containers over the commode





Collection Procedure



- Dispose of any remaining urine in the collection cup into the commode
- Place the cap back on the specimen bottle **Wipe the bottle dry if necessary**
- Rinse and throw out the wide-mouth collection cup prior to washing hands





Collection Procedure



- Soldier will wash hands will use soap
- Dry hands



Keeping the specimen bottle in full view of the observer

Collection Procedure



The Observer must maintain line of sight with the specimen bottle and cap at all times throughout the collection process, and must not touch the bottle or cap at any time





Collection Procedure



Types of Latrines

Port-a-Potty (portable toilet):

- Typically found in an outpost environment

- Hold door open to observe collection



- Set up a screen or position the Port-a-Potty so it is facing away from populated areas if possible



Collection Procedure



Types of Latrines

Hardstand:

- Typically found at an installation
- Hold door open to properly observe during collection





Collection Procedure



Question:

What challenges might Observers face during collection these different types of latrines?



Collection Procedure



Question:

What challenges might Observers face during collection these different types of latrines?

Some Possible Answers:

Maintaining line of sight

Finding the correct place to stand

Latrine being properly set up by the UPL



Collection Procedure



Adulteration

- Observers play a critical role in ensuring the integrity of every urine sample
- Some Soldiers attempt to defeat drug tests by using a device that is intended to fool the Observer
- Some images in this section are explicit



Collection Procedure



Male Whizzinator

- Male Soldiers wear a prosthetic penis attached to a reservoir, and appear to provide a "clean" urine sample
- The male Whizzinator kit consists of:
 - Syringe
 - Heater packs
 - Prosthetic penis
 - Instruction manual



Collection Procedure



Female Whizzinator

- The version for females dispenses urine through a rubber tube
- The “Number One” Whizzinator kit consists of:
 - Syringe
 - Heater packs
 - Pouch with a connected rubber tube
 - Instruction manual



Collection Procedure



Adulterants

- Adulterants are substances used to alter biochemistry in a way that deters detection of drug usage
- Adulterants can be taken internally prior to testing or can be mixed in externally during collection



Collection Procedure



- Soldiers may try to flush their system ahead of a test – referred to as “adulteration by dilution”
- Other common internal adulterants include:
 - Golden Seal
 - Urine Aid
 - Vinegar
 - Detoxify Brand Products





Collection Procedure



- Implement random testing and good Smart Testing techniques to minimize impacts to testing from adulteration
- Giving Soldiers little advance notice of a test reduces the chance of successful adulteration





Collection Procedure



- External adulterants are added to or substituted for a Soldier's urine
- Examples include:
 - Water
 - Baking soda
 - Soap
 - Perfume
 - Cleaning solvents





Collection Procedure



- Properly-performed direct observation during collection helps reduce attempts to use external adulterants
- Observers need to maintain direct line of sight with the specimen at all times so that they can detect if a Soldier attempts to add an external adulterant



Collection Procedure



Observers must notify the UPL immediately upon returning to the testing station of any suspected adulteration





Collection Procedure



- **Unusual Circumstances**
 - Shy bladder, mental block or stalling
 - Insufficient specimen
 - Unusual urine color or foreign objects in sample
 - Attempted tampering or bribery
 - Menstruation, pregnancy, undergarments, or piercings
 - Bowel movement



Collection Procedure



Observer must not allow any Soldier to provide a sample out of your direct view (behind a closed door) for any reason

- Observer may allow the Soldier to have privacy:
- **Only after** the Soldier has provided a sample, and
 - **Only if** both the Observer and Soldier can maintain eye contact with the filled specimen bottle at all times



Collection

Military Urine Collection Flow Chart

October 2019

Soldier provides ID card to UPL; UPL verifies Soldier's identity; UPL determines specimen number against the collection documentation

Soldier removes excess outer garment (if not removed)

UPL removes new bottle from the specimen box and places ID card in the appropriate slot that matches Soldier's specimen number

In full view of observer, UPL hands specimen bottle (and offers the optional wide-mouth cup) to Soldier

Soldier and observer move to latrine, keeping bottles in full view of observer

In latrine, Soldier washes hands with WATER ONLY

Soldier voids into the specimen bottle or wide-mouth cup in full view of observer

Observer must see urine directly leaving Soldier's body and entering the specimen bottle or wide-mouth cup

If Soldier uses wide-mouth cup, Soldier pours urine into specimen bottle in full view of observer (minimum 30mls, 45mls preferred)

Soldier puts cap on specimen bottle in full view of observer; Soldier will ensure the specimen bottle is dry and discards the wide mouth cup (if used)

Soldier will wash and dry hands, keeping bottle in full view of observer

Soldier will walk in front of observer back to UPL's desk, keeping bottle in full view of observer

Soldier hands specimen bottle to UPL or places bottle on UPL collection table as directed by the UPL

UPL verifies cap is tight, the bottle is dry, looks for signs of adulteration, ensures specimen bottle has a minimum of 30mls, (45mls preferred) and then places back on collection table

While UPL is holding the specimen bottle on the table, the observer will ensure the specimen bottle cap is tight, in full view of the UPL & Soldier. UPL ensures secondary review is noted on the testing register.

UPL removes Soldier's ID card from specimen box; UPL reviews the back of the ID card to verify Soldier's DOD ID# matches number listed on the testing register, DD Form 2624, and bottle label

UPL allows Soldier to view the back of ID card to verify DOD ID# matches number listed on the testing register, DD Form 2624, and bottle label (UPL maintains custody of ID card)

Soldier initials bottle label

UPL places the initialed label on specimen bottle

UPL places tamper evident tape across the top of specimen bottle

UPL initials specimen bottle label

UPL places specimen in the appropriate slot in box

Observer prints and signs name on the testing register

Soldier signs testing register

UPL returns ID card to Soldier



Lesson Summary



- Urine collections can occur in several types of latrines
- Specimens can be contaminated by using internal or external adulterants
- Make sure the donors wash their hands with only water prior to providing a specimen



Lesson Summary



- The Observer should never touch the specimen bottle or its cap
- Observers must maintain line of sight with the specimen bottle at all times; and must see urine physically leaving the body and entering the specimen bottle
- Soldiers have the option of using a collection cup in addition to the specimen bottle, and must follow the specific procedure if using the optional cup



Collection Check-Out



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Collection – Check Out



Introduction

In this lesson, we'll discuss:

- Check-out procedures following urine collection
- How to report suspected adulteration
- The required minimum specimen amount
- How to annotate testing forms



Collection–Check Out



Learning Objectives

- Given a simulated urinalysis collection, identify the steps necessary to checkout Soldiers from the urinalysis by correctly distinguishing a proper checkout sequence
- Given a selection of urinalysis samples, identify the appropriate amount of sample required for urinalysis testing with 100 percent accuracy



Collection – Check Out



Learning Objectives

- Given a set of testing scenarios, identify the appropriate strategy for dealing with adulterated samples by correctly selecting at least one appropriate action from a list of four possible alternatives
- Given a simulated urinalysis collection, identify the correct method of applying tamper-evident tape to specimen bottles with 100 percent accuracy
- Given a simulated urinalysis collection, distinguish correct signatures to include their meaning and annotations from a pool of examples with 100 percent accuracy



Collection – Check Out



- The UPL looks at the specimen to check for:
 - The correct amount of urine (minimum 30 ml)
 - Evidence of adulteration
 - Secured bottle cap (tightness!)





Collection – Check Out



- **Secondary review**
 - While UPL is holding the specimen bottle on the table, the **observer will ensure the specimen bottle cap is tight**, in full view of the UPL & Soldier



- **UPL ensures secondary review is noted on the testing register**

Drug Testing Program Testing Register		10/14/2018 12:41:23 PM IR			
Date of Collection T/M/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
10/14/2018	Batch: Spec: 0001 001	PvT Almogabar, Virgil <i>Virgil Almogabar</i> 1787153001	IR	<i>Jane Enforcer</i> JANE ENFORCER	<i>2nd Review done.</i>
	Batch: Spec:	PvT Anderson, Rich 1853240001	IR	<i>Jane Enforcer</i>	



Collection – Check Out



UPL removes Soldier's ID card from specimen box; verify that the DOD ID Number on the ID card matches the DOD ID Number on the:

- DD Form 2624
- Testing Register
- Bottle label

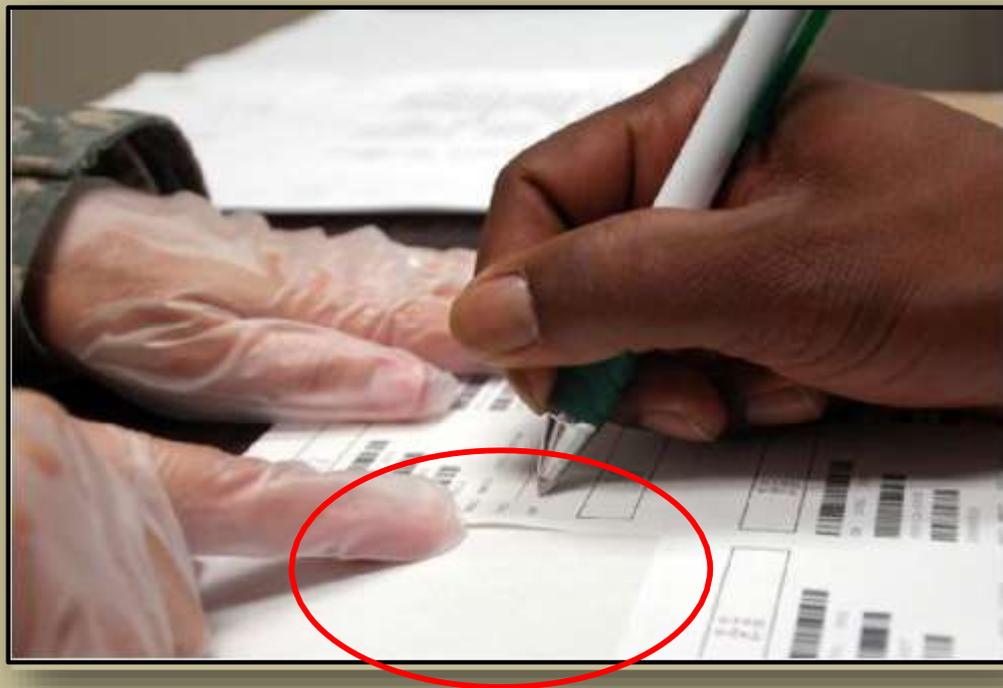




Collection – Check Out



- UPL allows Soldier to view the back of ID card to verify DOD ID# matches number listed on the testing register, DD Form 2624, and bottle label (UPL maintains custody of ID card)
- The Soldier initials the bottle label indicating that all information is correct



Must be the way the Soldier would initial a legal document. Do not make the Donor write initials in block letters, unless that is the way they would normally write their initials. If the initials spell a name or word. For example, if the Soldier's name is Carl Allen Taggard then and he using his middle name when initialing documents, his initials are "CAT." Since "CAT" is a word, complete a Certificate of Correction to explain that these are initials and not a name



Collection – Check Out



The UPL places the label on the specimen bottle





Collection – Check Out



The UPL seals the specimen bottle with tamper-evident tape, making sure that the tape is straight and touches the label on both sides of the bottle

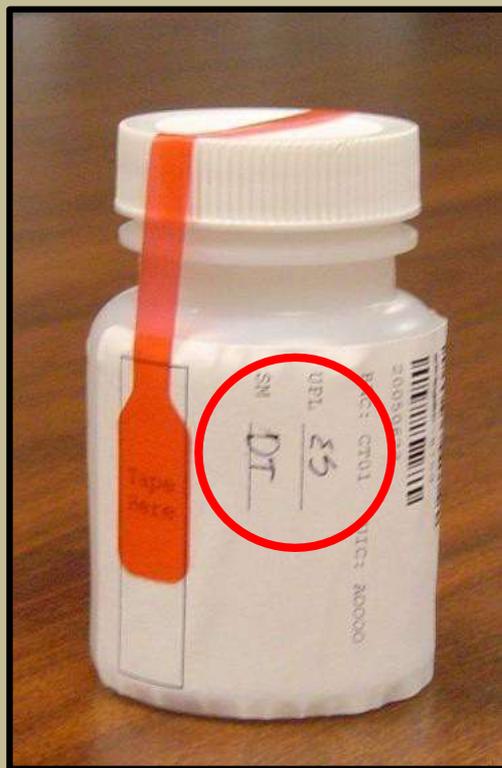




Collection – Check Out



The UPL initials the appropriate space on the bottle label





Collection – Check Out



The UPL place the specimen bottle to the correct slot in the collection box





Collection – Check Out



- The UPL instructs the **Observer** to enter printed name and signature on the Testing Register
- The UPL instructs the **Soldier** to sign the Testing Register





Collection – Check Out



- The UPL returns the ID card to the Soldier
- The UPL instructs the Soldier to return to duty





Collection – Check Out



- Initials and signatures very important and must be complete
- The UPL's initials on the bottle label verify that the UPL:
 - Received specimen directly from Soldier who produced it
 - Checked the specimen for adulteration and sufficient volume
 - Verified the cap is secure
 - Applied tamper-evident tape





Collection – Check Out



- The Observer's signature on the Testing Register verifies that the Observer:
 - Followed the correct collection procedure by directly observing the Soldier produce the sample
 - Maintained eye contact with the specimen bottle throughout the entire process



Collection – Check Out



- The Soldier's signature on the Testing Register verifies that the Soldier:
 - Provided the urine in the specimen bottle
 - Observed the UPL apply tamper-evident tape and place the bottle in the collection box





Collection – Check Out



- **Reporting Adulteration**

- If the **UPL** suspects a specimen is adulterated, he/she must take steps in the following order:
 1. Finish processing the specimen through the signature portion of the collection process
 2. Instruct the Soldier and Observer to stand fast
 3. Send someone to notify the Commander
 4. The Commander verifies the evidence of possible adulteration and, if possible, consults the legal advisor
(The Commander may not touch the specimen bottle)



Collection – Check Out



Reporting Adulteration

5. The Commander appoints a new Observer, and may pursue retesting the Soldier based on recommendations from SJA

6. The Soldier must provide a valid specimen if ordered; however, the second specimen obtained may be under Probable Cause

7. The UPL processes the second specimen on a separate DD Form 2624 Send both samples to the lab in separate batches

8. The UPL annotates the Testing Register with the circumstances and resolution



Collection – Check Out



- If an **Observer** suspects a specimen has been adulterated, the following steps must occur in order:
 1. The Observer alerts the UPL
 2. The UPL finishes processing the specimen, then advises the Soldier and Observer to stand fast
 3. The UPL sends someone to notify the Commander
 4. The Commander verifies the evidence of possible adulteration and, if possible, consults with the legal advisor



Collection – Check Out



5. The Commander may then pursue testing the Soldier again this time, under Probable Cause – and order a different Observer to witness the collection
6. The UPL processes the second specimen on a separate DD Form 2624 Send both samples to the lab in separate batches
7. The UPL annotates the circumstance for the second specimen on the Testing Register



Collection – Check Out



- Soldiers who adulterate their specimen or who assist any Soldier in doing so are subject to the full range of statutory and regulatory sanctions, both criminal (UCMJ) and administrative





Collection – Check Out



- Specimen Volume
 - In order to comply with AR 600-85, specimen bottles must contain **at least** 30 milliliters of urine to be valid
 - When a UPL receives a specimen that is short of 30ml:
 1. UPL instructs the Soldier to return to the latrine with the Observer and dump the specimen
 2. Observer ensures that the Soldier rinses the specimen bottle with tap water and ensures the Soldier crushes the bottle and returns the bottle to the UPL



Collection – Check Out



3. UPL sends the Soldier back to the holding area with instructions to drink 8 ounces of water every half hour, not to exceed 40 ounces in 3 hours

4. UPL annotates the Testing Register that the first attempt was short

6. UPL starts the collection process from the beginning with a new specimen bottle

7. UPL uses the original DD Form 2624 entries when the Soldier provides an adequate sample



Collection – Check Out



- 3. Complete a Certificate of Correction after you have finished collection and attach the Certificate of Correction to the original DD Form 2624

CERTIFICATE OF CORRECTION

MEMORANDUM FOR:

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 batch #1 SPECIMEN 12

READS AS:

Sample # 12 Tamper evidence tape (TET) was broken during the initial application of the TET at the UPL collection station.

CORRECTED TO READ AS:

An additional TET was added by the UPL to sample bottle #12 as the first piece of tape was broken during application. This was completed in the presence of the donor and observer

SIGNATURE: UPL completes
DATE: _____
TITLE: _____

VERIFIED BY: Observer completes
DATE: _____
TITLE: _____

ASAP office may have different variation of the COC



Collection – Check Out



- Letter of the Law
 - According to AR 600-85, Commanders must retest Soldiers if the Forensic Toxicology Drug Testing Laboratory (FTDTL) declares a fatal discrepancy
 - The testing lab may declare a fatal discrepancy if the accompanying forms are not forensically correct or if there is suspected adulteration





Lesson Summary-Check Out



- Carefully check each specimen bottle containing urine that you receive from a Soldier to determine whether the bottle contains the minimum amount of urine and whether there is any evidence of adulteration
- Make sure that you correctly annotate the Testing Register when the Soldier hands you a short sample
- Follow the proper procedures if you or the Observer suspects that a sample is adulterated



Lesson Summary-Check Out



- Make sure that you apply the tamper-evident tape correctly and initial the bottle label during check-out
- Be sure that both the Soldier and the Observer sign the Testing Register, and that you initial the bottle label at check-out
- Contact me before conducting a steroid test because there are specific requirements to follow that are different from typical tests

Military Urine Collection Flow Chart

October 2019

Soldier provides ID card to UPL; UPL verifies Soldier's identity; UPL determines specimen number against the collection documentation

Soldier removes excess outer garment (if not removed)

UPL removes new bottle from the specimen box and places ID card in the appropriate slot that matches Soldier's specimen number

In full view of observer, UPL hands specimen bottle (and offers the optional wide-mouth cup) to Soldier

Soldier and observer move to latrine, keeping bottles in full view of observer

In latrine, Soldier washes hands with WATER ONLY

Soldier voids into the specimen bottle or wide-mouth cup in full view of observer

Observer must see urine directly leaving Soldier's body and entering the specimen bottle or wide-mouth cup

If Soldier uses wide-mouth cup, Soldier pours urine into specimen bottle in full view of observer (minimum 30mls, 45mls preferred)

Soldier puts cap on specimen bottle in full view of observer; Soldier will ensure the specimen bottle is dry and discards the wide mouth cup (if used)

Soldier will wash and dry hands, keeping bottle in full view of observer

Soldier will walk in front of observer back to UPL's desk, keeping bottle in full view of observer

Check Out

Soldier hands specimen bottle to UPL or places bottle on UPL collection table as directed by the UPL

UPL verifies cap is tight, the bottle is dry, looks for signs of adulteration, ensures specimen bottle has a minimum of 30mls, (45mls preferred) and then places back on collection table

While UPL is holding the specimen bottle on the table, the observer will ensure the specimen bottle cap is tight, in full view of the UPL & Soldier. UPL ensures secondary review is noted on the testing register.

UPL removes Soldier's ID card from specimen box; UPL reviews the back of the ID card to verify Soldier's DOD ID# matches number listed on the testing register, DD Form 2624, and bottle label

UPL allows Soldier to view the back of ID card to verify DOD ID# matches number listed on the testing register, DD Form 2624, and bottle label (UPL maintains custody of ID card)

Soldier initials bottle label

UPL places the initialed label on specimen bottle

UPL places tamper evident tape across the top of specimen bottle

UPL initials specimen bottle label

UPL places specimen in the appropriate slot in box

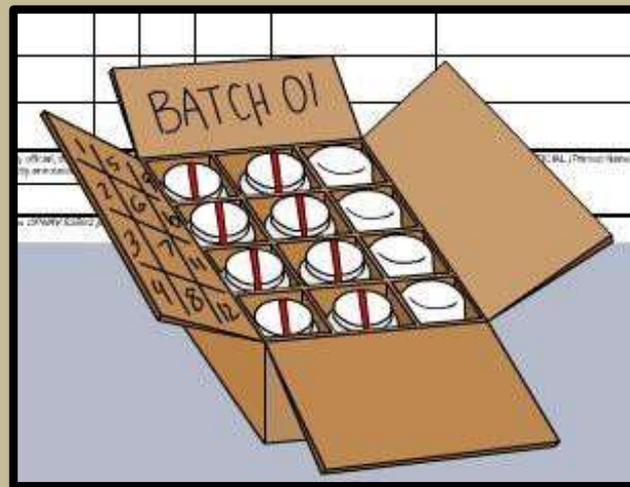
Observer prints and signs name on the testing register

Soldier signs testing register

UPL returns ID card to Soldier



Post-Collection Quality Control



Post-Collection-QC



Introduction

- This is the beginning of the Post-Collection phase of drug testing
 - In this lesson, we'll discuss:
 - The documents and other items to verify in a quality **control** inspection
 - How to break down and disinfect the testing station
 - How to restore the testing area and return supplies

Post-Collection-QC



Learning Objectives

- Given mockups of DD Form 2624, a Testing Register, and a bottle label, correctly identifies critical sections to review with 100 percent accuracy
- Given a urinalysis testing simulation, correctly order the chain of custody required to maintain integrity of the specimen bottles and documentation with 100 percent accuracy
- Given a scenario where issues result from a specimen bottle collection, identify the ramifications of incorrectly examining specimen bottles, and associated documentation, by correctly identifying a possible outcome

Post-Collection-QC



Learning Objectives-Cont

- Given a urinalysis testing simulation, identify the sequence of steps and documentation during the post collection process
- Given a model set of cleaning supplies, identify the appropriate agents for disinfection by selecting at least three correct agents from the display group of agents



Verifying Documents

- Deployed UPLs and others geographically separated (USAR, ARNG) from the ASAP are responsible for conducting a quality control inspection before shipping specimens for testing
- In garrison, you bring specimens to the local ASAP office
- You may be required to assist in packing and shipping

Post-Collection-QC



- Verifying Documents (Cont)
 - Compare DOD ID #
 - Check that the DOD ID matches for each Soldier on all urinalysis testing forms
 - If a DOD ID does not match on all forms, the Forensic Toxicology Drug Testing Laboratory (FTDTL) will reject the specimen without testing it

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page)	
1. SUBMITTING UNIT HHC 2/18 MED BDE 1212 HUFF RD ATLANTA, GA 30318	US 2. ADDITIONAL SERVICE CENTER ADCO 5015 N. 34TH FOREST PARK, GA 30128
3. BASE and UNIT IDENTIFICATION ** 8148 W L2AAA 	4. DATE SPECIMEN COLLECTED YYYY 2019
** Required information entry on front and back of form.	
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC) (1) 001  1206589742	7. TEST BASIS IO

Tape Here



IO 0001 001



1206589742



20190710

Drug Testing Program Testing Register			
			07/10/2019 3:37:11 PM
			IO
Date of Collection TMD/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI
07/10/2019	Batch: Spec: 0001 001	PVT Jones, Curtis  1206589742	IO

Post-Collection-QC



Question:

What it is called when the FTDTL rejects a specimen without testing it?

Post-Collection-QC



Question:

What it is called when the FTDTL rejects a specimen without testing it?

Answer: A fatal discrepancy

Post-Collection-QC



- Bottle labels must show the following information:
 - Collection date
 - Base Area Code (BAC)
 - UPL's initial (should not spell a full name)
 - Soldier's initial (should not spell a full name)
 - Soldier's DOD ID
 - UIC

Post-Collection-QC



- Bottle Labels – Testing Ramifications
 - Bottle should only have one label
 - Bottle labels must reflect edits you made on other urinalysis testing forms
 - The testing lab rejects specimens without testing if the bottle label has an uncorrected discrepancy
 - Correct discrepancies directly on the label only if the Soldier is still present No Certificate of Correction needed
 - Complete a Certificate of Correction to document a discrepancy if the Soldier is not present

Post-Collection-QC



- Testing Register
 - Make sure that you document all unusual circumstances with an annotation, such as when a Soldier is not tested
 - Make sure the Testing Register reflects all edits on the DD Form 2624 and bottle label
 - DO NOT send the Testing Register with the specimens
 - The lab rejects all specimens without testing them if the Testing Register is included

Post-Collection-QC



- DD Form 2624
 - Review edits for accuracy
 - If the Soldier associated with an incorrect entry is not present, you **must** complete a Certificate of Correction instead of editing the form

Post-Collection-QC



- If an entry on the DD Form 2624 does not have a collected specimen in the collection box:
 1. Blacken the barcode
 2. Line through the entry from the DOD ID#
 3. Initial, date, and write “Not Tested” at the end of the drawn line

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974, as amended.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)					A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT Unit Address		2. ADDITIONAL SERVICE INFORMATION (Second Echelon) ASAP Address				
3. BASE and UNIT IDENTIFICATION ** TC75 W ZX26U 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2019 08 24		C. LAB BATCH NUMBER		
** Required information entry on front and back of form.		Version L0	5. UNIT DOCUMENT NUMBER* 0001	D. DRUGS TESTED		
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER		10. DISC CODE
(1) 001  0002300200		IR				
(2) 002  0001400822		IR		Not Tested <i>gmc</i>		20190824
(3) 003  0003200722		IR				

Post-Collection-QC



Verify bottle tape

- It is imperative that each specimen bottle has the tamper-evident tape applied correctly
- If the tape is missing or compromised in any fashion, the lab will reject the specimen without testing it
- If the tape is broken or not touching the bottle label on both sides, apply a second piece of tape slightly offset from the first and complete a Certificate of Correction

Post-Collection-QC

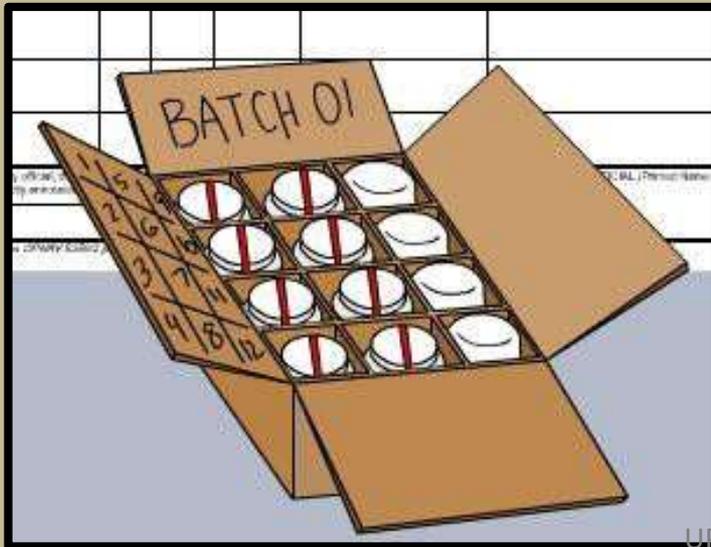


- If an **entry** on the DD Form 2624 does not have a corresponding **specimen bottle** in the collection box and the bottle cannot be found:
 1. Blacken out half an inch of the barcode
 2. Draw a line through the DOD ID
 3. Write “Not Tested” at the end of the drawn line
 4. Initial and date next to the annotation
- The testing lab declares a discrepancy for any entries that do not have a corresponding bottle in the collection box

Post-Collection-QC



- Specimen bottle placement in the collection box
 - Check that the bottles are placed in the collection box in the same order that they appear on the DD Form 2624
- All slots should have a bottle, and may contain an empty bottle



Post-Collection-QC



- Specimen bottle chain of custody
 - Chain of custody begins when the UPL accepts a specimen bottle from a Soldier
 - The chain of custody must remain continuously and forensically intact until testing is complete at the Forensic Toxicology Drug Testing Laboratory
 - It is the responsibility of the UPL to ensure that the specimen bottles are not compromised in any fashion while in their control

Post-Collection-QC



- Testing Station Breakdown and Disinfection
 - Like the holding area and latrine, the urinalysis testing station is a public space
 - When testing is completed, return the space to the same state it was in prior to testing
 - Discard any used items, such as paper towels and gloves Use a trash bag from the holding area if one is not available in the urinalysis testing station
 - Remember that you must maintain a direct line of sight with the collection box at all times

Post-Collection-QC



- Remember to:
 - Return all supplies in accordance with the SOP
 - Remove all signs
 - Remove all other materials
 - Remove the binder from the testing station
 - Take the specimens, the DD Form 2624, and the Testing Register with you when you leave



Post-Collection-QC



Although normal urine is sterile in a healthy person, it is still an environment for bacteria and other pathogens to live and reproduce

Post-Collection-QC



- To properly disinfect the urinalysis testing area:

1. Check if it's time to change your gloves You should change your gloves **every two hours** during urinalysis collection



2. Disinfect all work areas, surfaces, and reusable equipment that were used for processing urinalysis specimens



Post-Collection-QC



3. Disinfect the table and any pens that were used during urinalysis testing
4. Wipe each item clean with a paper towel after it is disinfected
5. Discard any used paper towels into the trash can

Post-Collection-QC



- Approved disinfectants

10% bleach solution

- Use ½ cup bleach and 4 ½ cups water
- Use within eight hours

Lysol®

- Make sure that the product reads that it is a disinfectant Not all Lysol products contain the disinfecting agent

70% or higher alcohol solution

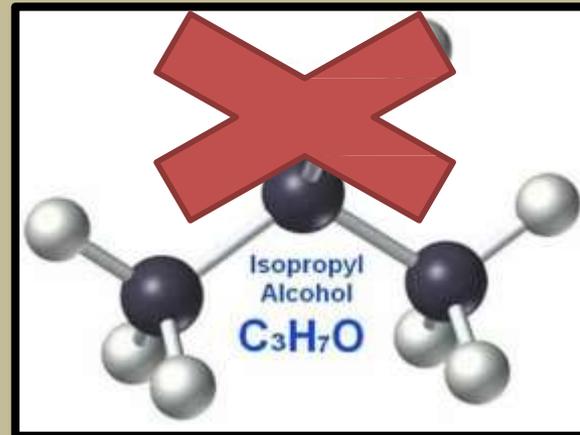
- The alcohol solution should be either methanol or ethanol

Approved
Disinfectant

Post-Collection-QC



- Disinfectants that are **not** approved for use
 - Isopropyl alcohol
 - 60% alcohol solution
 - 5% bleach solution
 - Hand sanitizers



Post-Collection-QC



- Restoring the Area and Returning Supplies
 - The UPL must follow these steps to re-open the latrine to the public after urinalysis testing:
 - Return any cleaning products to the latrine that were removed at the inspection
 - Wipe the sink area with paper towels
 - Remove the Latrine “Off Limits” sign from the latrine door

Post-Collection-QC



- The holding area:
 - Discard all used cups and trash
 - Return beverages and unused cups in accordance with the SOP
 - Remove the “Holding Area” sign, so that the area can be re-opened for general use

Post-Collection-QC



- Returning testing supplies
 - Return supplies to the secure storage area
 - Make a note of any items that may need to be reordered or picked up at the ASAP office
 - Replenish your supplies to maintain at least enough to conduct a 100 percent Unit inspection



Lesson Summary-QC



- Make sure that you have checked that the tamper-evident tape is applied correctly
- Perform a quality control review of all documents and specimens
- Make sure that the DOD IDs for each Soldier match on all documents
- Ensure that all edits to the DD Form 2624 and bottle labels are forensically correct



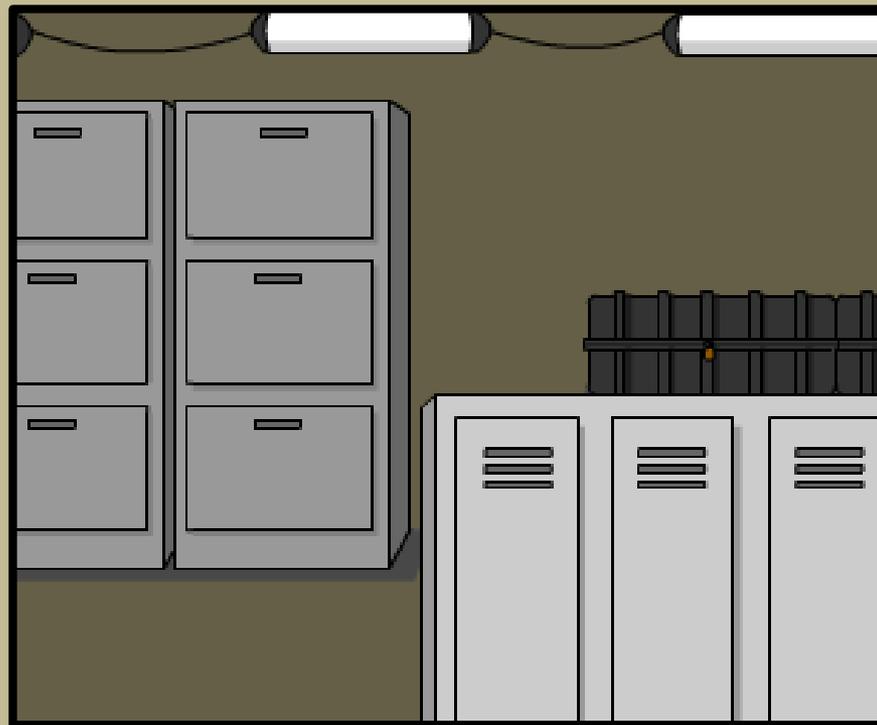
Lesson Summary-QC



- Make sure that the chain of custody documentation form is complete and correct
- Make sure that every entry on the DD Form 2624 has an associated collected specimen in the collection box
- Check the placement order of specimen bottles in the box to be sure they align with the order on the DD Form 2624
- Be sure to disinfect the urinalysis testing table when you are finished and leave the testing area as you found it



Post-Collection Storage



UNCLASSIFIED



Post-Collection-Storage



Introduction

In this lesson, we'll discuss:

- Procedures for temporarily storing urinalysis specimens
- Requirements for storage containers
- Chain of custody requirements



Post-Collection-Storage



Learning Objectives

- Given a urinalysis testing scenario, order chain of custody procedures for specimen storage with 100 percent accuracy
- Given a model storage environment, identify approved specimen storage options by selecting at least two appropriate storage options from an array of possible options



Post-Collection-Storage



- Specimen Storage
 - Typically, temporary storage for urinalysis specimens is only necessary if you cannot turn them in to the DTC on the same day as collection
 - The UPL is responsible for maintaining chain of custody
 - You must keep specimens in your possession and in line of sight at all times unless they are in temporary storage
 - You must accurately document chain of custody on the back of the DD Form 2624 when placing specimens into storage or removing them from storage



Post-Collection-Storage



Documenting chain of custody – no storage

Ensure the BAC, UIC and Document Number fields on the back of DD Form 2624 are filled-in

1. Fill-in BAC, UIC, and Document number
2. Block 11a: The current date
3. Block 11b: Printed name and signed payroll signature
4. Block 11c: Leave blank
5. Block 11d: Enter the note “Specimens turned in to DTC”

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION		TC75	ZX26U	UNIT DOCUMENT NUMBER		0001
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER		
(1) 20190823	SIGNATURE <i>John M. Peters</i> NAME <i>John M Peters</i>		SIGNATURE <i>Sandra Smith</i> NAME <i>Sandra Smith</i>		Specimens transferred to DTC for QC		
(2)	SIGNATURE NAME		SIGNATURE NAME				
(3)	SIGNATURE NAME		SIGNATURE				
(4)	SIGNATURE NAME		SIGNATURE NAME				
(5)	SIGNATURE NAME		SIGNATURE NAME				
(6)	SIGNATURE NAME		SIGNATURE NAME				
(7)	SIGNATURE NAME		SIGNATURE NAME				
(8)	SIGNATURE NAME		SIGNATURE NAME				
(9)	SIGNATURE NAME		SIGNATURE NAME				
(10)	SIGNATURE NAME		SIGNATURE NAME				

In Garrison, DTC conducts QC of specimens

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		TC75 ZX26U		UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY			c. RECEIVED BY		d. PURPOSE OF TRANSFER	
(1) 20190823	SIGNATURE <i>John M. Peters</i> NAME <i>John M Peters</i>			SIGNATURE NAME FedEx		Specimens shipped to FTDTL by FedEx	
(2)	SIGNATURE NAME			SIGNATURE NAME			
(3)	SIGNATURE NAME			SIGNATURE NAME			
Reserve, National Guard and Deployed UPL ship specimens directly to FTDTL							
	NAME			NAME			
(5)	SIGNATURE NAME			SIGNATURE NAME			
(6)	SIGNATURE NAME			SIGNATURE NAME			
(7)	SIGNATURE NAME			SIGNATURE NAME			
(8)	SIGNATURE NAME			SIGNATURE NAME			
(9)	SIGNATURE NAME			SIGNATURE NAME			
(10)	SIGNATURE NAME			SIGNATURE NAME			



Post-Collection-Storage



Documenting chain of custody with storage

- Block 11a: The current date
- Block 11b: Printed name and signed payroll signature
- Block 11c: Location of the storage container, to include the building and room number if applicable
- Block 11d: Purpose for transfer In this case, “placed in temporary storage”
- ***Ensure the BAC, UIC and Document Number fields on the back of DD Form 2624 are filled-in***

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		UNIT DOCUMENT NUMBER	
		TC75	ZX26U	0001	
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER
(1) 20190823	SIGNATURE <i>John M. Peters</i>	SIGNATURE	HHC 2/INF Company Safe		Specimens placed in temporary storage
	NAME <i>John M Peters</i>	NAME	Bldg 12, room 201		
(2)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(3)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(4)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(5)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(6)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(7)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(8)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(9)	SIGNATURE	SIGNATURE			
	NAME	NAME			
(10)	SIGNATURE	SIGNATURE			
	NAME	NAME			



Post-Collection-Storage



Important points about chain of custody documentation

- Do not pre-date or post-date chain of custody events
- You must document chain of custody when removing specimens from storage
- Chain of custody must remain continuously and forensically intact until the specimens are received by the courier/shipping agency, and subsequently the drug testing laboratory
- The UPL who collects specimens should be the one who turns the samples to the DTC
- Document change of custody if another UPL is turning in



Post-Collection-Storage



To transfer specimen custody to an alternate UPL in the case of an emergency, perform these steps:

- The original UPL closes out the DD Form 2624 (front) and indicates a change of custody (back)
- Alternate UPL prepares a new DD Form 2624 with a new batch to continue collection

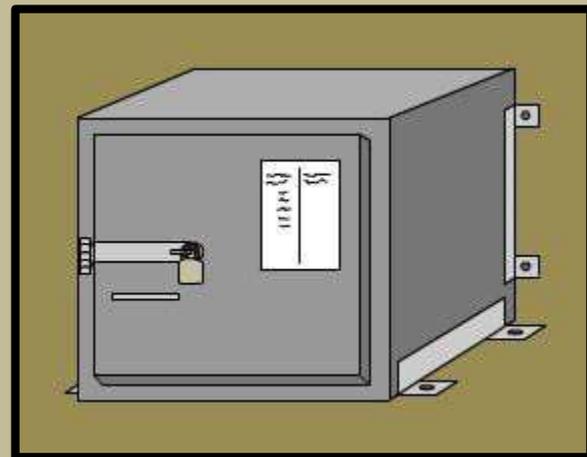


Post-Collection-Storage



Approved Storage Containers- Safe

- Must weigh at least 500 pounds or be attached with a chain or bolts
- Secure hasp with a 200 series padlock (with only two keys – no combination lock)
- Must be in an office or other room that can be locked



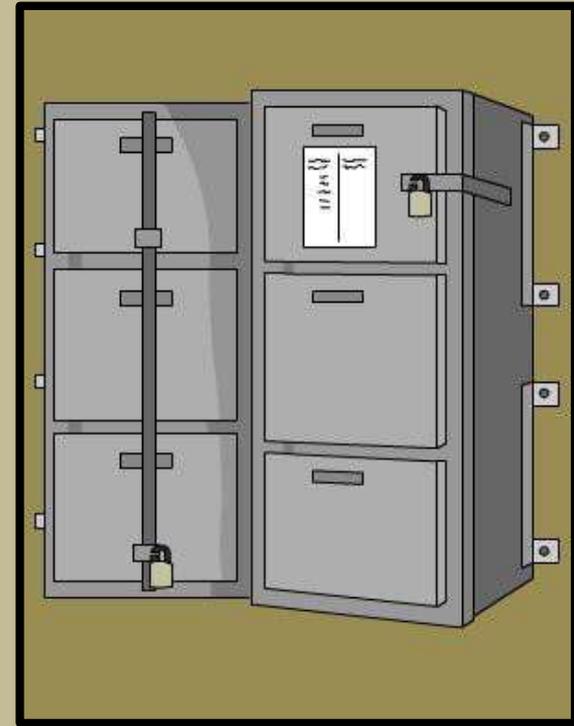


Post-Collection-Storage



Approved Storage Containers- Filing Cabinet

- Must weigh at least 500 pounds or be attached with a chain or bolts
- Secure the hasp with a 200 series padlock (only two keys and no combination lock)
- Metal bar hasp must run the entire height of the cabinet
- The hasp may be welded to the top drawer in place of the metal bar, but then only the top drawer can be used for storage
- Must be in a room with a door that can be locked



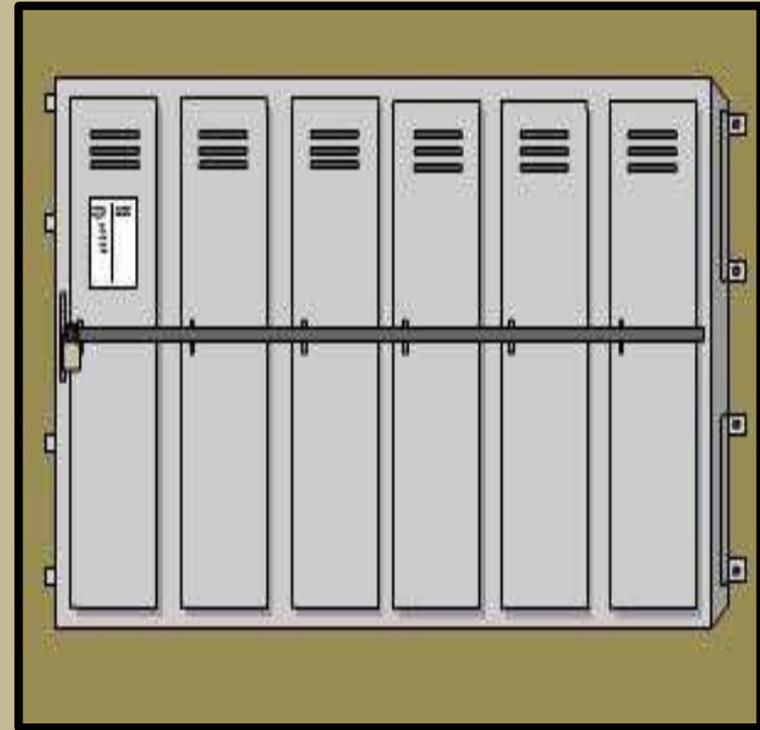


Post-Collection-Storage



Approved Storage Containers - Metal Wall Locker

- This container must weigh at least 500 pounds, or be attached with a chain or bolts
- Hasp secured with a 200 series padlock (only two keys and no combination lock)
- Must be in a room with a door that can be locked





Post-Collection-Storage



Temporary storage mandatory requirements

- One key is issued to the primary UPL The other key is secured in a sealed envelope (signed by the UPL across the seal) and issued to the Commander's safe
- Key control procedures are defined in AR 600-85 and key control SOPs
- SF-702 must document all opening/closing of the storage container The UPL maintains the SF-702 for three years
- Each event involving temporary storage of specimens must be documented on the chain of custody form (back of DD Form 2624)



Post-Collection-Storage



SF 702 Instructions

Fill out the top sheet so people know what security container the SF 702 belongs to.

Write day in date column, three letter initials of person opening safe, and time opened.

Whoever secures the container will initial off and annotate the time they locked it.

The person closing the office for the day will check the container is locked, then initial and annotate the time.

SECURITY CONTAINER CHECK SHEET							
FROM	ROOM NO	BUILDING	CONTAINER NO				
	3C23	121	25				
CERTIFICATION							
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.							
MONTH/YEAR: October 2019							
DATE	OPENED BY		CLOSED BY		CHECKED BY		SECOND CHECK (if required)
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	
14	MRB	0900	RJB	1400	ALS	1635	
15	Not opened				ALS	1645	

Each container must have a unique number. Usually found on the metal plate at the top of the container.

Month and year printed



If the container was not opened, the person closing the office for the day will check the container is locked. On the form, he will write the day, "not opened" across the entry, initial, and annotate the time.



Post-Collection-Storage



Specimen storage in deployed areas

- Commanders in deployed areas should make every attempt to ensure specimens requiring storage are properly secured if facilities are not available that fully comply with the storage guidelines
- In deployed areas only, alternate storage may include a foot locker or similar container if it meets these conditions:
 - A padlock to which the primary UPL has the only key
 - Location in the Unit's tactical operations center or other area under constant surveillance



Post-Collection-Storage



Removing Specimens From Storage

- To complete chain of custody documentation when removing specimens from temporary storage, the UPL makes these entries on the back of the DD Form 2624:
 1. Block 11a: The current date
 2. Block 11b: Location of the storage container, to include the building and room number if applicable
 3. Block 11c: Printed name and signed payroll signature
 4. Block 11d: Purpose for transfer In this case, “Removed from temporary storage”
 5. Ensure the BAC, UIC and Document Number fields on the back of DD Form 2624 are filled-in

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		TC75 ZX26U		UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)		b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER	
(1) 20190823		SIGNATURE <i>John M. Peters</i> NAME John M Peters		SIGNATURE HHC 2/INF Company Safe NAME Bldg 12, Room 201		Specimens placed in temporary storage	
(2) 20190826		SIGNATURE HHC 2/INF Company Safe NAME Bldg 12, Room 201		SIGNATURE <i>John M. Peters</i> NAME John M Peters		Specimens removed from temporary storage	
(3) 20190826		SIGNATURE <i>John M. Peters</i> NAME John M Peters		SIGNATURE <i>Sandra Smith</i> NAME Sandra Smith		Specimens transferred to DTC for QC	
(4)		SIGNATURE NAME		SIGNATURE NAME			
(5)		SIGNATURE NAME		SIGNATURE NAME			
(6)		SIGNATURE NAME		SIGNATURE NAME			
(7)		SIGNATURE NAME		SIGNATURE NAME			
(8)		SIGNATURE NAME		SIGNATURE NAME			
(9)		SIGNATURE NAME		SIGNATURE NAME			
(10)		SIGNATURE NAME		SIGNATURE NAME			

In Garrison, DTC conducts QC of specimens

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		TC75 ZX26U		UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER		
(1) 20190823	SIGNATURE <i>John M. Peters</i>	NAME <i>John M Peters</i>	SIGNATURE HHC 2/INF Company Safe Bldg 12, room 201	NAME HHC 2/INF Company Safe Bldg 12, room 201	Specimens placed in temporary storage		
(2) 20190826	SIGNATURE HHC 2/INF Company Safe Bldg 12, room 201	NAME HHC 2/INF Company Safe Bldg 12, room 201	SIGNATURE <i>John M. Peters</i>	NAME <i>John M Peters</i>	Specimens removed from temporary storage		
(3) 20190826	SIGNATURE <i>John M. Peters</i>	NAME <i>John M Peters</i>	SIGNATURE FedEx	NAME FedEx	Specimens mailed to FTDTL by FedEx		
(4)	SIGNATURE	NAME	SIGNATURE	NAME			
(5)	SIGNATURE	NAME	SIGNATURE	NAME			
Reserve, National Guard and Deployed UPL ship specimens directly to FTDTL							
(6)	SIGNATURE	NAME	SIGNATURE	NAME			
(7)	SIGNATURE	NAME	SIGNATURE	NAME			
(8)	SIGNATURE	NAME	SIGNATURE	NAME			
(9)	SIGNATURE	NAME	SIGNATURE	NAME			
(10)	SIGNATURE	NAME	SIGNATURE	NAME			



Post-Collection-Storage



- Chain of custody
 - Do not pre-date or post-date chain of custody events
 - Chain of custody must remain continuously and forensically intact until the specimens are received by the courier/shipping agency, and subsequently the drug testing laboratory



Lesson Summary-Storage



- If there is enough time to ship the specimens the same day as testing or to turn them in, you do not have to place them in storage. However, you must maintain line of sight with the specimens the entire time they are in your possession.
- Make sure that you properly annotate the DD Form 2624 to document chain of custody when you transfer specimens into or out of temporary storage.
- Learn and follow the mandatory storage requirements.
- Be sure to complete the SF-702 every time you open or close a storage container.



Post-Collection Packaging



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Post-Collection-Packaging



Introduction

In this lesson, we'll discuss:

- The UPL role in packing specimens when in garrison and deployed
- Packaging materials
- How to pack specimens for shipment to the testing lab



Post-Collection-Packaging



Learning Objectives

- Given a list of documents, properly identify the documents included with the specimens when they are shipped to the drug testing laboratory
- Given a specimen packaging picture, properly identify the next step in the packaging sequence



Post-Collection-Packaging



- Garrison Comparison
 - In garrison, the DTC performs a quality control inspection of each collection box, and then packs and ships specimens to the Forensic Toxicology Drug Testing Laboratory
 - UPLs will be required to assist DTC with packing
- Deployed/Reserve/National Guard
 - UPLs who are deployed or not located at an installation package the specimens
 - All must follow chain of custody procedures



Post-Collection-Packaging



Certificate of Correction

- If a correction was identified ensure you complete a Certificate of Correction for the bottle labels, broken tamper evident tape or the DD Form 2624
- The original Certificate of Correction must be attached to the original DD Form 2624 and sent with the specimens
- Copies of the DD Form 2624 and any Certificates of Correction must be filed IAW 25-400-2(ARIMS)

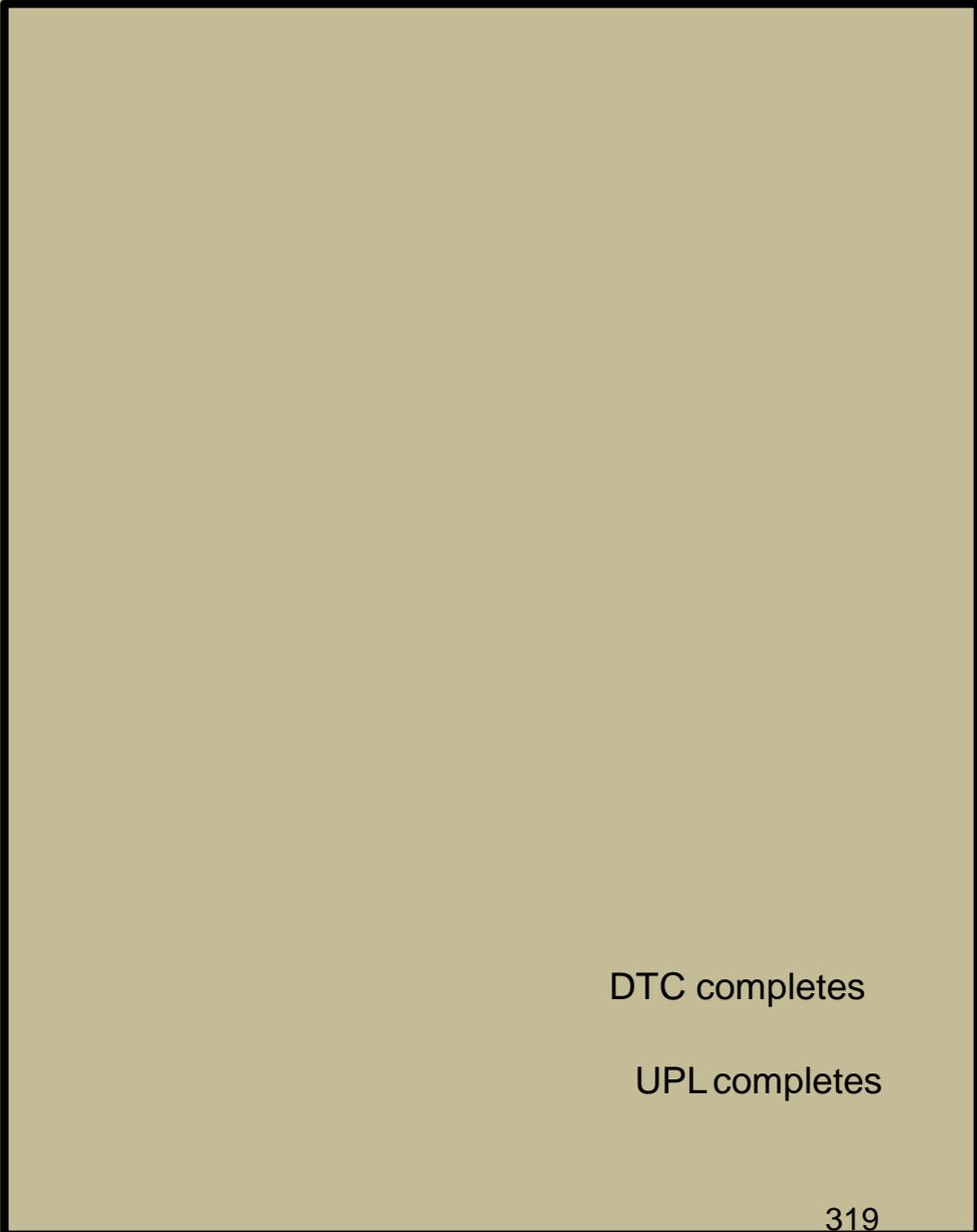


Post-Collection-Packaging



Certificate of Correction Example

ASAP office may have different variation of the COC



DTC completes

UPL completes



Post-Collection-Packaging



Packaging Materials

- Single specimen bags as secondary container and small absorbent pads (appx 100 ml)
- Large absorbent pads (300-500ml) to contain leakage from specimens in a specimen box during extraordinary situation when single specimen bags are not available
- Mailing tape to seal over all open sides, edges and flaps on the collection box
- White letter-size business envelope to hold the DD Form 2624 and any Certificate of Correction forms
- Black marker, blue ball point ink pen (preferred) or black ball point ink pen to sign your payroll signature on the collection box



Post-Collection-Packaging



Packaging each Specimen in a Secondary Container

Package a Specimen Bottle into Secondary Container



6x6 single-pouch



6x10 double-pouch



6x10 double-pouch



Insert specimen into the specimen compartment and seal bag lips or flaps IAW product instruction (see arrow in pictures)



Flatten bag to remove air



wrap excess portion of bag around bottle, keeping bag lips straight



Gently squeeze excess portion of bag around bottle, keeping bag lips straight



keeping bag lips straight while removing protective cover from adhesive band



evenly press bag lips together to seal, avoid forming wrinkles and folds to prevent leakage



ensure to seal the corners of bags properly to prevent leakage



wrap excess portion of bag around bottle



push the top of bottle toward one side of bag, reducing bulkiness around bottle neck to prevent breakage of temper-evident tape; fold the excess under bottle and place bottle in collection box



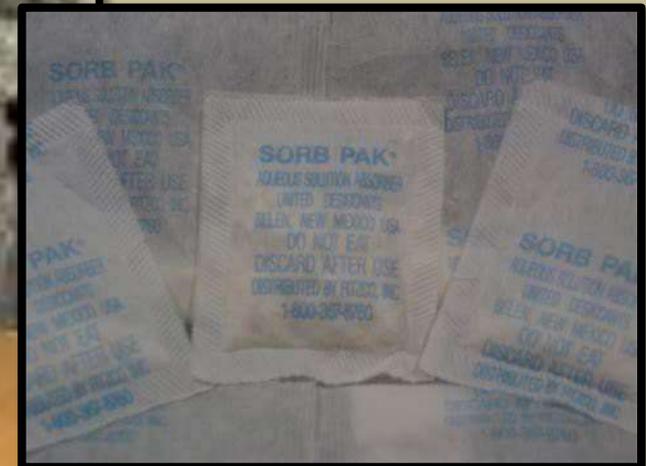


Post-Collection-Packaging



Packing Steps

- Follow these steps in the correct order to pack specimens:
 1. If due to extraordinary circumstance and single specimen secondary bags are not available, place a large (300-500 ml) absorbent pad in the collection box on top of the specimen bottles





Post-Collection-Packaging



2. Seal the collection box with mailing tape over all open sides, edges and flaps



3. Sign payroll signature **across the tape** on the **top and bottom** of the collection box





Post-Collection-Packaging



4. Attach the white business envelope containing the original DD Form 2624 and any Certificates of Correction to the outside of the collection box. The envelope must remain unsealed
5. Write your BAC in large letters on the outside of the envelope





Post-Collection-Packaging



Quality Control, Storage, and Packing Review

- Verify entries on all documentation after testing is complete and before packing
- Turn specimens in immediately after collection if possible
- Complete all chain of custody entries correctly, whether turning in specimens immediately, placing in temporary storage, or removing from temporary storage
- Properly complete all steps to pack specimens



Post-Collection-Packaging



- Deployed UPLs may need to allow an official postal clerk to perform a visual inspection before packing and shipment
- Do not allow the postal clerk to touch the collection box or specimen bottles





Lesson Summary-Packaging



- Fill out the DD Form 2624 completely and correctly if you remove specimens from temporary storage
- Ensure that you include all Certificates of Correction attached to the DD Form 2624
- Do not use Scotch tape or duct tape when sealing the collection box
- Consult the UPL Handouts if you don't remember all of the packing steps



Participant Guide Review Testing Station/ Storage/Packing



Video



- <https://youtu.be/YHwnhr3PxjY> - Navy Drug Screening Lab (Part 1)
- <https://www.youtube.com/watch?v=gXVRTavSliY> - Navy Drug Screening Lab (Part 2)
- <https://www.youtube.com/watch?v=EcJTac6Hxk8> - Navy Drug Testing Lab
- <https://youtu.be/h85s0rQj7fs> - Drug Testing Myths



Post-Collection Shipping





Post-Collection-Shipping



Introduction

In this lesson, we'll discuss:

- Testing laboratory locations to ship urinalysis specimens
- Approved shipping carriers
- How to complete chain of custody before shipping
- Final procedures for shipping specimens



Post-Collection-Shipping



Learning Objectives

- Given a list of possible shipping methods, distinguish approved carriers for shipping specimens to the lab with 100 percent accuracy
- Given a urinalysis testing scenario, order a chain of custody procedures for specimen shipment with 100 percent accuracy
- Given a simulation for shipping specimens, order the steps for shipping specimens with 100 percent accuracy



Post-Collection-Shipping



- Forensic Toxicology Drug Testing Laboratory (FTDTL) Locations
 - **Tripler, HI** Forensic Toxicology Drug Testing Laboratory
 - **Fort Meade, MD** Forensic Toxicology Drug Testing Laboratory
 - Jacksonville Navy Drug Screening Laboratory (NDSL)
 - Great Lakes Navy Drug Screening Laboratory(NDSL)
 - Airforce Drug Testing Laboratory (AFDTL), Joint Base San Antonio, Lackland.
- Contact your ASAP representative for your designated laboratory



Post-Collection-Shipping



- Steroid tests and special tests – all Units
 - **Fort Meade, MD** for steroid tests
 - **Armed Forces Medical Examiner System** for special tests
- Consult with your *ASAP* representative before collecting and submitting specimens for steroid and special tests
- FTDTL addresses listed in the UPL Handouts



Post-Collection-Shipping



- Approved Carriers
 - Registered mail
 - US Postal Service by First Class Mail
 - Hand-carried by surface transportation
 - Military aircraft transportation system
 - US flag commercial air freight air express and air freight provider (FEDEX, UPS, DHL)
 - Foreign flag carrier only if none of the above is available



Post-Collection-Shipping



- Chain of Custody
- Shipping after removing from storage
 1. Block 11a: Current date
 2. Block 11b: Printed name and signed payroll signature
 3. Block 11c: Method of mail transport
 4. Block 11d: Enter “Specimens mailed to FTDTL by (mail method)”

Ensure the BAC, UIC and Document Number fields on the back of DD Form 2624 are filled-in

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION TC75 ZX26U		UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER
(1) 20190823	SIGNATURE <i>John M. Peters</i> NAME John M Peters	SIGNATURE HHC 2/INF Company Safe NAME Bldg 12, Room 201			Specimens placed in temporary storage
(2) 20190826	SIGNATURE HHC 2/INF Company Safe NAME Bldg 12, Room 201	SIGNATURE <i>John M. Peters</i> NAME John M Peters			Specimens removed from temporary storage
(3) 20190826	SIGNATURE <i>John M. Peters</i> NAME John M Peters	SIGNATURE <i>Sandra Smith</i> NAME Sandra Smith			Specimens transferred to DTC for QC
(4) 20190826	SIGNATURE <i>Sandra Smith</i> NAME Sandra Smith	SIGNATURE FedEx NAME			Specimens Shipped to Drug Testing Lab
(5)	SIGNATURE NAME	SIGNATURE NAME			
(6)	SIGNATURE NAME	SIGNATURE NAME			
(7)	SIGNATURE NAME	SIGNATURE NAME			
(8)	SIGNATURE NAME	SIGNATURE NAME			
(9)	SIGNATURE NAME	SIGNATURE NAME			
(10)	SIGNATURE NAME	SIGNATURE NAME			

In Garrison, DTC conducts QC of specimens



Post-Collection-Shipping



- Shipping immediately after collection
 1. Block 11a: Current date
 2. Block 11b: Printed name and signed payroll signature
 3. Block 11c: Method of mail transport
 4. Block 11d: Enter “Specimens mailed to FTDTL by [mail method]”

Ensure the BAC, UIC and Document Number fields on the back of DD Form 2624 are filled-in

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		TC75 ZX26U		UNIT DOCUMENT NUMBER 0001	
a. DATE (YYYYMMDD)	b. RELEASED BY			c. RECEIVED BY		d. PURPOSE OF TRANSFER	
(1) 20190823	SIGNATURE <i>John M. Peters</i> NAME <i>John M Peters</i>			SIGNATURE NAME FedEx		Specimens shipped to FTDTL by FedEx	
(2)	SIGNATURE NAME			SIGNATURE NAME			
(3)	SIGNATURE NAME			SIGNATURE NAME			
Reserve, National Guard and Deployed UPL ship specimens directly to FTDTL							
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(7)	SIGNATURE NAME			SIGNATURE NAME			
(8)	SIGNATURE NAME			SIGNATURE NAME			
(9)	SIGNATURE NAME			SIGNATURE NAME			
(10)	SIGNATURE NAME			SIGNATURE NAME			



Post-Collection-Shipping



- Complete chain of custody entry for shipment only when you are actually shipping the specimens
- Don't pre-date or post-date
- You must make the final chain of custody entry even if the specimens were not in temporary storage
- Chain of custody must remain continuously and forensically intact from the point of collection until testing at the lab
- If the final chain of custody annotation for shipment is not complete, the testing lab to reject all specimens in the shipment without testing them



Post-Collection-Shipping



Shipping Procedures

- Annotate on the DD Form 2624 that the specimens are being shipped
- Return the form to the white business envelope attached to the outside of the collection box
- Place each collection box inside a leak proof bag





Post-Collection-Shipping



Shipping Procedures

- Place collection boxes inside the outermost shipping container and package according to the carrier's requirements and local policy
- Handwrite or affix a label that says "Exempt Human Specimen" next to the mailing address (not on the address label) according to local policy
- Hand the shipping box directly to a staff member of the carrier at the point of shipment



Post-Collection-Shipping



- Laboratory Procedures: **Fatal Discrepancies**
 - Occur when a specimen does not meet processing guidelines in a way that would invalidate the test results, such as insufficient specimen amount
 - The lab destroys the specimen without testing it
- Laboratory Procedures: **Non-Fatal Discrepancies**
 - Occur when a specimen does not meet processing guidelines in a way that would not invalidate the test results but should have been corrected by the UPL or DTC, such as invalid test basis codes
 - The lab tests specimens with non-fatal discrepancies



Post-Collection-Shipping



- There are DOD approved discrepancy codes in 6 categories:
 - Bottle
 - Specimen
 - Custody Form
 - Package
 - Label
 - Other



Post-Collection-Shipping



Will receive a broken seal discrepancy code



Post-Collection-Shipping



Should not receive a broken seal discrepancy code



You can always send a Certificate of Correction



Post-Collection-Shipping



- Four (5) discrepancies that occur most frequently
 - (GG) - DD Form 2624 listed specimen, but no bottle was received
 - (BK) - Specimen leaked in shipment, Tested
 - (LX) - Label-DOD ID discrepancy
 - (PD) – Package missing signature
 - (PH) – Leakage noted



Post-Collection-Shipping



- Consequences for excessive discrepancies
- The UPL can have **certification revoked** for excessive discrepancies in drug testing collection procedures, urinalysis specimens, or on associated forms
- The UPL should review what led to any discrepancy and take corrective action





Post-Collection-Shipping



Laboratory testing procedure

- Quality control check, initial screening, then may perform verification and confirmation tests
- First test to determine presence of any drugs or drug metabolites
- Testing ends here for specimens with a negative result



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Post-Collection-Shipping

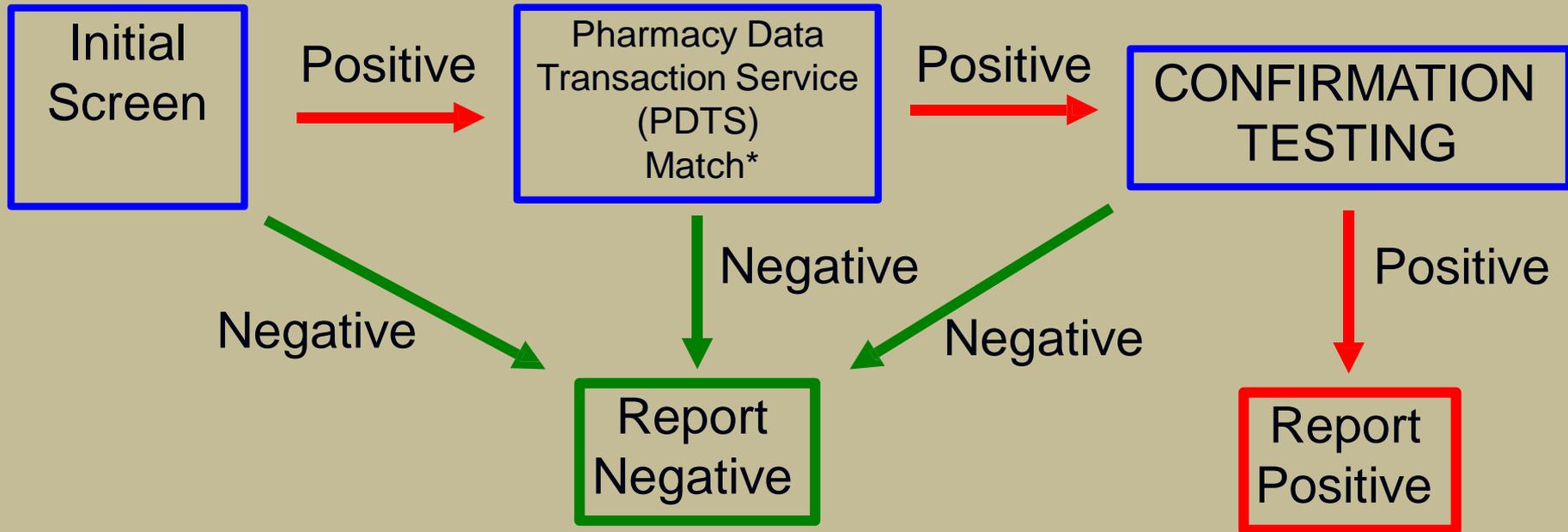


- Confirmation test
 - Second test to confirm the presence and concentration of specific drugs
 - If the amount of a drug or drug metabolite meets or exceeds the indicated level the lab enters a positive drug test result
 - Nanogram Levels reflect the concentration of a drug or drug metabolite in a Soldier's urine





Post-Collection-Shipping



*Pharmacy Data Transaction Service will match current prescription and list the specimen as a negative



Post-Collection-Shipping



<u>Initial test analyte</u>	<u>Initial test cutoff</u>	<u>Confirmatory test analyte</u>	<u>Confirmatory test cutoff concentration</u>
Marijuana metabolites (THCA)	50 ng/mL	THCA	15 ng/mL
Cocaine metabolite (Benzoylecgonine)	150 ng/mL	Benzoylecgonine	100 ng/mL
Codeine/Morphine	2,000 ng/mL	Codeine Morphine	2,000 ng/mL 2,000 ng/mL
Hydrocodone/Hydromorphone	300 ng/mL	Hydrocodone Hydromorphone	100 ng/mL 100 ng/mL
Oxycodone/Oxymorphone	100 ng/mL	Oxycodone Oxymorphone	100 ng/mL 100 ng/mL
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL
Amphetamine/Methamphetamine	500 ng/mL	Amphetamine Methamphetamine	250 ng/mL 250 ng/mL
MDMA /MDA	500 ng/mL	MDMA MDA	250 ng/mL 250 ng/mL



Post-Collection-Shipping



- Nanogram levels and Commander Actions
 - Nanogram levels vary depending on several factors, and are **not** a direct indicator of how much a Soldier abused
 - Commanders should **not** use nanogram levels in determining their response to a positive test result



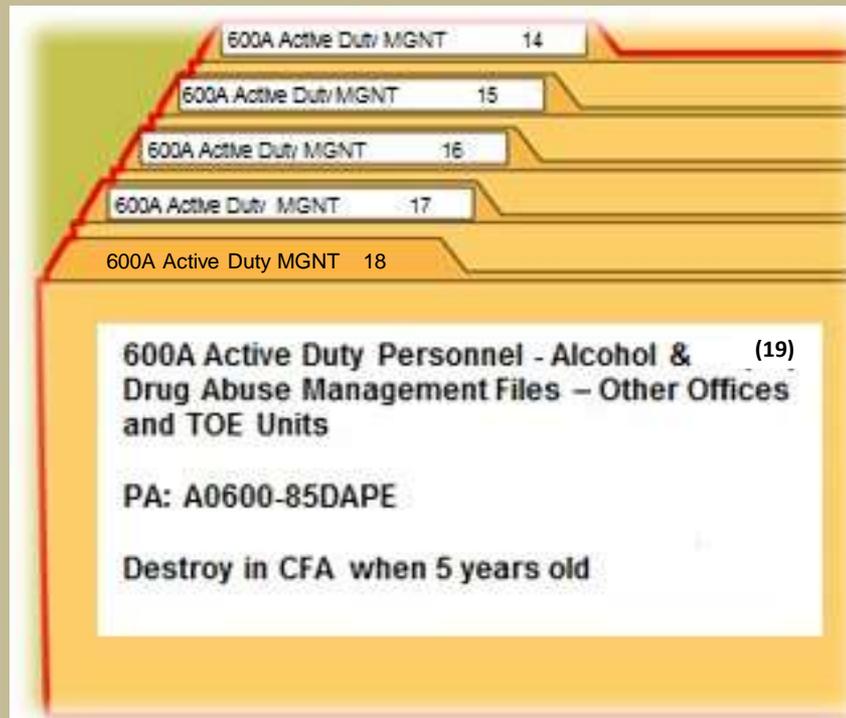
Lesson Summary-Shipping



- Ship specimens only to the specifically-assigned FTDTL for your region
- Be sure to place all of the slotted collection boxes into leak-proof bags prior to shipment
- It is imperative that you adhere to the chain of custody procedures when shipping



Post Collection Records Management



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Post Collection-Records



■ Introduction

- In this lesson, we'll discuss:
 - The procedures for reporting, receiving, and acting upon urinalysis test results
 - Specific substances that are prohibited and would trigger a positive drug test result
 - How the laboratory indicates discrepancies
 - Procedures for maintaining drug test records after receiving results
 - How to annotate documents with drug test results



Post Collection-Records



Learning Objectives

- Given scenarios involving the storage of test records, identify correct procedures for receiving, reporting, and recording results from a list of several alternatives
- Given scenarios involving the storage of test records, identify governing requirements for filing and storing report documentation from a list of several alternatives

Post Collection-Records



- Reporting No-Show(s)
 - Document on DD Form 2624 and Testing Register
 - Report to commander
 - Test a no-show upon return or next urinalysis as an IO code
 - Ensure to collect, package and ship in separate box from other Test Basis Code(s)



Post Collection-Records



- Receiving Results
 - The FTDTL posts urinalysis testing results online for authorized personnel to access
 - BAC Managers retrieve results for deployed Units
 - DTCs retrieve results for Units in garrison
 - For non-deployed National Guard Units, the Point of Contact is the State DTC
 - For non-deployed Reserve, the Point of Contact is the Command ADCO



Post Collection-Records



- Results for deployed Units are usually available 30-45 days (long mail time) after the specimens are shipped to the FTDTL
- Results for Units in garrison are usually available one week after testing



Post Collection-Records



- Results Checker Tool

- Available on the ASAP Web site for CENTCOM-deployed UPLs only (using BACs that begin with a CT)

- Provides the following information:

- Testing date
- Any discrepancies
- Number of specimens tested
- Whether results are available



- Does NOT list positive/negative results on specimens

- Actual results only available on FTDTL portal Contact listed BAC Manager for actual result reports and details



Post Collection-Records

Results Checker Tool



The screenshot shows the ASAP (Army Substance Abuse Program) website. The main navigation bar includes links for Soldier Counseling, Commander Page, ASAP References, Media & Press, UPL Page, and Deployed Units. Below this is a secondary navigation bar with Get Help, Alcohol & Drug Facts, Laws & Regulations, ASAP Resources, and Campaigns & Events. The main content area is titled "ASAP ARMY SUBSTANCE ABUSE PROGRAM" and features a "Drug Testing Report" section. This section contains a paragraph explaining the tool's purpose: "In an effort to help deployed Commanders comply with GEN Cody's message to the field concerning compliance with Army policy regarding drug testing during deployments, this tool allows you to check if any drug testing results have been posted by the Forensic Toxicology Drug Testing Lab (FTDTL) over the last 120 days. This tool is to be used by deployed Commanders or their duly appointed representative acting on the Commander's behalf who submitted urinalysis specimens using a CT base area code." Below the text is a form with the label "Enter UIC:" followed by a text input field and a "Run Report" button. To the right of the main content are three columns of resources: "ASAP Resources" (Overview, Commanders, Commander's Top Ten Guide, ASAP Guidance for Deployed Commanders, Deployed Units, NEW - Commanders/UPL Handbook, Commander FAQ, Unit Prevention Leaders, Prevention Tools, Risk Reduction), "External Resources" (DEA Drug Information, NIDA Drugs of Abuse Information), "Frequent Downloads" (New DTP version, NEW - Commanders/UPL Handbook (PDF), DHAP Factsheet, View All), and "Find a Counselor" (Take the Next Step, Get contact information and valuable resources, or contact Military OneSource: 1-800-342-9647). The browser's address bar shows the URL "https://asap.army.mil/public/comm_ult_in_public.jsp".



Post Collection-Records



Testing Results Report

Results Report for: USA CT01 - AFGHANISTAN-EAST

Date Reported: 20100630

Electronic Copy Of The DD2624

BAC: CT01 Unit: W XXXAA Lab: TAMC Date Coll: 20100527 Doc: 0002 Form #: 10F999996

ID	SSN	LAN	BASIS	INFO	DISC	DRUGS TESTED	RESULTS
001	000000001	T10F0806035	IR	A		ACEHT	NEGATIVE
002	000000002	T10F0806036	IR	B		ACEHT	NEGATIVE
003	000000003	T10F0806037	IR	B		ACEHT	NEGATIVE
004	000000004	T10F0806038	IR	A		ACEHT	NEGATIVE
006	000000006	T10F0806039	IR	A	BD		UNTESTABLE
007	000000007	T10F0806040	IR	B		ACEHT	NEGATIVE
008	000000008	T10F0806041	IR	B		ACEHT	NEGATIVE
009	000000009	T10F0806043	IR	A		ACEHT	NEGATIVE
010	000000010	T10F0806044	IR	B		ACEHT	NEGATIVE
011	000000011	T10F0806045	IR	A		ACEHT	NEGATIVE
012	000000012	T10F0806046	IR	A		ACEHT	POSITIVE DAMP 1268



Post Collection-Records



- Soldiers also face adverse action for using these substances illegally or illicitly if doing so for the purpose of inducing excitement, intoxication, or stupefaction of the central nervous system:
 - Hemp or products containing hemp oil
 - Controlled substance analogues (eg, designer drugs)
 - Illicit use of chemicals, propellants, or inhalants (huffing)



Post Collection-Records



- Natural substances (to include but not limited to Salvia Divinorium, Jimson Weed, etc)
- Prescription or non-prescription drugs and medication (used contrary to intended medical purpose or dosage)
- Dietary supplements not approved by US Food and Drug Administration



Post Collection



Prohibited substances

- Cannabinoids
- Cocaine
- Amphetamines and methamphetamines
- Morphine, codeine, and heroin
- Phencyclidine
- Barbituric acid and lysergic acid diethylamide (LSD)
- Anabolic steroids
- Any compound, derivative, or isomer of any such substance

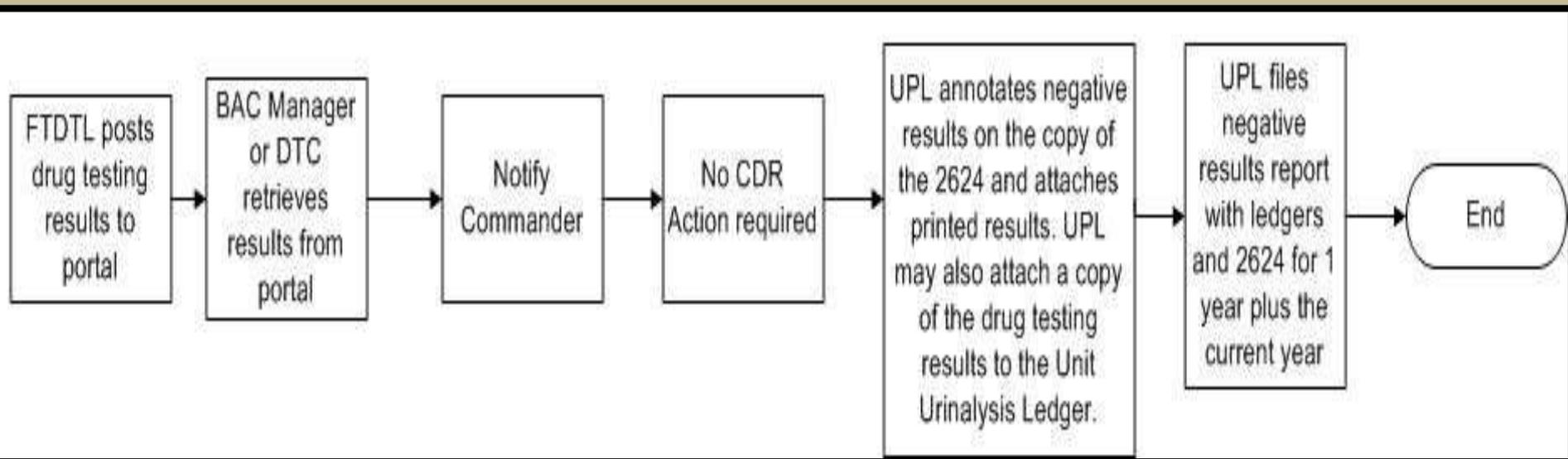




Post Collection-Records



Negative Results Flow Chart





Post Collection-Records



- Medical Review Officer (MRO) reviews
 - MRO review may be required on positive drug test results to determine whether the drug is from legitimate use
 - DTC or BAC Manager notifies the Commander and MRO, ensures the MRO review takes place, and then notifies the Commander of the MRO final determination
 - Commanders have required actions for positive results
 - UPL receives results if the test is positive but MRO review determines legitimate use



Post Collection-Records



- MRO reviewable drugs
 - All opiates:
 - Oxycodone/ Oxymorphone
 - Fentanyl / Norfentanyl
 - Hydrocodone / Hydromorphone
 - Morphine
 - Codeine
 - Amphetamines and methamphetamines
 - Prescription medications such as Valium, Zanax, steroids, and other drugs



Post Collection-Records



- Non-reviewable drugs
 - THC
 - Cocaine
 - MDMA (Ecstasy)
 - MDA
 - Heroin
 - PCP
 - SYCAN (Spice)



Post Collection-Records



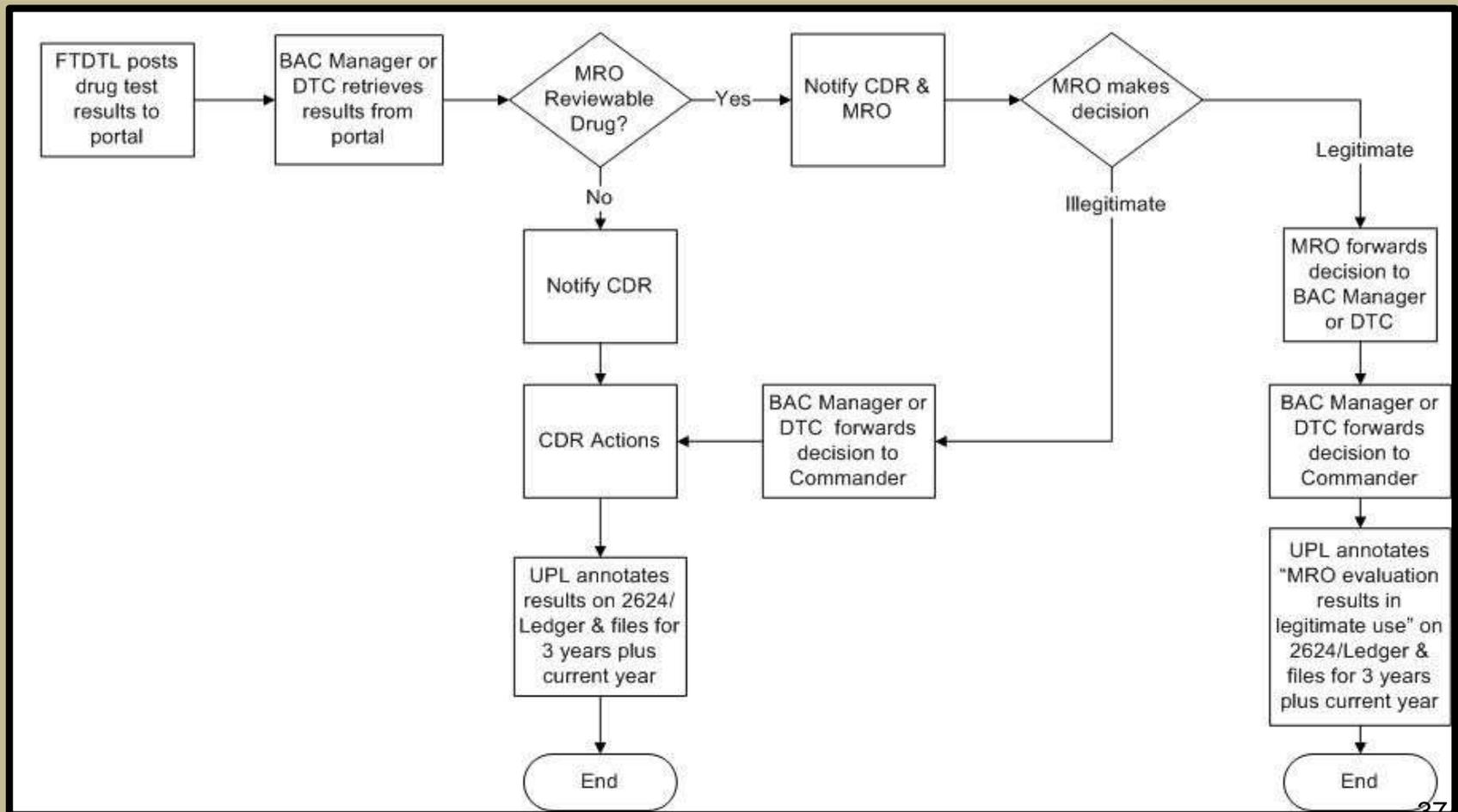
- Commander actions
 - Consult SJA before initiating any adverse action
 - Counsel Soldier on drug positive
 - If a Soldier is positive for a possible prescription medication, first request the Soldier for medical evidence before initiating any administrative actions
 - Initiate administrative separation for illicit positive
 - Initiate Flag – U for drug and V for alcohol
 - Inform Security Manager of illicit drug positive



Post Collection-Records



Positive Results Flow Chart

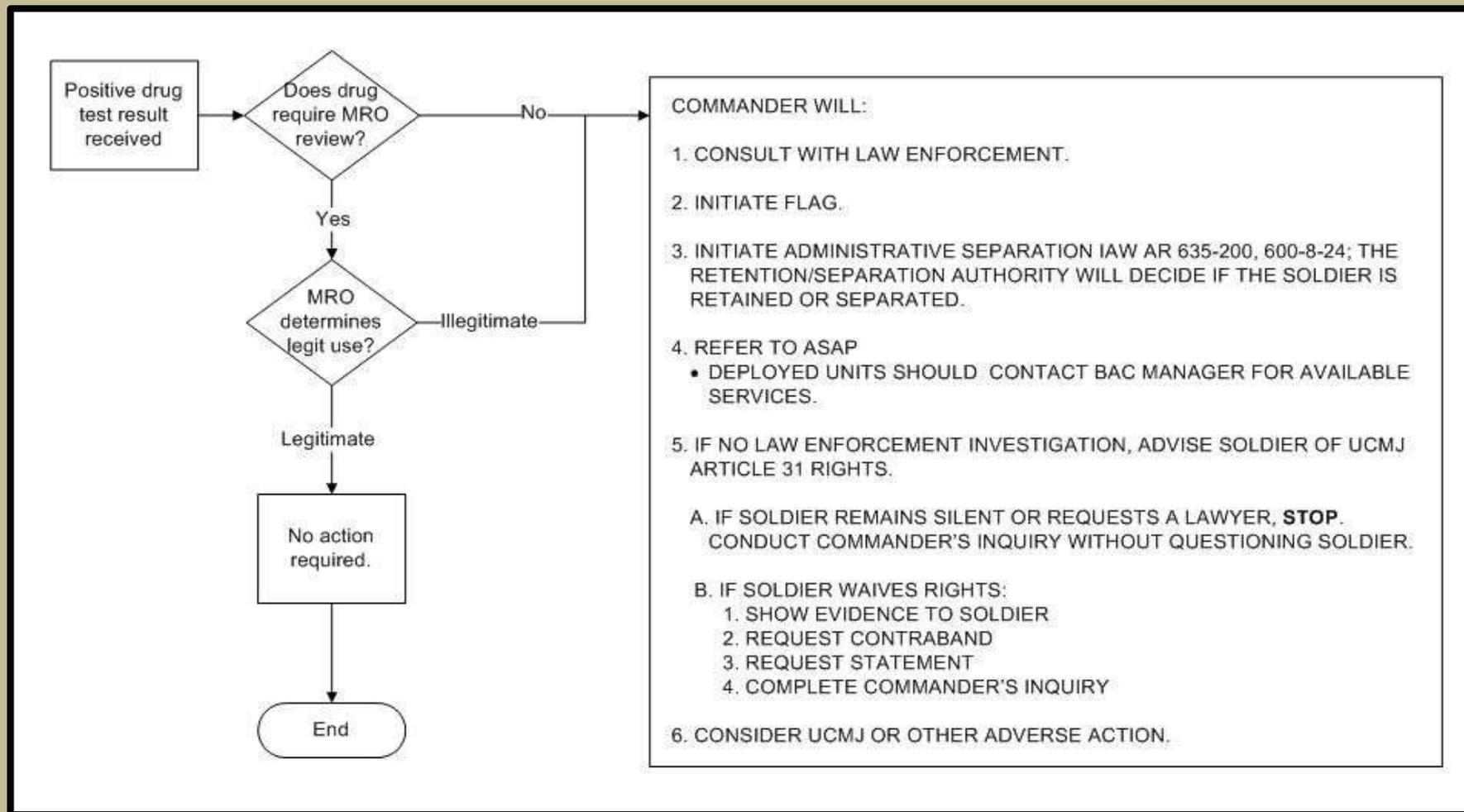




Post Collection-Records



Commander Actions Flowchart





Post Collection-Records



- Record Maintenance
 - The Army's system for record maintenance is known as Army Records Information Management System (ARIMS)
 - The Army Regulation which governs ARIMS is AR 25-400-2
 - AR 25-400-2 requires noting this information on file guides:
 - Creation
 - Disposition
 - Maintenance
 - Use



Post Collection-Records



- Record Labels
 - File number
 - File title
 - Year of accumulation
 - Privacy Act system notice number (if applicable)
 - Disposition instructions (based on ACRS retention periods)

600A Active Duty Personnel - Alcohol (20)
and Drug Abuse Testing Report Files –
Positive Results

PA: A0600-85DAPE

Destroy in CFA when 3 years old



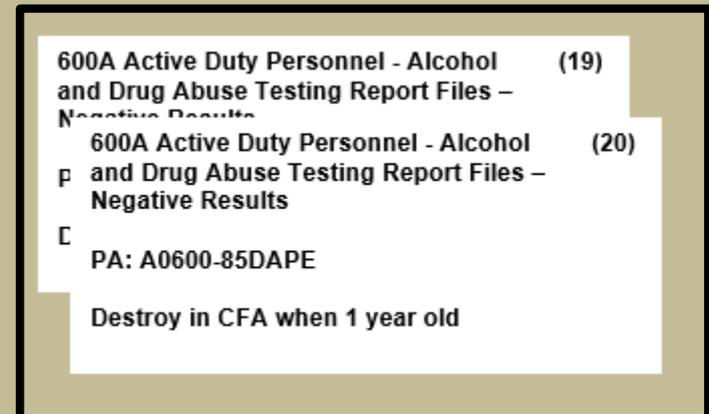
Post Collection



- 600A Active Duty Personnel - Alcohol and Drug Abuse Testing Report Files – Positive Results
 - PA: A0600-85DAPE
 - Destroy in CFA when 3 years old



- 600A Active Duty Personnel – Alcohol and Drug Abuse Testing-Report Files – Negative Results
 - PA: A0600-85DAPE
 - Destroy in CFA when 1 years old





Post Collection



Procedure for Negative drug test results

- ADCO, DTC notifies the Commander
- **BACM/supporting DTC** notifies the Commander in deployed areas
- No further Commander action required
- UPL annotates documentation



Post Collection



Procedure for Positive drug testing results

- ADCO, DTC notifies the Commander
- **BACM/supporting DTC** notifies the Commander in deployed areas
- Attach a copy of the drug testing results to the Testing Register and/or DD Form 2624
- File drug testing results for three years plus current year
- Also retain policy and SOP covering the period of the positive result for three years
- Keep the Testing Register in a secure location at the Unit



Post Collection-Records



- Annotating for negative drug testing results
 - Annotate the Testing Register and/or DD Form 2624 (if maintained), **OR**
 - Attach a copy of the drug testing results to the Testing Register and/or DD Form 2624 (if maintained), **AND**
 - File drug testing results for one year plus current year
 - Keep the Testing Register in a secure location at the Unit
 - Drug Testing Results are Privacy Act-protected



Lesson Summary



- The process for reporting drug testing results may include an MRO review if the test is positive
- Commanders have a specific set of required actions to take in response to positive drug test results
- AR 600-85 and the UCMJ define prohibited substances
- The UPL must strive to avoid discrepancies in testing procedures and documentation
- The UPL is responsible for keeping accurate records of all drug testing results