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
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
• Instructor Introduction
• Participant 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
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
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
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
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)
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
• **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.
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 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
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
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
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
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
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
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
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
• 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
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
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
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
Examples of Smart Testing

Video Scenario #2: Signaling a urinalysis test

Source video: UPL CD, ASAP Portal, or AKO L2_V2
Examples of Smart Testing

Video Scenario #3: Back-to-back testing

Source video: UPL CD, ASAP Portal, or AKO L2_V3
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
Examples of Smart Testing

Video Scenario #6: Generating lists of participants for testing

Source video: UPL CD, ASAP Portal, or AKO L2_V6
Video Scenario #7: Avoid carrying urinalysis materials

Source video: UPL CD, ASAP Portal, or AKO L2_V7
Testing Date Quiz #1

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# Smart Testing

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- Urinalysis Testing
Testing Date Quiz #2

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.
Testing Date Quiz #2

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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.
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
Introduction

In this lesson, we’ll discuss:

• Test Basis Codes and how to apply them

• Special testing scenarios

• Circumstances for retesting
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
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 Other (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 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
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 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 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.
Rehabilitation (RO)

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

Specialist Bowmen 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 Bowmen 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 scenario

Specialist Bowmen 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 Bowmen 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
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
Consent (VO)

A Soldier volunteers to provide a sample without being ordered
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
Medical Examination (MO)

Used when a physician orders a urinalysis test after observing medical signs that a Soldier is abusing drugs
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
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
• 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
• 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)
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: yyyymmdd
   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.
• 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 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.
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
• 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
• 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
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
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
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
Individual Roles and Responsibilities

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

![Specimen Custody Document](image)
<table>
<thead>
<tr>
<th>1. SUBMITTING UNIT</th>
<th>2. ADDITIONAL SERVICE INFORMATION (Second Echelon)</th>
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<td>3. BASE AND UNIT IDENTIFICATION**</td>
<td>4. DATE SPECIMEN COLLECTED</td>
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**Required information entry on front and back of form.**
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
<table>
<thead>
<tr>
<th></th>
<th>DATE (YYYYMMDD)</th>
<th>a. RELEASED BY</th>
<th>b. RECEIVED BY</th>
<th>c. PURPOSE OF TRANSFER</th>
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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](image)
### Drug Testing Program
#### Testing Register

<table>
<thead>
<tr>
<th>Date of Collection T/M/D/Y</th>
<th>Batch and Specimen #</th>
<th>Tested Members Rank, Printed Name, DOD ID</th>
<th>TPI</th>
<th>Observer's Printed Name and Signature</th>
<th>Comments and Disposition</th>
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Urinalysis Documents

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

- AR 600-85
- Installation (Command) / Unit SOPs
- UPL Appointment Orders
- Unit Alpha Roster or AAA162
Preparation To Conduct Drug Testing

Required Briefings

• Observer Briefing
• Commander’s Briefing
• UPL Unit Briefing

Complete review of all briefings in next lesson
• 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
• 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
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
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.
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
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
• 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
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
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.
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
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
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 OxyCtlin and Hydrocodone/hydmorphone) 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
• 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 1/2 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
• 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
Introduction

In this lesson, we’ll discuss:

• The purpose and benefits of DTP software
• How to use DTP Lite 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
Overview of DTP Software

• Two versions:
  o DTP Full Version
  o 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
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
## Army Drug Testing Program
### Testing Subjects
#### Notification Copy

<table>
<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>DOD ID</th>
<th>Organization</th>
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**Date:** 08/24/2019
### Army Drug Testing Program

**Testing Subjects**

*Working Copy*

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### Specimen Custody Document - Drug Testing

**1. Submitting Unit**
- Unit Address: US

**3. Base and Unit Identification**
- TC75 W 2X260

**4. Date Specimen Collected**
- YYYY: 2019
- MM: 08
- DD: 24

**6. Specimen Number/Service Member's ID Number (CAC)**

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<th>Specimen No.</th>
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**10. Disc Code**

**Version L0**

**5. Unit Document Number**
- 0001

**2. Additional Service Information**
- Second Echelon ASAP Address

**A. Laboratory Conducting Drug Testing**

**B. Damage to Shipping Container/Discrepancy Codes**

**Notes:**
- Required information entry on front and back of form.

---

**DD Form 2624, Nov 2014**

**Previous Edition Is Obsolete**
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<th>c. RECEIVED BY</th>
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</table>
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
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
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.
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
• 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
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)
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.
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.
• 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
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
Question:
Why would separate sets of documents be helpful?
Question:
Why would separate sets of documents be helpful?

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

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

Be sure the testing date is correct on all forms!
Editing Documents

Editing documents according to Army guidelines and forensic standards reduces the risk that the testing lab will reject specimens.
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
<table>
<thead>
<tr>
<th>SPECIMEN CUSTODY DOCUMENT - DRUG TESTING</th>
<th>(Read instructions on back of form.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SUBMITTING UNIT</td>
<td>US</td>
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<tr>
<td>B CO 1/64TH AVN BN</td>
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<tr>
<td>466 INDIAN LAKE ST</td>
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<td>2. ADDITIONAL UNIT IDENTIFICATION **</td>
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<td>** Required information entry on front and back of form.</td>
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<td>3. BASE and UNIT IDENTIFICATION **</td>
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<td>(4) 004</td>
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</table>
• 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
• 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
• 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
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
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
<table>
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<th>Test Basis</th>
<th>Test Info</th>
<th>Accession Number</th>
<th>Disc Code</th>
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<tbody>
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</table>

Option 1
Correction-Check In

Editing the DOD ID Number: Option 2

- 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**
<table>
<thead>
<tr>
<th><strong>SPECIMEN CUSTODY DOCUMENT - DRUG TESTING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. SUBMITTING UNIT</strong> US</td>
</tr>
<tr>
<td>Unit Address</td>
</tr>
<tr>
<td>**3. BASE and UNIT IDENTIFICATION **</td>
</tr>
<tr>
<td>TC75 W 2X260</td>
</tr>
<tr>
<td><strong>5. UNIT DOCUMENT NUMBER</strong> 0001</td>
</tr>
<tr>
<td><strong>6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)</strong></td>
</tr>
<tr>
<td>(1) 001 0002300200</td>
</tr>
<tr>
<td>(2) 002 0091400622</td>
</tr>
<tr>
<td>(3) 003 0003200722</td>
</tr>
<tr>
<td>(4) 004 0004101244</td>
</tr>
<tr>
<td>(5) 005 9994100211</td>
</tr>
<tr>
<td>(6) 0004100822</td>
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</tbody>
</table>

**PRIVACY ADVISORY:** When completed, this form is protected by the Privacy Act of 1974, as amended.
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
<table>
<thead>
<tr>
<th>Specimen Number / Service Member's ID Number (CAC)</th>
<th>Test Basis</th>
<th>Test Info</th>
<th>Accession Number</th>
<th>Disc Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 0002300200</td>
<td>IR</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>002 0001400822</td>
<td>IR</td>
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<tr>
<td>003 0003200722</td>
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<td>004 0004101244</td>
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<tr>
<td>005 9994100211</td>
<td>IR</td>
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</tbody>
</table>

**Option 3**

**Not Tested**

*Option 3*
<p>| | | | | | | | | | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>1. SUBMITTING UNIT</td>
<td>2. ADDITIONAL SERVICE INFORMATION (Second Echelon)</td>
<td></td>
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<tr>
<td>Unit Address</td>
<td>ASAP Address</td>
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</tr>
<tr>
<td>3. BASE AND UNIT IDENTIFICATION**</td>
<td>4. DATE SPECIMEN COLLECTED</td>
<td>5. UNIT DOCUMENT NUMBER**</td>
<td>6. SPECIMEN NUMBER/SERVICE/MEMBER'S ID NUMBER (CAC)</td>
<td></td>
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<tr>
<td>TC75 WZX26U</td>
<td>YYYY MMM DD</td>
<td></td>
<td>000410082</td>
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</tr>
<tr>
<td>7. TEST BASIS</td>
<td>8. TEST INFO</td>
<td>9. ACCESSION NUMBER</td>
<td>10. DISC CODE</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Option 3
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
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
Correction-Check In

Editing a Testing Register

• Line through the incorrect DOD ID

• Enter the correct DOD ID

• Initial and date near the correction
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
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
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

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

Recommend submission of a certificate of correction
• 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
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Soldier provides ID card to UPL; UPL verifies Soldier’s identity; UPL determines specimen number against the collection documentation</td>
</tr>
<tr>
<td>2</td>
<td>Soldier removes excess outer garment (if not removed)</td>
</tr>
<tr>
<td>3</td>
<td>UPL removes new bottle from the specimen box and places ID card in the appropriate slot that matches Soldier’s specimen number</td>
</tr>
<tr>
<td>4</td>
<td>In full view of observer, UPL hands specimen bottle (and offers the optional wide-mouth cup) to Soldier</td>
</tr>
<tr>
<td>5</td>
<td>Soldier and observer move to latrine, keeping bottles in full view of observer</td>
</tr>
<tr>
<td>6</td>
<td>In latrine, Soldier washes hands with WATER ONLY</td>
</tr>
<tr>
<td>7</td>
<td>Soldier voids into the specimen bottle or wide-mouth cup in full view of observer</td>
</tr>
<tr>
<td>8</td>
<td>Observer must see urine directly leaving Soldier’s body and entering the specimen bottle or wide-mouth cup</td>
</tr>
<tr>
<td>9</td>
<td>If Soldier uses wide-mouth cup, Soldiers pours urine into specimen bottle in full view of observer (minimum 30mls, 45mls preferred)</td>
</tr>
<tr>
<td>10</td>
<td>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)</td>
</tr>
<tr>
<td>11</td>
<td>Soldier will wash and dry hands, keeping bottle in full view of observer</td>
</tr>
<tr>
<td>12</td>
<td>Soldier will walk in front of observer back to UPL’s desk, keeping bottle in full view of observer</td>
</tr>
<tr>
<td>13</td>
<td>Soldier hands specimen bottle to UPL or places bottle on UPL collection table as directed by the UPL</td>
</tr>
<tr>
<td>14</td>
<td>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</td>
</tr>
<tr>
<td>15</td>
<td>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 &amp; Soldier. UPL ensures secondary review is noted on the testing register.</td>
</tr>
<tr>
<td>16</td>
<td>UPL returns ID card to Soldier</td>
</tr>
</tbody>
</table>
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
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
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.
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
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.
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
Types of Latrines

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

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

• The version for females dispenses urine through a rubber tube
• The “Number One” Whizzinator kit consists of:
  o Syringe
  o Heater packs
  o Pouch with a connected rubber tube
  o Instruction manual
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
• 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
• 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
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
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.
<table>
<thead>
<tr>
<th>Collection</th>
<th>Military Urine Collection Flow Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soldier provides ID card to UPL; UPL verifies Soldier’s identity; UPL determines specimen number against the collection documentation</td>
<td>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</td>
</tr>
<tr>
<td>Soldier removes excess outer garment (if not removed)</td>
<td>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)</td>
</tr>
<tr>
<td>UPL removes new bottle from the specimen box and places ID card in the appropriate slot that matches Soldier’s specimen number</td>
<td>Soldier initials bottle label</td>
</tr>
<tr>
<td>In full view of observer, UPL hands specimen bottle (and offers the optional wide-mouth cup) to Soldier</td>
<td>UPL places the initialed label on specimen bottle</td>
</tr>
<tr>
<td>Soldier and observer move to latrine, keeping bottles in full view of observer</td>
<td>UPL places tamper evident tape across the top of specimen bottle</td>
</tr>
<tr>
<td>In latrine, Soldier washes hands with WATER ONLY</td>
<td>UPL initials specimen bottle label</td>
</tr>
<tr>
<td>Soldier voids into the specimen bottle or wide-mouth cup in full view of observer</td>
<td>UPL places specimen in the appropriate slot in box</td>
</tr>
<tr>
<td>Observer must see urine directly leaving Soldier’s body and entering the specimen bottle or wide-mouth cup</td>
<td>Observer prints and signs name on the testing register</td>
</tr>
<tr>
<td></td>
<td>Soldier signs testing register</td>
</tr>
<tr>
<td></td>
<td>UPL returns ID card to Soldier</td>
</tr>
</tbody>
</table>
• 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
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
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
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
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
The following steps must occur in the correct order when a Soldier returns from the latrine after providing a sample:

The Soldier hands the specimen to the UPL
• 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

![Image of UPL and Soldier reviewing a testing register]
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.
The UPL places the label on the specimen bottle
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.
The UPL initials the appropriate space on the bottle label
The UPL place the specimen bottle to the correct slot in the collection box.
• 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
• 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
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
• 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)*
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
• 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
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
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.
• 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
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 and adequate sample
• To annotate documents for inadequate specimen volume:

Write in the Remarks section of the Testing Register: “1st attempt – short sample; 2nd attempt – sufficient volume”

Use original entries on the Testing Register and DD Form 2624 Do not make any additional annotations
Annotating for broken tamper-evident tape

1. Apply a second piece of tamper-evident tape slightly off-set from the first piece

2. Annotate the Remarks section of the Testing Register that a second piece of tamper-evident tape was applied while the Soldier observed
3. Complete a Certificate of Correction after you have finished collection and attach the Certificate of Correction to the original DD Form 2624

ASAP office may have different variation of the COC
• 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
• 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
• 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
| 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 |

**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 |

- 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

**Version 3**

**UPL Certification Training**
Post-Collection Quality Control
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
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
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
Question:

What it is called when the FTDTL rejects a specimen without testing it?
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
• 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
• 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
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
• 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
• 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
• 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
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.
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
Post-Collection-QC

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

In this lesson, we’ll discuss:

• Procedures for temporarily storing urinalysis specimens

• Requirements for storage containers

• Chain of custody requirements
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
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”
In Garrison, DTC conducts QC of specimens
<table>
<thead>
<tr>
<th></th>
<th>a. DATE (YYYYMMDD)</th>
<th>b. RELEASED BY</th>
<th>c. RECEIVED BY</th>
<th>d. PURPOSE OF TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20190823</td>
<td>John M. Peters</td>
<td>FedEx</td>
<td>Specimens shipped to FTDTL by FedEx</td>
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</tr>
</tbody>
</table>

Reserve, National Guard and Deployed UPL ship specimens directly to FTDTL
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
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<tbody>
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<td>John M. Peters</td>
<td>HHC 2/INF Company Safe Bldg 12, room 201</td>
<td>Specimens placed in temporary storage</td>
</tr>
</tbody>
</table>

DD FORM 2624 (BACK), NOV 2014
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
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
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
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
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
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 Security Container Check Sheet
Post-Collection-Storage

SF 702 Instructions

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

<table>
<thead>
<tr>
<th>SECURITY CONTAINER CHECK SHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>MONTH/YEAR</th>
<th>DATE</th>
<th>OPENED BY</th>
<th>CLOSED BY</th>
<th>CHECKED BY</th>
<th>UNOPENED CHECK (if required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>INITIALS</td>
<td>INITIALS</td>
<td>INITIALS</td>
<td>TIME</td>
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</table>

October 2019

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.

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

Created by: Security Checks Matter https://securitychekkmatter.blogspot.com

UNCLASSIFIED
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 footlocker 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
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
In Garrison, DTC conducts QC of specimens
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<td></td>
<td>Company Safe</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>Bldg 12, room 201</td>
<td></td>
</tr>
<tr>
<td>20190826</td>
<td></td>
<td>John M. Peters</td>
<td>Specimens removed from temporary storage</td>
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<tr>
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<td>John M. Peters</td>
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Reserve, National Guard and Deployed UPL ship specimens directly to FTDTL
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
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
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
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
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)
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

Different bag types and sizes

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

UPL Certification Training
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.
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
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.
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.
• 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
Test Station/ Storage/Packing

• [https://www.youtube.com/watch?v=gXVRTavSliY](https://www.youtube.com/watch?v=gXVRTavSliY) - Navy Drug Screening Lab (Part 2)

• [https://www.youtube.com/watch?v=EcJTac6Hxk8](https://www.youtube.com/watch?v=EcJTac6Hxk8) - Navy Drug Testing Lab

• [https://youtu.be/h85s0rQj7fs](https://youtu.be/h85s0rQj7fs) - Drug Testing Myths
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
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
• 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
• 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
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<td>John M. Peters</td>
<td>Specimens removed from temporary storage</td>
</tr>
<tr>
<td>20190826</td>
<td>John M. Peters</td>
<td>Sandra Smith</td>
<td>Specimens transferred to DTC for QC</td>
</tr>
<tr>
<td>20190826</td>
<td>Sandra Smith</td>
<td>FedEx</td>
<td>Specimens Shipped to Drug Testing Lab</td>
</tr>
</tbody>
</table>

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
Reserve, National Guard and Deployed UPL ship specimens directly to FTDTL
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
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
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
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
<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>USA</th>
<th>USAF</th>
<th>USCG</th>
<th>USMC</th>
<th>USN</th>
<th>NDOD</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Bottle / container unauthorized</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>BB</td>
<td>Bottle leaked in shipment - NOT TESTED</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>BC</td>
<td>Bottle leaked in shipment, quantity not sufficient to test</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>BD</td>
<td>Bottle - broken seal</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>BE</td>
<td>Bottle - no seal</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>BF</td>
<td>Bottle - two seals, no explanation</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>BK</td>
<td>Specimen leaked in shipment - TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
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<tr>
<td>BU</td>
<td>Bottle empty</td>
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<td>FATAL</td>
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<td>FATAL</td>
<td>FATAL</td>
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</tr>
<tr>
<td>BY</td>
<td>Bottle discrepancy - NOT TESTED</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>BZ</td>
<td>Bottle discrepancy - TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>BOTTLE</td>
</tr>
<tr>
<td>FA</td>
<td>Form - UIC or base/area code discrepant* /differs from bottle</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>FORM</td>
</tr>
<tr>
<td>FH</td>
<td>Form - date specimen collected discrepant* /differs from bottle</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>FORM</td>
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<tr>
<td>FL</td>
<td>Form not received</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>FORM</td>
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<tr>
<td>FM</td>
<td>Form received separately from bottle</td>
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<td>FATAL</td>
<td>FATAL</td>
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<td>TESTED</td>
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<td>FORM</td>
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<tr>
<td>FN</td>
<td>Form chain of custody entries (Blocks 12a-d) discrepant*</td>
<td>TESTED</td>
<td>TESTED</td>
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<td>TESTED</td>
<td>FORM</td>
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<tr>
<td>FP</td>
<td>Form did not list specimen, bottle received</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
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<tr>
<td>FR</td>
<td>Form on two pieces of paper - no linking identifiers</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>FORM</td>
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<tr>
<td>FT</td>
<td>Form - SSN discrepant*</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>FORM</td>
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<tr>
<td>GG</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FORM</td>
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<tr>
<td>GP</td>
<td>Form or other document shows service member's name/signature</td>
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<td>TESTED</td>
<td>TESTED</td>
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<td>FORM</td>
</tr>
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<td>GR</td>
<td>Form marked void for received specimen</td>
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<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>FORM</td>
</tr>
<tr>
<td>GY</td>
<td>Form discrepancy - NOT TESTED</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FORM</td>
</tr>
<tr>
<td>GZ</td>
<td>Form discrepancy - TESTED</td>
<td>TESTED</td>
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<td>FORM</td>
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<tr>
<td>IN</td>
<td>SSN Received as DoD ID - NOT TESTED</td>
<td>FATAL</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>FATAL</td>
<td>FORM</td>
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<tr>
<td>IT</td>
<td>SSN Received as DoD ID - TESTED</td>
<td>TESTED</td>
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<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
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<td>FORM</td>
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<tr>
<td>LA</td>
<td>Label missing/blank</td>
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<td>FATAL</td>
<td>FATAL</td>
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<td>TESTED</td>
<td>TESTED</td>
<td>LABEL</td>
</tr>
<tr>
<td>LD</td>
<td>Label over label</td>
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<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>LABEL</td>
</tr>
<tr>
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<td>Label - collection date discrepant*</td>
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<td>LABEL</td>
</tr>
<tr>
<td>LJ</td>
<td>Label - member initials discrepant*</td>
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<td>LABEL</td>
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<td>LL</td>
<td>Label - collector or observer's initials discrepant*</td>
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<td>TESTED</td>
<td>LABEL</td>
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<tr>
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<td>Label has service member's name/signature</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>LABEL</td>
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<tr>
<td>LX</td>
<td>Label - SSN discrepant*</td>
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<td>FATAL</td>
<td>FATAL</td>
<td>TESTED</td>
<td>TESTED</td>
<td>TESTED</td>
<td>LABEL</td>
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<tr>
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<td>TESTED</td>
<td>LABEL</td>
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<tr>
<td>LZ</td>
<td>Label discrepancy - TESTED</td>
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<td>A</td>
<td>T</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>O</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------------------------</td>
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<td>---</td>
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<td>T</td>
<td>T</td>
<td>T</td>
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<td>F</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>P</td>
</tr>
<tr>
<td>PB</td>
<td>Package - broken seal</td>
<td>F</td>
<td>T</td>
<td>F</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>P</td>
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<td>PD</td>
<td>Package missing signature/date</td>
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<td>P</td>
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<tr>
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<td>Leakage noted</td>
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<td>T</td>
<td>T</td>
<td>T</td>
<td>P</td>
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<td>PI</td>
<td>Improperly packaged container - TESTED</td>
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<td>T</td>
<td>T</td>
<td>T</td>
<td>P</td>
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<tr>
<td>PL</td>
<td>Package - Leakage noted - NOT TESTED</td>
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<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>P</td>
</tr>
<tr>
<td>PY</td>
<td>Package discrepancy - NOT TESTED</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>P</td>
</tr>
<tr>
<td>PZ</td>
<td>Package discrepancy - TESTED</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>P</td>
</tr>
<tr>
<td>SA</td>
<td>Specimen appears to be adulterated - NOT TESTED</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>S</td>
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<td>SB</td>
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<td>T</td>
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<td>T</td>
<td>T</td>
<td>T</td>
<td>S</td>
</tr>
<tr>
<td>SC</td>
<td>Specimen quantity not sufficient to test</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>S</td>
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<tr>
<td>SE</td>
<td>Specimen volume &lt; 30 mL</td>
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<td>S</td>
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<tr>
<td>SY</td>
<td>Specimen discrepancy - NOT TESTED</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>S</td>
</tr>
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<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td>S</td>
</tr>
</tbody>
</table>
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
• 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
• 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
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
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

Initial Screen

Positive

Pharmacy Data Transaction Service (PDTS) Match*

Negative

Positive

CONFIRMATION TESTING

Negative

Negative

Report Negative

Positive

Report Positive

*Pharmacy Data Transaction Service will match current prescription and list the specimen as a negative
<table>
<thead>
<tr>
<th>Initial test analyte</th>
<th>Initial test cutoff</th>
<th>Confirmatory test analyte</th>
<th>Confirmatory test cutoff concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana metabolites (THCA)</td>
<td>50 ng/mL</td>
<td>THCA</td>
<td>15 ng/mL</td>
</tr>
<tr>
<td>Cocaine metabolite (Benzylecgonine)</td>
<td>150 ng/mL</td>
<td>Benzylecgonine</td>
<td>100 ng/mL</td>
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<tr>
<td>Codeine/Morphine</td>
<td>2,000 ng/mL</td>
<td>Codeine Morphine</td>
<td>2,000 ng/mL 2,000 ng/mL</td>
</tr>
<tr>
<td>Hydrocodone/Hydromorphone</td>
<td>300 ng/mL</td>
<td>Hydrocodone</td>
<td>100 ng/mL 100 ng/mL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hydromorphone</td>
<td></td>
</tr>
<tr>
<td>Oxycodone/Oxymorphine</td>
<td>100 ng/mL</td>
<td>Oxycodone</td>
<td>100 ng/mL 100 ng/mL</td>
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<td></td>
<td>Oxymorphone</td>
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<tr>
<td>6-Acetylmorphine</td>
<td>10 ng/mL</td>
<td>6-Acetylmorphine</td>
<td>10 ng/mL</td>
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<tr>
<td>Phencyclidine</td>
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<td>25 ng/mL</td>
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<tr>
<td>Amphetamine/Methamphetamine</td>
<td>500 ng/mL</td>
<td>Amphetamine</td>
<td>250 ng/mL 250 ng/mL</td>
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<tr>
<td></td>
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<td>Methamphetemine</td>
<td></td>
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<tr>
<td>MDMA /MDA</td>
<td>500 ng/mL</td>
<td>MDMA</td>
<td>250 ng/mL 250 ng/mL</td>
</tr>
</tbody>
</table>
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
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
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
• 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
• 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
ASAP
ARMY SUBSTANCE ABUSE PROGRAM

Get Help  Alcohol & Drug Facts  Laws & Regulations  ASAP Resources  Campaigns & Events

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

ASAP Public Home / ASAP Resources / Commanders / Deployed Units

Drug Testing Report

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 (FTOTL) 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.

You must enter the 8 character Unit Identification Code (UIC) EXACTLY as it appears on the Unit Ledger for that collection (i.e., 0 (zero) versus O (the letter “O”). Your UIC should have a copy of the Unit Ledger.

Enter UIC:  Run Report
### Testing Results Report

**Results Report for USA CT01 - AFGHANISTAN-EAST**

**Date Reported:** 20100630

---

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

<table>
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<th>BASIS</th>
<th>INFO</th>
<th>DISC</th>
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<th>RESULTS</th>
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**UNCLASSIFIED**
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)
• 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
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

FTDTL posts drug testing results to portal → BAC Manager or DTC retrieves results from portal → Notify Commander → No CDR Action required → UPL annotates negative results on the copy of the 2624 and attaches printed results. UPL may also attach a copy of the drug testing results to the Unit Urinalysis Ledger. → UPL files negative results report with ledgers and 2624 for 1 year plus the current year → End
• 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
• MRO reviewable drugs
  • All opiates:
    – Oxycodone/ Oxymorphone
    – Fentanyl / Norfentanyl
    – Hydrocodone / Hydromorphone
    – Morphine
    – Codeine
  • Amphetamines and methamphetamines
  • Prescription medications such as Valium, Zanex, 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
Positive Results Flow Chart

- FTDDL posts drug test results to portal
- BAC Manager or DTC retrieves results from portal
- MRO: Is the drug reviewable?
  - Yes: Notify CDR & MRO
  - No: Notify CDR
- CDR Actions
- BAC Manager or DTC forwards decision to Commander
- MRO makes decision
  - Legitimate: MRO forwards decision to BAC Manager or DTC
  - Illegitimate: BAC Manager or DTC forwards decision to Commander
- UPL annotates results in 2624/Ledger & files for 3 years plus current year
- End
Commander Actions Flowchart

Positive drug test result received

Does drug require MRO review?

Yes

MRO determines legit use?

Legitimate

No action required.

End

Illegitimate

COMMANDER WILL:

1. CONSULT WITH LAW ENFORCEMENT.

2. INITIATE FLAG.

3. INITIATE ADMINISTRATIVE SEPARATION IAW AR 635-200, 600-8-24; THE RETENTION/SEPARATION AUTHORITY WILL DECIDE IF THE SOLDIER IS RETAINED OR SEPARATED.

4. REFER TO ASAP
   - DEPLOYED UNITS SHOULD CONTACT BAC MANAGER FOR AVAILABLE SERVICES.

5. IF NO LAW ENFORCEMENT INVESTIGATION, ADVISE SOLDIER OF UCMJ ARTICLE 31 RIGHTS.

   A. IF SOLDIER REMAINS SILENT OR REQUESTS A LAWYER, STOP. CONDUCT COMMANDER’S INQUIRY WITHOUT QUESTIONING SOLDIER.

   B. IF SOLDIER WAIVES RIGHTS:
      1. SHOW EVIDENCE TO SOLDIER
      2. REQUEST CONTRABAND
      3. REQUEST STATEMENT
      4. COMPLETE COMMANDER’S INQUIRY

6. CONSIDER UCMJ OR OTHER ADVERSE ACTION.
• 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 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 year old
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
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
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
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.