5 October 2024

**DEPARTMENT OF THE ARMY**

**3D BRIGADE, 1ST ARMORED DIVISION**

**UNIT**

**FORT RILEY, KANSAS 66442**

**SUPPLEMENTAL STANDING OPERATING PROCEDURE FOR**

**URINALYSIS COLLECTION**

**Purpose:** This Standing Operating Procedure (SOP) is a unit specific urinalysis procedure for UNIT/BN 3d BRIGADE, 1ST ARMORED DIVISION. It, and the references below, will be used when conducting all urinalysis collections.

**Applicability:** All assigned and attached company personnel.

**References**:

1. AR 600-85, Army Substance Abuse Program.
2. Fort Riley Installation Military Urinalysis Drug Testing Program and Collections Standard Operating Procedures
3. Military Alcohol Testing SOP, Current Edition
4. AR 195-5, Evidence Procedures
5. Commanding General’s Policy Letter

**Drug Use/Abuse:**

A. Using a controlled drug without prescription, or using the prescription of someone else, is drug abuse and is against the law. Using your own prescription, but not IAW the prescription, is drug abuse.

B. Abusers will be subject to punishment under the provisions of the UCMJ and will also be subject to administrative action IAW existing regulations.

C. Urinalysis testing is an accurate identifier of offenders and serves as an effective deterrent against experimentation. Toward the goal of eliminating the use of these items, Commanders at every level will administer a randomly selected urinalysis of not less than 10% of the Battalion/Squadron/Company/Troop assigned end strength per month.

**Responsibilities:**

A. Commander will:

1. Appoint a Primary Unit Deterrance Leader (UDL) and a minimum of one alternate UDL by means of an appointment memorandum.

2. Ensure that the policies and procedures contained in the references cited above are followed by the UDLs.

3. Select observers for all urinalysis collections.

4. Select a Senior NCO/Officer to be in charge of the holding area during collection procedures.

5. Refer positive drug abuse offenders and alcohol related incidents within 5 working days to the SUDCC for evaluation, which is located throughout assigned clinics on post. The completed DA Form 8003, signed by the Commander will be hand carried by the service member or escort to the SUDCC appointment. All documentation given to the Commander from the DTCP must accompany the Soldier at his appointment. All appointments for alcohol or substance abuse are mandatory, and only the Commander can cancel a scheduled appointment, it must be cancelled via phone call to the service member’s counselor.

6. Refer all positive drug abuse offenders and Soldiers with an alcohol related incident to attend ADAPT. Call 785-240-3200 or 785-239-5075.

7. Ensure each month at least 10% of the units total end of month strength provide a urine specimen under testing code IR using the Army Drug Testing Program (ADTP).

8. Ensure that all new Soldiers provide a sample within 30 days of arrival to the unit under the test basis of IO.

9. Ensure all soldiers are tested at least once per fiscal year. Soldiers not selected for random urinalysis during the first three quarters of each fiscal year will be selected for testing during the fourth quarter using the IO test basis code. A report in the Commanders Risk Reduction Toolkit will pull the list of who has not been tested during the FY.

10. Ensure all newly assigned Solders are briefed on drug and alcohol policies,

the limited use policy and services within 30 days of assignment to the unit.

11. All Soldiers who are identified as illegal drug abusers will be processed for administrative separation, except for self-referrals. (AR 635-200, AR 600-85.)

12. Commanders or their delegated representative, (SGM/BDL/UDL) will pick up positives results from the Drug Test Collection Point within 24 hours after notification of a positive result.

B. Primary and Alternate BDLs / UDLs will:

1. Successfully complete the UDL Certification Training Course.

2. Conduct unannounced random urinalysis tests at a minimum of 10 percent of the units assigned end strength each month. **Urinalysis testing procedures will be IAW AR 600-85 and the Military Urinalysis Drug Testing Program (Instillation) and Military Urinalysis Collections SOP.**

3. 100% IU testing will not be used as a means of testing a Soldier the commander suspects of abusing drugs but does not have sufficient probable cause to conduct a PO collection. The battalion commander should ensure that the number of specimens collected under the IU test basis is no more than 75 percent of the number of IR specimens submitted for testing annually.

4. Coordinate and document the required unit drug and alcohol education classes. UDL will submit a monthly report to the DTCP or the PC of the ASAP training conducted to include sign in rosters each month. UDLs will schedule at least 1 hour of Drug / Alcohol training per quarter with command approval and place it on the unit-training schedule.

5. Ensure that the Commander’s selection procedure for IR testing is truly random and unpredictable. The only means of random urinalysis testing will be DTP.

6. Once weekly, one UDL will report to the Drug Test Collection Point, BLDG 7424 to pick up the unit’s distribution.

7. Maintain an informative Alcohol and Drug Abuse bulletin board.

8. Maintain the unit’s urinalysis functional files IAW ARIMS.

9. Train and supervise urinalysis Observers.

10. Ensure that Soldiers enrolled in SUDCC are tested under code RO as directed by the rehabilitation team. The substitution of RO for IR or IO testing or vice versa is not permitted.

11. Develop a Unit Welcoming Program for all those new to the unit. New arrivals will be briefed within 30 days on local policies prevention procedures, and drug free activities.

12. Ensure and track that all soldiers are tested at least once per fiscal year either under IR test basis code in the first three quarters of the fiscal year or under the IO test basis in the last quarter for those who didn’t populate on the IR test in previous quarters.

C. Observers will follow the procedures provided in the above references.

**Urinalysis Testing:**

A. Authority to order or cancel a urinalysis test. As the Commander, I am the only person authorized to order or cancel a urinalysis test.

B. Urinalysis Test Types.

1. Ensure the proper test basis is utilized when generating paperwork from the drug testing program.

**Test Type DOD Codes**

Inspection Random IR

Inspection Other IO

Inspection Unit IU

Probable Cause PO –Must be approved by SJA prior to test

Command Directed CO

Consent (Volunteer) VO

Mishap Investigation AO

Medical MO

Rehab RO

C. There are three primary urinalysis test types.

1. Random Tests. The commander may direct Soldiers selected at random using the DTP to submit to a urinalysis. **Whichever test is selected the primary means of selection will be done using the Army Drug Testing Program. ASAP Drug Test Collection Point has computers where UDLs will run ADTP for selection of individuals.**

2. Individual Tests. The commander may direct an individual Soldier to submit to a urinalysis under the following circumstances:

a. Reasonable Suspicion/Probable Cause. If commander suspects or has proof that a Soldier is abusing drugs, they may request a urinalysis specimen be collected from that Soldier. **Commander will consult with SJA in reference to probable cause before attempting to collect the specimen, and submit a memorandum to that fact to the DTCP. (contact DTCP for example memorandum) (Coded: PO)**

b. **Soldiers selected, but unavailable for testing because of leave, school, TDY etc. will be tested on the first available test after their return to duty not to exceed 30 days under the IO code. (Coded: IO)**

c. Newly Assigned Soldiers. As part of the unit in-processing procedure, all newly assigned Soldiers will be required to provide a urinalysis specimen within 30 days. The specimen will be obtained within the first month of their assignment to the unit (Coded: IO).

d. Soldiers Who Return from AWOL. All Soldiers who return to the unit from an AWOL status will be required to provide a specimen immediately or NLT 48 hours of their return (Coded: IO).

e. All Soldiers will be tested after 30 days leave. (Coded: IO)

f. Re-test of samples that were not tested due to discrepancy by DTCP or FTDTL within 30 days of notification. (Coded: IO)

3. Rehabilitation Tests (Coded: RO)

a. Soldiers who are enrolled in SUDCC will be "RO tested **AT LEAST ONCE A MONTH** or more determined by the rehabilitation team while they are enrolled in the program.

b. Commander will ensure that Soldiers enrolled in SUDCC will produce a sample as required. Commander will notify the Soldier’s counselor of the test results.

c. Rehabilitation urinalysis cannot be substituted for specimens coded "IR" or "RO" or vice versa.

d. During notification, before testing, and during testing, the UDL will take proper precautions to protect each Soldier's right to privacy and the confidentiality of their SUDCC enrollment.

e. RO (Rehabilitation Tests) is covered under the Limited Use Policy.

f. Soldiers enrolled for alcohol misuse should be tested for alcohol.

D. Selection of the Day of the Test. The Commander will select the day of the test. To lessen predictability, every effort will be made to ensure that the date selected does not favor any particular day of the week.

E. Random Selection Methods for Testing – The Army Drug Testing Program will select personnel to be tested based upon the percentage or total number requested. The program will then produce the DD Form 2624, unit ledger and bottle labels. **This is the only method for random selection.**

F. Failure to Produce a Complete Specimen. A complete specimen is at minimum 30 mL of urine in the specimen bottle. The following procedures will be followed for Soldiers who fail to produce a complete specimen on their first or subsequent attempts.

1. Soldier’s military ID card will be retained by the UDL at the station where they attempted to produce a specimen.
2. If the Soldier provided any specimen into the bottle they will return to the latrine with the Observer and discard any into the toilet or urinal. The Soldier will then rinse the bottle out with water, crush and dispose of the bottle in the trash can and then return to the UDL station.

3. Each Soldier will be directed to the holding area until able to produce a complete specimen. They will be kept under the supervision of a Senior NCO/ Officer who has been stationed in the Holding Area for that purpose.

1. The UDL will instruct the Soldier to return to the holding area and drink 8 ounces of water every 30 minutes but not to exceed 40 ounces in 3 hours. Holding area NCO will monitor the amount of water consumed (i.e. marking on a cup each time the Soldier fills their cup with water and annotating the time).

1. When Soldiers feel able to provide a complete specimen, they will return to the urinalysis station.

G. Soldier with NO ID card:

1. If a Soldier does not have their CAC card a government issued photo ID card can be utilized and then verify the DOD ID off of the Datastore printout.
2. If the Soldier does not have any form of government issued photo ID the Commander or 1SG will be called to verify the identity of the Soldier and the DOD ID will be verified using Datastore.

H. Questionable Specimens. Following are the actions to be taken, if the observer or the UDL suspects a “questionable specimen”. A questionable specimen is one that is suspected of being adulterated or substituted.

1. The UDL will immediately contact the Commander or 1SG to explain the circumstances that caused the specimen to be questioned. The UDL will request permission from the commander to obtain a second specimen from the Soldier as CO or PO. Commander will consult with SJA/CID and DTCP before collection of samples to determine which test basis will be used. The UDL will write a statement on the circumstances of the incident for future use and give it to the Commander and a copy will be provided to the Drug Test Collection Point.

a. If permission is not granted to collect a second specimen, a brief explanation and the name of the person consulted will be placed in the “Remarks” column of the Urinalysis Ledger.

b. If the commander orders a second specimen, the UDL will contact the DTCP for further guidance.

I. Failure to Appear for Testing. The Commander will be notified by the UDL of the name of any Soldier who fails to appear for testing. Failure to test is disobeying a lawful order.

J. Quality Control of Specimens and Paperwork

1. Upon completion of testing the UDL will conduct a quality control check on all specimens and paperwork. If there are any corrections that need to be made reference AR 600-85 and UDL certification binders to ensure all is complete properly.

K. Closure of the Urinalysis Station.

1. The Commander is the only personnel who have the authority to close a urinalysis station. Closure will be accomplished based upon the following.

a. Successful testing of all Soldiers required to test.

b. Duty status of the Soldiers remaining to be tested. Example: Because of a mission, a Soldier is not expected to return to the site of the urinalysis within a reasonable time.

2. If there are Soldiers remaining to be tested, and the UDL is directed to close, the UDL will ensure that the Commander has a complete list of Soldiers who did not provide a specimen, and recommend to the Commander that these Soldiers will be tested on the next duty day, however **if selected all Soldiers present for duty must test** (This way all Soldiers selected will provide as directed) UDL’s can be tested by another unit UDL or come to the Drug Test Collection Point for their test; however UDLs can never have custody of their own specimen.

L. Disinfecting and Sanitation Instructions

1. Disinfectants:

a. A mixture of 10% bleach and 90% water, which is prepared the same day of use, is an effective disinfectant. Gloves must be worn when applying the mixture. After application, it should be allowed to air-dry. (Do not get the mixture on clothing, and immediately wash it off bare skin.)

2. Sanitation:

a. Urine spills must be wiped up and disinfected as described below.

(1) Paper toweling should be placed over the site of the spill.

(2) A “liberal” amount of the disinfectant should be sprayed or poured over the paper toweling and allowed to sit for approximately five minutes.

(3) The used paper toweling should be put in a plastic bag-lined trash container.

b. After closure of the urinalysis station, the UDL must disinfect the table and all reusable objects touched during the collection procedure. Following disposal of all used gloves and disinfecting materials in the trash container, the UDL should remove the plastic bag from the trash container, tie the top closed, and put it in a dumpster.

M. Temporary Storage Area. **All specimens will be delivered to the DTCP as soon as** **possible after the collection**. If specimens must be placed into temporary storage, then the storage requirements listed in the AR 600-85 Appendix D, para D-11, will be followed. List temporary storage area here to include building and room numbers.

**Alcohol Testing:**

A. Authority to order or cancel an alcohol test. As the Commander, I am the only person authorized to order or cancel an alcohol test. At minimum this Company will conduct testing at a 10% Random Per month for this Company. As Company Commander, I am aloud to do any additional alcohol testing as long as it is IAW the FT. Riley Installation Alcohol Testing SOP.

B. All confirmation tests during the duty hours of DTCP will be conducted by the ASAP DTCP. ASAP DTCP can be reached at 785-239-4151. All after hours confirmation testing will be conducted by MP Station they can be reached at 785-239-6767.

NOTE: All testing procedures outlined in the Installation Alcohol Testing SOP will be followed

Signature Block

CW6, USA

Commanding

SAMPLE ASAP SOP

ALL SOPS MUST BE UPDATED AS REQUIRED by

Current Commander