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UPC

URINALYSIS PROGRAM COORDINATOR



Handbook | Marine Corps Substance Abuse Program

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INTRODUCTION

The purpose of this handbook is to provide Urinalysis Program Coordinators (UPCs) detailed guidance that reinforces policy outlined in MCO 5300.17, “Marine Corps Substance Abuse Program.” The information in this handbook is designed to assist commands in implementing a successful urinalysis program. It is **not** intended to replace or revise the official urinalysis guidance provided in MCO 5300.17.

BEGINNING OF THE MILITARY DRUG PROGRAM

June 11, 1971-President Nixon directed the military drug urinalysis program to identify service members returning from Vietnam for rehabilitation.

1972-Department of Defense amnesty program results in over 16,000 military members admitting a drug abuse problem.

September 1973-Final Report. *The Vietnam Drug User Returns*, (Robins). Special Action Office Monograph, US Gov Print Office 1974. Approximately 42% of U.S. military personnel in Vietnam in 1971 had used opioids at least once, and half of these individuals were reported to be physically dependent at some time.

April 4, 1974-DoD Instruction 1010.1 issued. Established random testing. Primarily a clinical program to identify users for treatment. The program did not deter drug use.

1980-DoD Survey of Health Related Behaviors Among Military Personnel showed that 27.6% of service members had used an illegal drug in the past 30 days. Greater than 38% in some units.

May 26, 1981-Aircraft accident aboard the USS Nimitz. 14 killed, 48 injured, 7 planes destroyed, 11 planes damaged, estimated cost of \$150M. Six killed had marijuana metabolite in their bodies. Drugs were a contributing factor in the accident.

December 28, 1981-Deputy Secretary of Defense Carlucci issued a memorandum authorizing the Services to take punitive action, including courts-martial and discharge, against service members who had a positive drug test. Drug testing included marijuana, cocaine, heroin (opiates), amphetamines, barbiturates, methaqualone and PCP.

Today, the Marine Corps utilizes the Navy Drug Screening Laboratories (NDSLs) in San Diego, CA, and Jacksonville, FL along with the Army's Drug Screening Laboratory in Ft. Tripler, HI. Steroid testing is conducted at the UCLA Olympic Analytical Laboratory in Los Angeles, CA. The Department of Defense (DoD) Drug Screening Laboratories have the capacity to test over two million samples annually and for a variety of drugs. These laboratories are monitored through quality control samples provided by the Joint Pathology Center (JPC), formerly known as the Armed Forces Institute of Pathology (AFIP) and by semi-annual inspections conducted by the Chief, Bureau of Medicine and Surgery (BUMED) and annually by DoD. Time after time, the DoD's Drug Screening Laboratories results have proven to be forensically accurate and legally defensible. The weakest link in the urinalysis program has shown to be in the collection process. This handbook will focus on procedures to improve collection, handling, and packaging procedures to ensure the integrity of each command's drug testing program.

URINALYSIS PROGRAM COORDINATOR (UPC)

ROLE AND RESPONSIBILITIES

THE ROLE OF THE UPC

The Substance Abuse Control Officer (SACO) or UPC manages the command's urinalysis program and is an advisor to the Commander on all matters relating to urinalysis, including Marine Corps policy and related procedures, collection, and transportation of urinalysis samples. The SACO/UPC must be trained before engaging in any aspect of the collection process. **MCO 5300.17 requires UPCs to be designated in writing by the Commander.**

UPC RESPONSIBILITIES

- Administer the command urinalysis program
- Maintain all urinalysis files
- Ensure observers and assistant UPCs are properly trained
- Maintain and update directives and instructions pertaining to urinalysis
- Ensure command compliance with Marine Corps requirements
- Provide CO/XO with answers to any questions

INSTRUCTIONS AND DIRECTIVES

UPCs should be thoroughly familiar with the following instructions/directives.

MCO 5300.17: **“Marine Corps Substance Abuse Program”** This policy provides procedural guidance for the effective execution and utilization of the Marine Corps Substance Abuse Program that encompasses prevention and treatment. This Order also provides policy and guidance in order to improve the capability of commanders, substance abuse personnel, and Marines in preventing and treating alcohol and drug abuse problems that detract from unit performance and mission readiness.

DoD Directive 1010.1: “Military Personnel Drug Abuse Testing Program”

This directive establishes requirements for all branches of the military to conduct urinalysis. Its purpose is to provide policy and assign responsibilities on drug abuse urinalysis programs for military personnel.

DoD Instruction 1010.16: “Technical Procedures for the Military Personnel Drug Abuse Testing Program” This instruction establishes the technical procedures for the DoD Urinalysis Program. Its purpose is to provide technical requirements and related procedures for the Military’s Drug Abuse Testing Program.

VOCABULARY AND ACRONYMS

UPCs should become thoroughly familiar with the following terms, definitions and acronyms:

Substance Abuse Control Officer (SACO)

- Appointed in writing and advises the commander on all substance abuse matters.

Observers

- Responsible personnel designated in writing who **must** be trained by the SACO/UPC before engaging in any aspect of the collection process.

Joint Pathology Center (JPC)

- A DoD lab used to do research for DoD and that is responsible for performing quality oversight of the DoD Drug Testing Program through certification, proficiency testing and inspections.

Chain of Custody

- The UPC is required to maintain positive control of all urinalysis specimens. The chain of custody begins the moment a service member takes possession of the urine sample bottle. Chain of custody ends for the UPC

when he/she places the urinalysis samples in the mail or delivers them to the NDSL.

Direct Observation

- Every sample must be given under direct observation by a member of the same gender as the person giving the sample. The observer must **never** lose sight of the bottle, **never** take possession of the bottle and must watch the urine leave the body and enter the bottle.

Navy Drug Screening Laboratory (NDSL)

- All units shall use DoD-certified NDSLs for testing.
- Units east of the Mississippi River and overseas commands (except WestPac) will submit urine samples to NDSL Jacksonville.
- Units west of the Mississippi River and WestPac commands will submit samples to NDSL San Diego.

Drug Testing Program (DTP)

- DoD mandated drug testing software to be used by all Armed Services. This program is designed to reduce human errors in manually filling out forms and labels. This software enhances the validity of the random selection process in order to increase the deterrence of illicit drug use. To acquire the latest approved version of DTP, visit <https://iftdtl.amedd.army.mil>

Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL)

- DoD web database that is limited only to those with prior approval to gain access to urinalysis results.

Specimen Custody Document (DD2624)

- DD Form 2624 is a standard chain of custody form that **must** be used to submit specimens for testing.
- DD Form 2624 is the **only** specimen custody document authorized for each batch for testing.

PURPOSE OF URINALYSIS

The purpose of a urinalysis is to ensure military fitness, good order and discipline within a unit. It also ensures the commander that assigned personnel are fit and ready for duty and that personnel using illegal drugs are identified.

A urinalysis **shall not** be used for the purpose of obtaining evidence for trial by court-martial or for other disciplinary purposes. Results of a urinalysis, however, may be used for determining disciplinary action and characterization of service in separation proceedings.

WHO, WHEN AND HOW MANY TO TEST

Commanders shall establish an aggressive compulsory illicit drug testing program, ensuring systematic screening of **ALL** Marines annually, regardless of rank, for the presence of drugs. Additionally, unit commanders will direct testing at least 10 percent of their population monthly. Commanders may increase testing at their discretion.

- Test day and time must remain unannounced.
- Random testing with smaller groups is the most effective.
- The urine sample must be tested by a certified Navy Drug Screening Laboratory.
- Establish a “testing window” which identifies specific hours of collection, i.e., 0800-1100.
- Test early in the morning when there is less chance to dilute.
- **Only** the Commander or Medical Officer can order a urinalysis.
- Urinalysis must be conducted in accordance with MCO 5300.17.
- **When in doubt, consult with the command Staff Judge Advocate.**
- SACOs/UPCs and all personnel involved in collection and shipment will be tested monthly. Their samples cannot be shipped in the same batches they were responsible for collecting.

PREMISE CODES

Marine's Consent (VO)

- A Marine who is suspected of unlawfully using drugs may be requested to consent.
- Prior to requesting consent, the command should advise the Marine he may decline the test.
- Where practicable, consent should be obtained in writing.

Probable Cause (PO)

- Marine declines to provide a urine sample and there is probable cause to believe that the member has committed a drug offense and that a urine test will produce evidence of that offense.
- Marine is apprehended for illegal drug use or connected with any incident in which drug use may be a factor.
- **When in doubt, consult with the command Staff Judge Advocate.**

Random Selection (IR)

- A minimum of 10% of the unit monthly.
- Partial unit testing by last digit of SSN, company, platoon, work section or all command members.

Unit Sweep (IU)

- Entire Unit or the selection of an entire sub-unit.
- Examples of a sub unit: Company, Department, platoon or section

Accession (NO)

- Testing of all personnel seeking accession into the Marine Corps or recalled to active duty.
- All officer candidates and recruits are tested within 72 hours of arrival at the training site.

Command Directed (CO)

- Ordered by the commander whenever a Marine's behavior or conduct evokes a reasonable suspicion of drug use or whenever drug use is suspected within a unit.
- Examples are: Assault, Larceny, Indebtedness, Motor Vehicle Offense and Driving under the Influence.
- **When in doubt, consult with the command Staff Judge Advocate.**

Physician-Directed (MO)

- Ordered by a military physician in connection with a competence for duty examination.
- Based on a command referral
- **When in doubt, consult with the command Staff Judge Advocate.**

Official Safety, Mishap, Accident (AO)

- Ordered by the commander in connection with a formally convened mishap or safety investigation.

Rehabilitation/Treatment (RO)

- Conducted in conjunction with participation in a substance abuse treatment program for alcohol/drugs.

Service-Directed and Other Service-Directed (OO)

- Directed by the Secretary of the Navy
- SACC personnel
- Marines involved in the collection or shipment of urine samples, i.e. SACOs, UPCs and Observers
- PCS, Leave or UA

PREPARATION AND CONDUCTING FOR TESTING

The SACO/UPC should

- Determine who will be tested and what premise code by conferring with the commander.
- Recon and establish an adequate and controlled location for UPC setup and testing area.
- Ensure adequate number of personnel assisting in collection is available, i.e., observers **must** be of the same sex as the Marine providing specimen.
- Prepare an authorization letter (in writing for commander's signature)
- Prepare bottle labels, urinalysis ledgers, and custody documents utilizing the DTP.
- Brief personnel who will be assisting in collection and ensure they are **thoroughly familiar** with their duties, and if possible conduct a rehearsal.
- Announce test and personnel selected to be tested.
- Assemble personnel to be tested.
- Brief personnel to be tested on the testing procedures.
- If practical, secure the testing area.
- Have extra supplies on hand such as bottles, packing tape, and packing material.

DURING TESTING

- UPC must ensure boxes and bottles **NEVER** leave his possession, unless proper chain of custody is conducted.
- UPC and observers must ensure unnecessary personnel are removed from testing area.
- UPC must ensure that information security is maintained. No unauthorized personnel are permitted around personally identifiable information or the empty bottles and boxes.
- If practical, establish access and control barriers.

PREPARATION OF BOXES

Figure 1



Example of box with a small trash bag as a leakproof secondary container and sufficient absorbent material.

Figure 2



Example of box and bottles with absorbent material on bottom prepared for collection.

PREVENTING ADULTERATION, DILUTION, AND SUBSTITUTION

Even with the most effective measures conducted in urinalysis testing, drug abusers will still resort to creative methods of gaming the system. This is why it is imperative that the commander designates in writing responsible Marines as UPCs and observers who are thoroughly trained before engaging in the collection process and who will be vigilant in carrying out their duties.

UPCs and observers shall ensure strict adherence to MCO 5300.17 at all times with direct observation and proper chain of custody to prevent such measures such as adulteration, dilution, and substitution.

ADULTERATION involves adding an adulterant to the urine, in order to interfere with the accuracy of drug testing. There are various commercial products and special order products available to the drug abuser such as hydrogen peroxide, bleach, vinegar or sodium bicarbonate. These products can be detected by NDSL and will be annotated on a urinalysis report from IFTDTL.

DILUTION involves two basic methods:

- Saturating one's body with fluids and voiding several times prior to providing a urine sample. The best way to avoid this is to require personnel to remain in an enclosed area until able to provide a sample.
- Adding water after a sample has been provided.

SUBSTITUTION involves any attempt by an individual to switch bottles.

MEASURES TO PREVENT ADULTERATION, DILUTION, AND SUBSTITUTION

- Recon and establish an adequate and controlled location for testing area.
- Secure heads to all personnel except those required to provide sample.
- Maintain control of personnel to be tested until a sample can be provided.
- Have personnel remove blouse if wearing utilities.
- Observers must **NEVER** lose sight of the bottle.
- Observers must **witness** the complete collection process.

COLLECTION PROCESS (MALE)

Figure 1



In a controlled area, Marine presents a military identification card, and the UPC confirms the identity of the Marine.

Figure 2



The identification card is retained by the UPC and, if practical, **should** be placed in the empty urine bottle box slot. **THE UPC WILL MAINTAIN STRICT CONTROL OF THE BOTTLE WHEN NOT IN THE HANDS OF THE DONOR.** Separate bottles in order to prevent confusion.

Figure 3



If practical, the Marine will visually inspect his bottle to ensure no debris is inside.

Figure 4



Upon leaving the UPC table, the Marine will precede the observer so that the observer **never** loses sight of the bottle.

Figure 5

The observer will position himself as to witness the complete collection process of at least 30 mls. The observer must maintain **full observation** of the specimen bottle while under his cognizance.



Figure 6



Upon delivery of the specimen to the UPC, the observer must **NEVER** lose sight of the bottle.

Figure 7



The observer will print his name, sign the urinalysis ledger certifying the specimen bottle contains urine and notify the UPC of any comments or dispositions while the Marine was in his observation.

Figure 8

The Marine will validate the specimen bottle by: verifying his identifying information on the label with his initials and with his printed name and signature on the testing ledger.



Figure 9



The UPC will then initial the label.

Figure 10



The Marine will attach his initialed label to the specimen bottle.

Figure 11

The Marine will attach his tamper resistant tape across the cap ensuring that the tape touches the label on both sides.



Figure 12

The Marine will initial the tape on the bottle cap.



Figure 13



Correct specimen for shipment.

Figure 14

The military identification card will be returned to the Marine and the UPC will ensure the specimen is placed into the empty box slot where the military identification card was retained.



COLLECTION PROCESS (FEMALE)

Figure 1



In a controlled area, the Marine presents a military identification card, and the UPC confirms the identity of the Marine.

Figure 2

The identification card is retained by the UPC and, if practical, **should** be placed in the empty bottle box slot.

THE UPC WILL MAINTAIN STRICT CONTROL OF THE BOTTLE WHEN NOT IN THE HANDS OF THE DONOR.

Separate bottles in order to prevent confusion.



Figure 3

If practical, the Marine will visually inspect her bottle to ensure no debris is inside.



Figure 4

The UPC shall issue the Marine a medical specimen container to transfer urine to standard specimen bottle.



Figure 5

Upon leaving the UPC table, the Marine will precede the observer so that the observer **never** loses sight of the bottle.



Figure 6

The observer will position herself as to witness the complete collection process of at least 30 mls.



Figure 7



The observer must maintain **full observation** of the specimen bottle and transfer to a standard specimen bottle while under her cognizance.

Figure 8

Upon delivery of the specimen to the UPC, the observer must **NEVER** lose sight of the bottle.



Figure 3



The observer will print her name, sign the urinalysis ledger certifying the specimen bottle contains urine, and notify the UPC of any comments or dispositions while Marine was in her observation.

Figure 4

The Marine will validate the specimen bottle by: verifying her identifying information on the label with her initials and with her printed name and signature on the testing ledger.



Figure 5

The UPC will then initial the label.



Figure 6

The Marine will attach her initialed label to the specimen bottle.



Figure 7



The Marine will attach her tamper resistant tape across the cap ensuring that the tape touches the label on both sides. The Marine will then initial the tape on the bottle cap.

Figure 8

Correct specimen for shipment.



Figure 9



The military identification card will be returned back to the Marine and the UPC will ensure the specimen is placed into the empty box slot in which the military identification card was retained.

PACKAGING AND SHIPPING PROCEDURES

Ensure packaging is in compliance with the U.S. Postal Regulations and to ensure all documents are complete and included in the package. Following strict chain of custody procedures is critical. The UPC must always package, document, and ship with the idea that the results will be used in a Courts-Martial.

The primary modes of shipment will be through regular U.S. Postal Service (USPS) mail or direct hand delivery to the NDSL. The USPS is not required to sign for the shipment. Acceptance into the USPS should be noted by the date stamp on the DD Form 2624 and a copy retained by the UPC/SACO.

Urine specimens do not require refrigeration before shipment. However, specimens should be shipped expeditiously and if stored it should provide an incontestable security and chain of custody.

Figure 1



The UPC/SACO ensures each box is enclosed in a leakproof secondary container with sufficient absorbent material. (Refer to Preparation of Boxes-Figure 1,2)



Ensuring one (1) copy of the DD Form 2624 is enclosed in a waterproof mailer inside the specimen box. The box is then sealed with packing tape. (NOTE: DD Form 2624 is a two sided document and ***NOT*** shipped as two separate pieces of paper.)

Figure 2



The original DD Form 2624 is properly completed and attached to the outside of the box.

Figure 3

The box will then be inserted into the shipping container.



Figure 4

The UPC signs and dates the seal of the shipping container to ensure integrity of specimens.



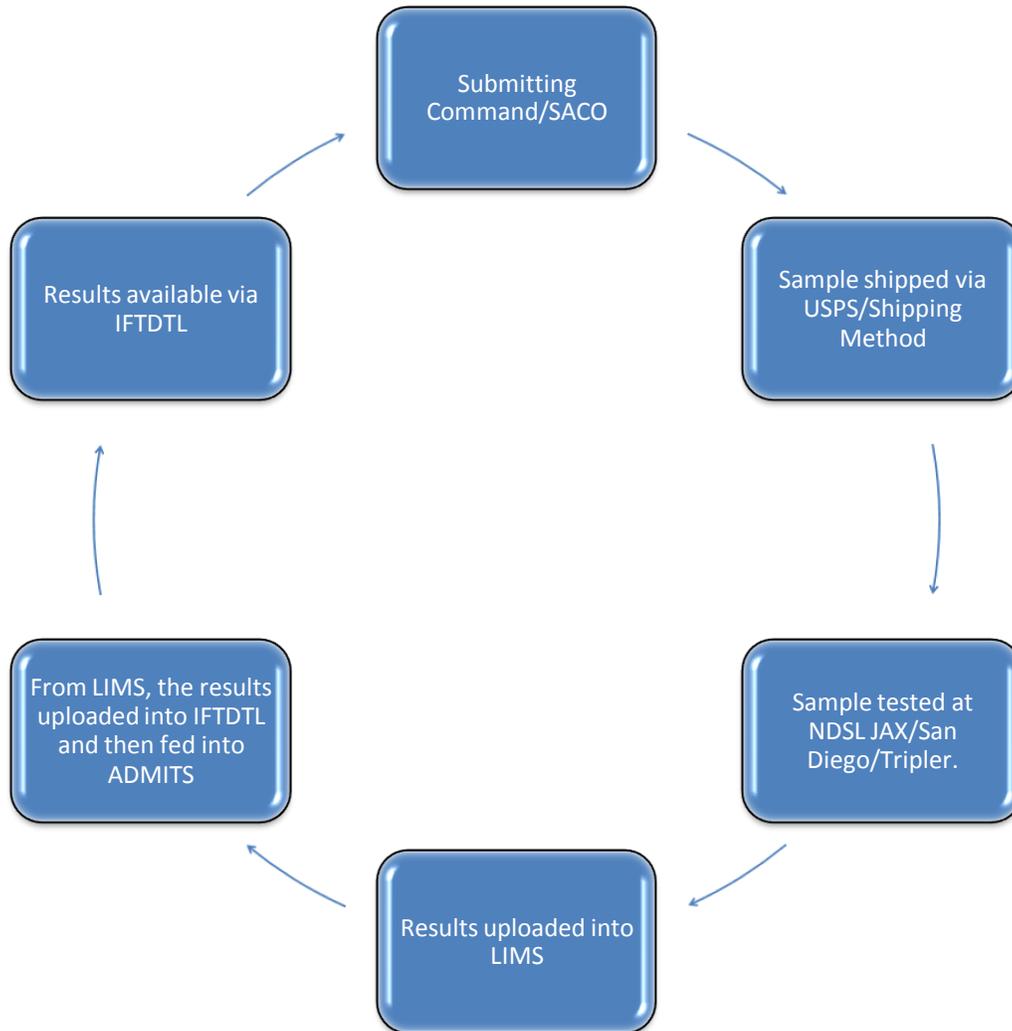
Figure 5



Once shipping labels are affixed, each shipping container is clearly marked on the outside “Clinical Specimens-Urine Samples.”



URINALYSIS TESTING SEQUENCE (NOT STEROIDS)



STEROID TESTING

All steroid testing is conducted at the UCLA Olympic Analytical Laboratory, which is the largest World Anti-Doping Agency (WADA)-accredited sports drug-testing facility and one of the leading research institutions in the field of athletic doping. **All steroid samples** for testing must go through NDSL San Diego to UCLA for testing. The Navy will pay for steroid tests; however, this does not allow the Marine Corps to exceed our normal testing rate. If HQMC has reached its limit for the FY, the requesting command will be responsible for incurring the costs for steroid testing. For an amount outside your normal testing rate, contact HQMC for prior approval.

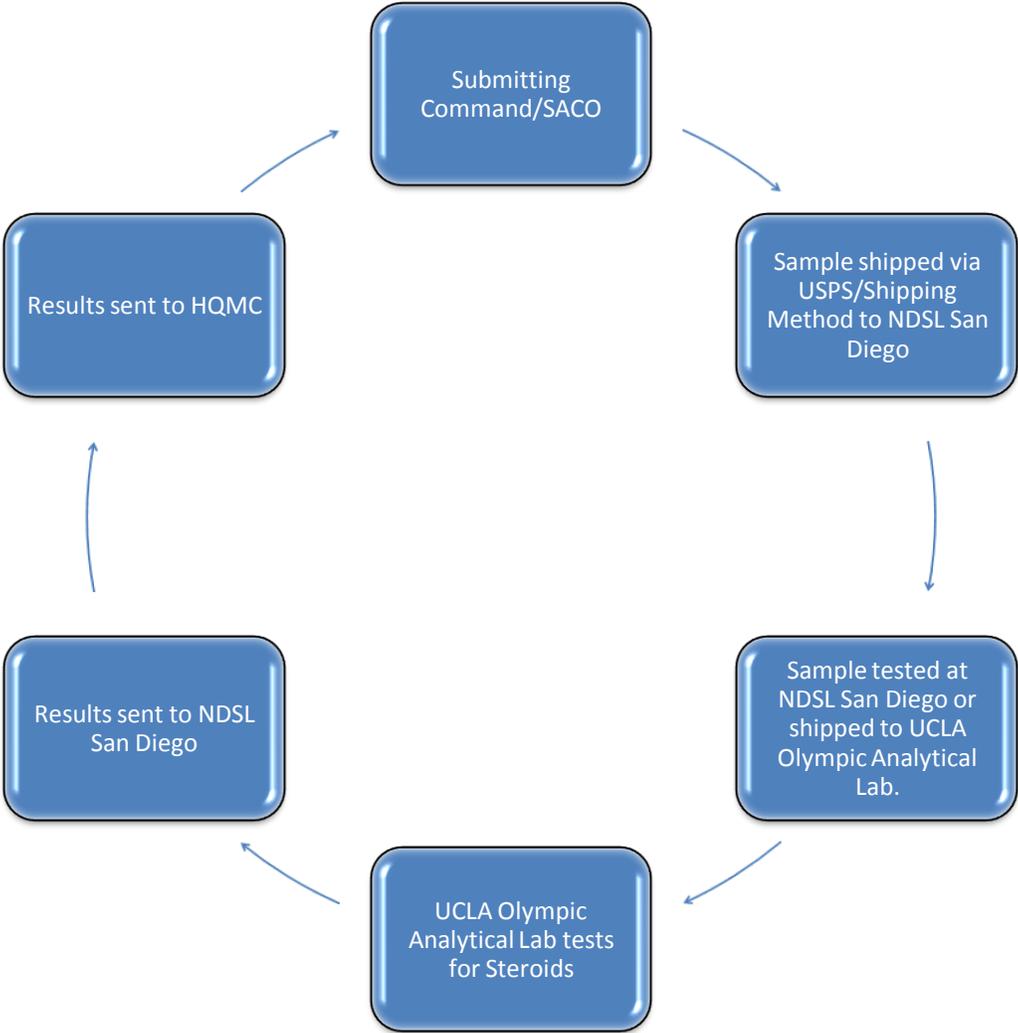
When submitting steroid samples to NDSL San Diego for testing, include a request from the commander on letterhead. Specimens for steroid analysis may also be submitted for standard drug testing, however this additional testing must be specifically requested by the submitting unit. The commander must state the type of testing requested; a full panel testing, steroid testing, or both. **Each specimen MUST BE AT LEAST 60 mls.**

Due to the amount of testing that the UCLA Olympic Analytical Laboratory conducts it may take several weeks for the results. When completed, the results will be forwarded to the command directly from HQMC.

IN THE LETTER:

- Month, day and year of collection
- Specimen number
- Batch number
- Member's last four of SSN.
- UIC
- Identify a command point of contact, with email address and phone number.

STEROID TESTING SEQUENCE





UNITED STATES MARINE CORPS
COMMAND'S NAME ADDRESS
CITY, STATE, ZIP CODE

IN REPLY REFER TO:
SSIC
Code/Ser
Date

From: Commanding Officer,
To: Commanding Officer, Navy Drug Screening Laboratory,
San Diego, California

Subj: ADDITIONAL DRUG TESTING/STEROID ANALYSIS

1. It is requested that a full panel testing and steroid testing be conducted on the following urinalysis sample(s).

The following information is provided:

Date of urinalysis:	Month Day Year
Batch number:	XXXX
Specimen number:	##
Last four SSN:	6789
UIC:	12345

2. The point of contact at this command is Battalion SACO, GySgt Jack O. Trades at commercial XXX-XXX-XXXX, DSN: XXX-XXXX or email: jack.trades@usmc.mil

Commanding Officer
Signature

INTERNET FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (IFTDTL)

The IFTDTL Portal is a DoD web based information system that provides authorized users, i.e., SACOs/UPCs the most up to date and accurate results from a urinalysis testing, with the exception of steroid testing which comes directly from HQMC. The reports generated from the IFTDTL are used in the first step of a command confirmation. Once an account is created and a System Access Request is approved, the SACO/UPC will have direct access to view all current and past results of their command.

You must log into the website <https://iftdtl.amedd.army.mil/> to create an account and then submit a System Access Request to view your results. **All System Access Requests must be approved by HQMC.**



1. Click on "Enter the Portal"
2. Click on "Create New Account"
3. In Self Registration, fill out correct information. **Must be a .gov or .mil e-mail address.**
4. Click on "Register"
5. Once you log back on, go to the left side of homepage click on, "System Access Request"
6. Select "Lab Results" then "Next"
7. Select "Find Org", then "Choose"
8. Select Laboratory, JAX or SDGO.
9. Fill out your command information and additional RUCs if needed.
10. Click on "Submit"

COMMAND CONFIRMATION

The legality or illegality of drug presence in a Marine's urine **must be determined by the commander.** Using all available information, including IFTDTL results, the Medical Officer's review of medical and dental records, the Service Record Book, and DD Form 2624 information, the commander shall make one of the following determinations.

- The Marine is an illegal drug abuser
 - All commanders shall process for separation.
 - A drug related incident or wrongful use of a substance.
 - All confirmed incidents are recorded in OQR or SRB.

- The Marine is not an illegal drug abuser
 - Involved an administrative error, i.e., documentation, chain-of-custody.
 - Prescribed medication.
 - No administrative or disciplinary action taken or documentation retained.

The commander provides results of every command confirmation, via memo, to the installation DDRC/SACC.

DISCREPANCY CODES

CODE	DESCRIPTION	USMC
BA	Bottle / container unauthorized	TESTED
BC	Bottle leaked in shipment, quantity not sufficient to test	FATAL
BD	Bottle - broken seal	TESTED
BE	Bottle - no seal	TESTED
BF	Bottle - two seals, no explanation	TESTED
BU	Bottle empty	FATAL
BY	Bottle discrepancy - NOT TESTED	FATAL
BZ	Bottle discrepancy - TESTED	TESTED
FA	Form-UIC or base/area code discrepant*/differs from bottle	TESTED
FH	Form-date specimen collected discrepant*/differs from bottle	TESTED
FL	Form not received	TESTED
FM	Form received separately from bottle	TESTED
FN	Form chain of custody entries (Blocks 12a-d) discrepant*	TESTED
FP	Form did not list specimen, bottle received	TESTED
FR	Form on two pieces of paper - no linking identifiers	TESTED
FT	Form - SSN discrepant*	TESTED
GG	Form listed specimen, no bottle received	FATAL
GP	Form or other document shows service member's name/signature	TESTED
GR	Form marked void for received specimen	TESTED
GY	Form discrepancy - NOT TESTED	FATAL
GZ	Form discrepancy - TESTED	TESTED
LA	Label missing/blank	TESTED
LD	Label over label	TESTED
LF	Label - collection date discrepant*	TESTED
LJ	Label - member initials discrepant*	TESTED
LL	Label - collector or observer's initials discrepant*	TESTED
LN	Label - SSN does not match form	TESTED
LQ	Label has service member's name/signature	TESTED
LX	Label - SSN discrepant*	TESTED
LY	Label discrepancy - NOT TESTED	FATAL
LZ	Label discrepancy - TESTED	TESTED
OY	Laboratory technical discrepancy - NOT TESTED	FATAL
OZ	Laboratory technical discrepancy - TESTED	TESTED
PA	Package - no seal	TESTED
PB	Package - broken seal	TESTED
PD	Package missing signature/date	TESTED
PY	Package discrepancy - NOT TESTED	FATAL
PZ	Package discrepancy - TESTED	TESTED
SA	Specimen appears to be adulterated - NOT TESTED	FATAL

SB	Specimen appears to be adulterated - TESTED	TESTED
SC	Specimen quantity not sufficient to test	FATAL
SE	Specimen volume < 30 mL	TESTED
SY	Specimen discrepancy - NOT TESTED	FATAL
SZ	Specimen discrepancy - TESTED	TESTED

Urinalysis Collection Materials

The items below should be obtained through the supply system to ensure they comply with domestic and international mail carrier regulations.

a. Shipping Boxes

<u>Stock Number</u>	<u>U/l</u>	<u>Size</u>	<u>Bottle Number</u>
6640-00-165-5778	10	8"X3.5"X6"	12 bottles
(*) 8115-00-290-5494	25	8"X5"X4.5"	for 9 bottles
(*) 8115-00-290-3365	25	8"X4"X4"	for 6 bottles

(*) containers do not include bottles or separators

b. Mailing Pouches

<u>Stock Number</u>	<u>Item</u>	<u>Size</u>	<u>Used for</u>
6530-01-304-9762	mailing pouch	10.5"X15"	12 bottle box mailer

c. Absorbent pads for secondary container bags or mailing pouches:

<u>Stock Number</u>	<u>Item</u>	<u>Size</u>	<u>Used for</u>
6530-01-304-9754	pouch, liquid absorbent	5"X5"	single bottle or mailer

d. Stock Number Item

6530-00-837-7472, female specimen cup

e. Tamper resistant tape is recommended.

Vendor: TIME MEDICAL LABELING SYSTEM

144 Tower Drive

Burr Ridge, IL 60521

(800) 323-4840 or (800) 382-3371 (CA only)

Unit of issue: pad; 500 strips per pad

GSA contract number: GS-14F-01500

Product Number: TRL-2N

The National Stock Numbers (NSNs) for collection materials may change; update information accordingly.

Examples of proper chain of custody (DD Form 2624)

12. CHAIN OF CUSTODY				INSTRUCTIONS				
DATE (YYMMDD) a.	RELEASED BY b.	LAN	RECEIVED BY c.	THRU PURPOSE OF CHANGE/ REMARKS d.	BLOCK SUBMITTING UNIT	USA Message address of unit submitting urine samples	USN/MC Message address of second echelon commander to whom submitting unit reports administratively.	USAF Optional. May be used to identify the base FOC.
(1) 110401	SIGNATURE NAME <i>James Jones</i> SSgt James M. Jones	SIGNATURE NAME	SIGNATURE NAME	Ship to NDSL San Diego via USPS	1 2 3	USA	USN/MC	USAF
(2)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		ADDITIONAL SERVICE INFORMATION (SECOND ECHOLON)	Do not use	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base FOC.
					BASE / AREA CODE	Service Code Area	Leave blank for future use.	Four-character Base Identification Code (Ex: 1223). Complete the first 10-character Base Identification Number (BDN).

EXAMPLE 1: Samples mailed to NDSL San Diego by the UPC immediately after collection, with no intermediate transfer of custody.

12. CHAIN OF CUSTODY (LINE (1))				13. DAMAGE TO SHIPPING CONTAINER/DISCREPANCIES			
DATE (YYMMDD) a.	RELEASED BY b.	LAN	RECEIVED BY c.	THRU PURPOSE OF CHANGE/ REMARKS d.	TEST INFORMATION	PRESCREEN	11
(7)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		TEST INFORMATION	PRESCREEN	11
(8)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		TEST INFORMATION	PRESCREEN	11
(9)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		TEST INFORMATION	PRESCREEN	11
(10)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		TEST INFORMATION	PRESCREEN	11

DD Form 2624, FEB 1998 (Back)

12. CHAIN OF CUSTODY				INSTRUCTIONS				
DATE (YYMMDD) a.	RELEASED BY b.	LAN	RECEIVED BY c.	THRU PURPOSE OF CHANGE/ REMARKS d.	BLOCK 1 SUBMITTING UNIT	USA Message address of unit submitting urine samples	USN/MC Message address of second echelon commander to whom submitting unit reports administratively.	USAF Optional. May be used to identify the base POC.
(1) 110401	SIGNATURE NAME SSgt James M. Jones	SIGNATURE NAME GYSgt Jack O. Trades	SIGNATURE NAME GYSgt Jack O. Trades	Transfer custody/Prepare for shipment	2 ADDITIONAL SERVICE INFORMATION (SECOND ECHOLON)	Do not use	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base POC.
(2) 110401	SIGNATURE NAME GYSgt Jack O. Trades	SIGNATURE NAME GYSgt Jack O. Trades	SIGNATURE NAME GYSgt Jack O. Trades	Ship to NDSL San Diego via USPS	3 BASE / AREA / CODE	Service Code Area	Leave blank for future use.	Four character Base Identification Code (Ex: 1125), Composite of the full 10-character Base Identification Number (e.g. 0N).

EXAMPLE 2: Samples mailed to NDSL San Diego by the SACO with transfer of custody from UPC to SACO.

12. CHAIN OF CUSTODY [LINE (1)]				13. DAMAGE TO SHIPPING CONTAINERS/RECIPIENTS	
DATE (YYMMDD) a.	RELEASED BY b.	LAN	RECEIVED BY c.	THRU PURPOSE OF CHANGE/ REMARKS d.	DAMAGE TO SHIPPING CONTAINERS/RECIPIENTS
(6)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		
(7)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		
(8)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		
(9)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		
(10)	SIGNATURE NAME	SIGNATURE NAME	SIGNATURE NAME		

8	9	10	11
COMPLETE SSN	TEST BASIS	TEST INFORMATION	PRESCREEN
Full SSN of person from whom sample obtained.	Indicate the testing premise to conduct the collection. MILITARY: EA, A = EA - S40, Civilian only; G = TOP Aviation; H = TOP Airborne; F = TOP Prop; N = other nonmilitary.	Leave blank Provide clarification in attached message.	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.

NOTE: If screen (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.

12. CHAIN OF CUSTODY [LINE (1)]:

- DATE - Date of collection/shipment
- RELEASED BY - Signature and printed or typewritten name of the unit/analyst's coordinator having custody of the samples.
- RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. Otherwise leave blank.
- PURPOSE OF CHANGE/REMARKS - Specify the mode of accountability transportation system utilized to ship specimens to the lab.

NOTE: If screen (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.

13. DAMAGE TO SHIPPING CONTAINERS/RECIPIENTS

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12. CHAIN OF CUSTODY		LAN		THRU		INSTRUCTIONS		
DATE (YYMMDD)	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE/REMARKS	BLOCK	USA	USN/NC	USAF	
	a.	b.	c.	1	Message address of unit submitting urine samples			
(1) 110401	NAME SIGNATURE SSgt James M. Jones	NAME SIGNATURE UPC Locker	Temporary secured storage.	2	Do not use	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base POC.	
(2) 110404	NAME SIGNATURE UPC Locker	NAME SIGNATURE SSgt James M. Jones	Retrieve from storage	3	Service Code Area	Leave blank for future use.	Four-character Base Identification Code (Ex: 1000) composed of the full 10-character Base Identification Number (BDN).	
(3) 110404	NAME SIGNATURE SSgt James M. Jones	NAME SIGNATURE SSgt James M. Jones	Ship to NDSL San Diego via USPS	4	Unit Identification Code (UIC or RUIC) of unit submitting urine sample	Enter the locally assigned number. Each batch of 12 samples, or portion thereof, shall be numbered by the number by the	3-digit batch number common to all specimens. Composed of the full 10-character BDN assigned to each	
(4)	NAME SIGNATURE	NAME SIGNATURE		5	DOCUMENT/BATCH NUMBER	Do not use		

EXAMPLE 3: Samples mailed to NDSL San Diego by the UPC after storage in UPC Locker by the UPC.

12. CHAIN OF CUSTODY (LINE (1))		LAN		THRU		INSTRUCTIONS		
DATE (YYMMDD)	RELEASED BY	RECEIVED BY	PURPOSE OF CHANGE/REMARKS	BLOCK	USA	USN/NC	USAF	
	a.	b.	c.	1	Message address of unit submitting urine samples			
(7)	NAME SIGNATURE	NAME SIGNATURE		11	PRESCREEN	If screened (field marked) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.	Do not use	
(8)	NAME SIGNATURE	NAME SIGNATURE		12. CHAIN OF CUSTODY (LINE (1))				
(9)	NAME SIGNATURE	NAME SIGNATURE		13. DAMAGE TO SHIPPING CONTAINERS/DEFICIENCIES				
(10)	NAME SIGNATURE	NAME SIGNATURE						

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12. CHAIN OF CUSTODY				INSTRUCTIONS				
DATE (YYMMDD) a.	RELEASED BY b.	LAN	RECEIVED BY c.	THRU PURPOSE OF CHANGE/ REMARKS d.	BLOCK	USA	USN/IMC	USAF
(1) 110401	SIGNATURE NAME James Jones	SIGNATURE NAME UPC Locker	SIGNATURE NAME UPC Locker	Temporary secured storage.	1 SUBMITTING UNIT	Message address of unit submitting urine samples		
(2) 110404	SIGNATURE NAME SSGT James M. Jones	SIGNATURE NAME SSGT James M. Jones	SIGNATURE NAME SSGT James M. Jones	Retrieve from storage	2 ADDITIONAL SERVICE INFORMATION (SECOND EDITION)	Do not use		
(3) 110404	SIGNATURE NAME SSGT James M. Jones	SIGNATURE NAME SSGT James M. Jones	SIGNATURE NAME SSGT James M. Jones	Transfer Custody/Prepare for shipment	3 BASE/ AREA CODE	Service Code Area Leave blank for future use.		
(4) 110404	SIGNATURE NAME SSGT Jack O. Trades	SIGNATURE NAME SSGT Jack O. Trades	SIGNATURE NAME SSGT Jack O. Trades	Ship to NDSL San Diego via USPS	4 UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUIC) of unit submitting urine sample. Do not use		
(5) 110404	SIGNATURE NAME SSGT Jack O. Trades	SIGNATURE NAME SSGT Jack O. Trades	SIGNATURE NAME SSGT Jack O. Trades		5 DOCUMENT/BATCH NUMBER	Enter the locally numbered batch of 12 samples, or portion thereof, final the separate number by the submitting unit. Do not use		
					6 DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit. Use number pre-printed on form to itemize bottle.		
					7 SPECIMEN NUMBER	Enter 3-digit sequential specimen number (last 3 characters of full BIDN).		

EXAMPLE 4: Samples mailed to NDSL San Diego by the SACO after storage in UPC Locker by UPC, retrieved from storage by the UPC and then transfer of custody from the UPC to the SACO.

(8)	SIGNATURE NAME	SIGNATURE NAME			a. DATE - Date of collection/shipment b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples. c. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. Otherwise leave blank. d. PURPOSE OR CHANGE/REMARKS - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.
(9)	SIGNATURE NAME	SIGNATURE NAME			NOTE: When custody of specimens changes other than for shipment (unless hand carried to lab), RECEIVED blocks to document changes in custody. If a CONTINUATION SHEET is necessary, it must contain information/signatures of blocks (a) - (d).
(10)	SIGNATURE NAME	SIGNATURE NAME			13. DAMAGE TO SHIPPING CONTAINERS/DISCREPANCIES

DD Form 2624, FEB 1998 (Back)

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT
P.O. Box 555381
Camp Pendleton, CA 92055-5381

2. ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)
OMC WASHINGTON DC//MFC-4//

FOUO

A. LABORATORY CONDUCTING TESTING

3. BASE/AREA CODE	4. UNIT IDENTIFICATION CODE	5. DOCUMENT/BATCH NUMBER	6. DATE SPECIMEN COLLECTED	B. BATCH NUMBER	C. REPORT OF RESULTS
	M 11170	0006	20110401 <small>YYYYMMDD</small>		
7. SPECIMEN NUMBER				D. DRUGS TESTED	
8. COMPLETE SSN				F. ACCESSION NUMBER	
Version 520				G. RESULT	

9. TEST BASIS	10. TEST INFO	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
001	513-79-3406		IR		
002	613-88-9033		IR		
003	438-63-7472		IR		
004	299-90-3404		IR		
005	438-14-3025		IR		
006					
007	EXAMPLE 5: Properly performed forensic correction for the SSN of specimen #010. The original				
008	SSN is still readable (has only a single line through it using a black ink pen), and the correction is				
009	initialed and dated.				
010	449-11-1945 449-11-1945	04-01-11 419-11-1945	IR		
011	420-95-5264		IR		
012	435-99-1969		IR		

H. CERTIFICATION: I certify that I am a laboratory official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and they are correctly annotated.

(1) SIGNATURE _____ (2) DATE SIGNED _____

(3) CERTIFYING OFFICIAL (Printed Name and Title _____)

DD Form 2624, FEB 1993

Replaces OPNAV 3350/2 (FEB 82), DA Form 5180 (AUG 86), and AF Form 1890 (APR 86), which are obsolete.

**Drug Testing Program
Testing Register**

New Database / 2nd Bn 5th Marines
04/01/2011 1:53:55 PM

Date of Collection T/M/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
0800 04/01/2011	Batch: Spec: 0006 001	SGT HULIN CHAD <i>Chad Hulin</i>	IR	I VAN HAKO <i>Ivan Hako</i>	
0803 04/01/2011	Batch: Spec: 0006 002	LTCOL INCHARGE, IVAN M. <i>Ivan M. Incharge</i>	IR	DAVID SONES <i>David Sones</i>	

EXAMPLE 6: Testing Register with comments and disposition.

0810 04/01/2011	Batch: Spec: 0006 004	CPL JAMES <i>James</i>	IR	DAVID SONES <i>David Sones</i>	SEE MEDICAL RECORDS
0812 04/01/2011	Batch: Spec: 0006 005	SSGT JOHNSON, ERIC <i>Eric Johnson</i>	IR	DAVID SONES <i>David Sones</i>	SEE MEDICAL RECORDS
0815 04/01/2011	Batch: Spec: 0006 006	SSGT JOHNSON, JAMES <i>James Johnson</i>	IR	MIKE FAZIER <i>Mike Frazier</i>	
0817 04/01/2011	Batch: Spec: 0006 007	SGT KIRK, JAMES <i>J T Kirk</i>	IR	I VAN HAKO <i>Ivan Hako</i>	
0820 04/01/2011	Batch: Spec: 0006 008	LCPL KNOWITALL, CHARLES <i>Charles Knowitall</i>	IR	DAVID SONES <i>David Sones</i>	SNM SKEMED NEARLY SWEATYING PROFUSELY
0825 04/01/2011	Batch: Spec: 0006 009	SGT LEE, BRUCE <i>Bruce Lee</i>	IR	MIKE FAZIER <i>Mike Frazier</i>	
0827 04/01/2011	Batch: Spec: 0006 010	SGT MOORE, DON <i>Don Moore</i>	IR	I VAN HAKO <i>Ivan Hako</i>	
0830 04/01/2011	Batch: Spec: 0006 011	GYSG NORRIS, MATTHEW <i>Matthew Norris</i>	IR	DAVID SONES <i>David Sones</i>	
0835 04/01/2011	Batch: Spec: 0006 012	MAJ PAINE, KEVIN <i>Kevin Paine</i>	IR	DAVID SONES <i>David Sones</i>	

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT
P. O. Box 555381
Camp Pendleton, CA 92055-5381

2. ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)
CMC WASHINGTON DC//MFC-4//

FOUO

A. LABORATORY CONDUCTING TESTING

3. BASE AREA CODE	4. UNIT IDENTIFICATION CODE M 11170	5. DOCUMENT/BATCH NUMBER 0007	6. DATE SPECIMEN COLLECTED Version 520 XXXXMMDD 20110401	B. BATCH NUMBER	C. REPORT OF RESULTS
D. DRUGS TESTED					

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFO	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
001	547-87-7398	IR					
002	455-33-4318	IR					
003	409-60-6064	IR					
004	431-57-3079	IR					
005	145-62-7241	IR					
006	447-88-8173	IR					

EXAMPLE 7: properly performed forensic correction for an individual who did not provide a sample. A single line is drawn through the middle of the erroneous line in block 7 across blocks 8 and 9 and the correction is initialed and dated.

H. CERTIFICATION. I certify that I am a laboratory official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and they are correctly annotated.	(3) CERTIFYING OFFICIAL (Printed Name and Title)
(1) SIGNATURE	(2) DATE SIGNED

URINALYSIS BRIEF SHEET

Urinalysis Coordinator/Observer responsibilities are set forth in MCO 5300.17 and is reemphasized below to ensure every urinalysis is handled with great care and positive control.

The Observer will:

1. Take positive control of the Marines and only observe one Marine at a time.
2. Ensure that the bottle is in plain view at all times and escort the individual to the collection site.
3. The Observer must position himself/herself to watch the urine leave the body and enter the collection bottle.
4. Observe the individual tighten the lid on the bottle.
5. Escort the individual to the coordinator ensuring that the bottle is in plain view at all times.
6. Print and sign on the Unit Ledger after the individual you observed signs giving custody to the coordinator.

The Coordinator will:

1. Take the I.D. card and match it against the paper work to verify the Name, Rank and SSN of the individual.
2. Issue the bottle and have the individual check to make sure there is nothing inside the bottle. **Do not allow them to blow or put anything inside the bottle.**
3. When the individual and observer return have only one person at the table at a time.
4. Ensure that there is at least 30 ml of sample in the bottle.
5. Make sure the individual checks his/her name and SSN on the ledger and label then sign the ledger.
6. The individual will then print his/her initials on the label and red tamper proof tape ensuring that they match, and then the coordinator will initial the label.
7. Coordinator will have the individual put the label and red tape on the bottle, and then take the bottle and put it in the correct box.
8. Have the Observer sign the ledger by the individual's name.
9. Return the ID card to the individual.
10. At no time will the coordinator let the filled bottles out of his possession until he turns it over to the SACO.

Coordinator Rank/name (print)	Signature	Date
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Observer Rank/name (print)	Signature	Date
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Observer Rank/name (print)	Signature	Date
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Observer Rank/name (print)	Signature	Date
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Batch # _____ to _____