Navy Substance Prevention and Deterrence 2026

Guide 3

Urinalysis Program Coordinator (UPC)

Preface

This guide establishes the authoritative procedures for the management, execution, and oversight of the Navy Substance Prevention and Deterrence program, in strict accordance with the OPNAVINST 5350.4 series. It serves as the foundational resource for all personnel engaged in the daily administration of this program.

Contained herein are the requisite step-by-step procedures and critical legal requirements that shall govern all program operations. Adherence to this guidance is mandatory to ensure the efficiency, quality, and integrity of the Substance Prevention and Deterrence program.

Any deviation from the policies stipulated in the OPNAVINST 5350.4 series or this associated Operational Guide is prohibited without the express prior written consent of OPNAV N173. Recommendations for modifications to this guide shall be submitted directly to OPNAV N173 for review and consideration.

Guide 3 - Urinalysis Program Coordinator (UPC)

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1. Role of the UPC. The role of the UPC is to administer and manage the command urinalysis program. Commands may designate as many assistant Urinalysis Program Coordinators (UPCs) and urinalysis observers as necessary to conduct an effective program. The Primary UPC must notify their immediate superior in command (ISIC) Alcohol and Drug Control Officer (ADCO) upon appointment.

2. Qualifications.

a. The primary command UPC should be an E-7 or above, or a civilian employee (GS-7 or above). In all cases where junior personnel are used as command UPCs, the urinalysis program must undergo a quarterly inspection by an E-7 or above and results of the inspection forwarded to the Commanding Officer (CO).

b. UPCs must be designated in writing with a copy provided to (OPNAV N173C) (via fax Comm: (901) 874-4228 or contact OPNAV N173 at (901) 874-4204). Email: Mill-DPTLite@us.navy.mil.

c. UPC must complete latest UPC course on Navy E-Learning under My Navy Portal. Current course number is (CIN) CPPD-UPC-2.1. Note: Course number is subject to change as updates occur.

3. Getting Started.

a. The command must complete a letter of designation prior to individuals assuming duties.

b. Access the N173 website for information and program updates. https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/

c. Obtain access to the internet Forensic Toxicology Drug Testing Laboratory (iFTDTL) website to use the latest Navy approved Drug Testing Program (DTP) and view results/reports.

d. Obtain access to the Alcohol and Drug Management Information Tracking System (ADMITS) to perform record checks, obtain testing history and review testing compliance

e. Follow the instructions found in Navy Substance Prevention and Deterrence Program OpGuide 6 (Support Systems) on the use of the required Navy approved DTPs.

f. Report as newly designated UPC to their ISIC ADCO and check for additional UPC testing/reporting requirements.

g. Obtain a copy of the latest self-assessment checklist from OPGUIDE 7 (Resources) and conduct a self-assessment of the command UPC program when assuming the duties as UPC.

4. Actions and Responsibilities. UPCs shall perform the following:

a. Manage the urinalysis collection program.

b. Operate the Navy approved DTPs, taking actions as necessary to support the command’s desired random testing requirements.

c. Regularly review urinalysis testing results and run Compliance Reports frequently via the iFTDTL results portal and/or ADMITS.

d. Ensure observers are briefed using the "Urinalysis Observer Briefing Sheet", found in OPGUIDE 7, for every urinalysis test event conducted.

e. Ensure each member is provided verbatim urinalysis instructions and performs specimen transfer of custody as directed.

f. Report the cause of any failure to meet monthly sampling or annual testing requirements with planned resolution to Echelon 2 or 3 commander.

g. Properly package specimens for shipment or transport.

h. Investigate cause and enact measures to prevent recurrence of all discrepancies reported by the drug lab. Report corrective actions to ISIC ADCO on monthly basis until resolved

i. Maintain 6 months of discrepancies reported by the drug lab with solutions and follow-up dates.

j. Maintain OPNAVINST 5350.4, OpGuides, and all applicable drug/alcohol instructions and directives (e.g. TYCOM, ISIC, region, command, etc.), pertaining to the command urinalysis program.

k. Complete the self-paced UPC training on Navy E-Learning within 30 days of appointment as UPC (available at https://mynavyportal.navy.mil/).

l. At a minimum, ensure quarterly inspections are conducted using the current version of the Navy Substance Prevention and Deterrence Program checklist by an E-7 or above and provide results to the commanding officer when the UPC assigned for command urinalysis program is an E-6 or below. Assessments may be performed at the command's discretion.

m. Prepare and submit, as necessary, memos or letters pertaining to testing requests, corrections or notifications that may be locally retained or provided to support testing.

n. Maintain the following documents for a minimum period of 24 months or as directed by ISIC unless an ongoing investigation requires a longer retention:

(1) Completed Drug Testing Program Testing Register.

(2) Completed DD Form 2624 with proper chain of custody (CoC) as described in this guide.

(3) PDF copy of the Bottle Label(s).

(4) Working/Notification Copy, if used.

(5) Memos/Letters pertaining to testing, if used.

(7) DTP Selection Report and Roster used for upload when using DTPLite only.

o. Perform corrections to any urinalysis documentation using a single line through the error, with initial and date at the end of the line. Initial and date adjacent to any information manually added to any testing documentation.

5. Urinalysis Program:

a. Program Participation. All hands are subject to the urinalysis program. Each member is required to be tested using the Navy approved DTP at least once during the fiscal year. Prior to the end of the fiscal year, review appropriate databases (iFTDTL, Navy approved DTP and/or

ADMITS) for all assigned personnel who were not tested during the fiscal year and conduct a sub-unit sweep of those personnel using the unit sweep (IU) premise code prior to the 31st of August of the fiscal year. All newly reporting personnel are to provide a urine specimen within 72 hours of reporting to the command or on their first duty day where appropriate. Members not tested by the end of the FY must be reported to OPNAV N173 via Echelon 2 commander by Oct 15th of the new fiscal year. These members must be tested within the first quarter of the new fiscal year, under Sub-Unit Sweep premise code IU. A final report of those still not tested is due to OPNAV N173 via Echelon 2 commander by Jan 15th of the new fiscal year.

b. Program Requirements. The use of the Navy approved DTPs (i.e. WebDTP/DTPLite) is mandatory. Ensure assistant UPCs are designated in writing and properly trained on the use of the most current system. UPC training can be found on Navy E-Learning via the My Navy Portal website. Training on other systems will be provided at a later date, via iFTDTL or other platform. Search under course title Urinalysis Program Coordinator:

c. Testing Premise Codes. Commands must exercise particular care in selecting the premise codes to be used during collections, as they impact the utility of the testing results and can't be changed once submitted for testing. Refer to the table in appendix A of this Operating Guide regarding how a chosen premise code may affect how a test result may be used. There are 11 authorized testing premise codes for use, separated into 2 different types:

(1) Inspection/Search and Seizure. These include Random Testing (IR), Unit Sweep (IU), Members Consent (VO), Probable Cause (PO); and Inspection Generic (IO - use of which must be authorized by N173). Samples collected under inspection codes may be used for disciplinary, characterization of service, and administrative separation (ADSEP) processing purposes.

(a) **Random Testing (IR)** is the random selection of individual(s) from an entire unit or identifiable segment or class of that unit. Each individual must have an equal chance of selection.

(b) **Unit Sweep (IU) or Sub-Unit Sweep (IU)** is the selection of a whole command or an identifiable segment within the command (i.e., pay grade, division, department, returning unauthorized absentees or new check-ins).

(c) **Inspection Generic (IO)** is only to be used when authorized by N173.

(d) **Consent (VO)** is to be used when a member voluntarily submits to urinalysis testing. An individual may be asked to consent to urinalysis for any reason.

(e) **Probable Cause (PO)** is to be used when there is reasonable belief that the individual misused drugs and the evidence may be found by urinalysis testing. Commanding officers should consult with legal counsel to determine whether probable cause for a search exists and if so, order urinalysis testing in accordance with command search authorization procedures. Consider establishing probable cause in advance in the event an individual may refuse to consent to a urinalysis test.

(2) Command and Service Directed. These include Physician/Medical Directed (MO), Command Directed (CO), Safety/Mishap (AO), Rehabilitation Facility (RO), Other (OO), and New Entrant (NO). Specimens collected using these codes cannot be used in disciplinary actions or proceedings, but may be used for ADSEP processing.

(a) **Physician/Medical Directed (MO)** to be used by Substance Abuse Rehabilitation Program (SARP) facilities for military members who are attending treatment or in conjunction with a medical exam. (Only applicable to samples processed through an NDSL.)

(b) **Command Directed (CO)** to be used to when a member's commanding officer is ordering a member to submit to urinalysis when no other premise code is appropriate.

(c) **Safety/Mishap (AO)** to be used in connection with any formally convened mishap or safety investigation for the purpose of accident analysis and development of countermeasures.

(d) **Rehabilitation Facility (RO)** is only used when authorized by N173.

(e) **Other (OO)** may be used for brig prisoners and detainees, or as directed by N173.

(f) **New Entrant (NO)** to be used for newly accessioned recruits and officers upon initial entry to active duty.

d. Order of Precedence. For any specimen collection other than Random and Unit Sweep premises, it is recommended that specimens be taken in the following order of precedence: first ask member for Consent (VO); if member refuses, ensure with legal consultation that circumstances warrant the use of Probable Cause (PO). Use the Command Directed (CO) premise if no other premise is allowable. Specimens collected under the CO premise code cannot be used for disciplinary action.

6. Urinalysis Collection Procedures. A sample checklist, along with OPNAVINST 5350.4 series, provide all the information needed to conduct a technically correct urinalysis collection. However, new or additional guidance may be provided through via official correspondence (i.e. NAVADMIN, ALNAV, P4, or other). Poor collection procedures, such as specimens provided without direct observation or with a broken CoC of the specimens can result in adulterated or substituted specimens and dismissal at NJP or courts martial proceedings. See Resources OPGUIDE, located on N173 website, for a UPC collection checklist.

a. Pre-Collection.

(1) When operating WebDTP, the User sets the number of testing days and it is not dependent upon a predetermined day. The percentage is determined by the User on the testing day.

(2) When operating DTPLite, the User generates a test with an assigned collection date. DTPLite does not retain a history. However, the UPC must select the "DTP Selection Report" when generating documents. This report gets uploaded into WebDTP for continuity of events. See OPGUIDE 6 Support Programs to set up WebDTP/DTPLite.

(3) Once all paperwork is printed and collection material is prepared, take the following actions:

(a) Inspect and secure designated heads. Ensure there's nothing around that could allow someone to hide anything. Ensure all garbage cans are away from stalls, urinals and sinks. Commands are authorized to use dye or food coloring in water to prevent adulteration of specimens. UPC may direct members to remove certain article of clothing or other items if the UPC feels it would impede the Observer's view of the specimen sample leaving the body and

into the container. Jewelry, such as watches, rings and bracelets are not required to be removed. However, the CO/OIC may implement local guidance to the contrary, including the rolling up of sleeves vice removal of blouse.

(b) Identify and brief the observers on their duties and responsibilities and have them sign the Urinalysis Observer Briefing Sheet. Make sure the Observer Briefing Sheet contains "Physically perform a secondary check of the bottle…" The selection of an observer must be made in a manner that ensures the integrity of the urinalysis program and provides both the Service Member being tested and the observer an environment free from harassment/discrimination.

(c) Identify and brief secondary person (i.e. an Observer) on their duties and responsibilities in physically verifying specimen bottle lids are tight when bottles are returned to the collection site, after an initial check by the UPC. Direct the person to sign the Observer Briefing Sheet. If the secondary person is not an Observer, have them sign a similar type of briefing sheet.

(d) Ensure personnel selected are isolated in a secure, observed area upon notification, providing water if necessary and maintaining observation until a specimen is provided. This eliminates opportunities to flush or dilute urine prior to providing a specimen. If members are not able to be kept in an isolated area, make every effort to limit mobility and collect specimens as soon as possible.

(e) Establish a limited collection window. Personnel selected should provide a specimen within 4 hours of notification. Special operations, i.e., flight operations or similar circumstances, may warrant an extension of the collection window. At no time should a specimen be collected on a day that is different than the collection date of the CoC forms (DD Form 2624, DTP Testing Program Register, or Bottle Label).

(f) Commands are required to use WebDTP and/or DTPLite respectively. All previous applications are not authorized for use. These applications accept SSN and DODID. All Navy active duty and reserve component members must provide urine specimens using their DODID (SSN use is authorized for new entrants at N173 designated commands only).

(g) UPCs must ensure each sample is placed in an individual specimen bag with absorbent material prior to shipment. This can be accomplished at the collection site or at the designated location for packaging of specimen samples.

(h) Members providing a specimen, along with the UPC and designated observer(s), must verify that the information on the custody documents and bottle labels match, and that the DODID or SSN matches the member's ID Card.

(i) If selected for testing, the. UPCs sample must be submitted in a separate batch from all other command urine samples. These samples must be collected by a UPC whose sample is not being collected or a UPC from another command.

b. Specimen Collection:

(1) UPC is to collect member's identification cards upon arrival and verify the information against the CoC documents. UPC must confirm that the data on the DD Form 2624 and urinalysis testing register matches the information on the bottle label and is accurate. This step is repeated with the observer during post collection to ensure accuracy of information. The

UPC will provide instructions to both the member providing a specimen and the observer when the member is ready to provide a specimen. Have the members roll up sleeves, remove caps, gloves, jackets and other items which could interfere with the collection/observation process.

Note: CoC for the command begins when the member picks up the specimen bottle and ends when the UPC delivers the urine specimen sample(s) to the postal representative or directly to the laboratory.

(2) The UPC must direct the member to: "Pick up the bottle (and collection cup, where applicable), remove plastic cellophane material entirely from around the cap and bottle. Take the lid off the bottle, inspect the bottle, do not place fingers inside the bottle, do not blow into the bottle, keep the bottle in view of the observer at all times, follow the guidance of the observer, provide at least 30, but not more than 60 ml of urine into the bottle, return and place the bottle on this spot." Any amount over 60 ml must be annotated on the corresponding line of the specimen number on DD Form 2624 with “greater than 60 ml”. The UPC may display an example bottle with a horizontal line to show the specimen level minimum. The UPC may direct additional inspection of all selected members to ensure no hidden devices are present. Female cup must be inspected in the same manner as the urine specimen bottle. Note. Female cups are not required to be individually packaged in sealed plastic package.

(3) The UPC must direct the observer to: Never lose sight of the bottle, not touch the bottle except under the UPC’s direction, not take possession of the bottle, observe the urine leaving the body and entering the bottle/container (and the transfer of urine from collection cup into specimen bottle where applicable) using direct observation, and escort the member back to the collection site. Note: The member may rinse (no soap) their hands prior to providing a specimen but can use soap after providing the specimen.

(4) Every specimen must be collected under direct observation by a member of the same sex (as identified in DEERS) as the person providing the specimen. The observer shall not observe more than one member at a time.

(5) Male observers are to fully observe (i.e. from a 90-degree angle) the urine leaving the member’s body and entering the bottle. Use of mirrors may be authorized by the commanding officer.

(6) Female observers are to use a direct view and fully observe the urine leaving the member’s body and entering the bottle. (Commands are allowed to place food coloring or dye in the water prior to specimen collection to prevent adulteration/dilution). Female samples must be transferred from the collection cup to the specimen bottle within view of the observer.

(7) Upon return, the UPC must visually inspect the bottle for any signs of possible adulteration or substitution, such as unnatural discoloration, foreign matter or a clear specimen. (See paragraph 6.b.(12)) Ensure the quantitative amount is at least 30 ml but not greater than 60 ml. If greater, document on DD Form 2624. The UPC and the designated person (i.e. Observer) must both physically verify the bottle lid is securely tight on the bottle and verify the member information on the CoC documents with their identification card (SSN or DODID). The designated person (observer) must then legibly sign the Drug Testing Program Urinalysis Program Register in the comments section next to the member’s name as verification of lid tightness. See sample Register. If the lid pops off from overtightening, inspect the lid for damage and if none is found, reapply and repeat the two step verification. If damage to the lid is found, replace the lid with one from new unused bottle after the member inspects it and repeat

the two-step verification. Ask the member: "Is this your urine specimen?" When confirmed, have the member physically verify the lid is tight; and verify that information on the bottle label and ID Card is correct and initial the bottle label.

(8) Ask the observer: “Did you lose sight of the bottle? Did you observe the urine leaving the body and enter the bottle/container? Did you take custody of the bottle or allow anyone else take custody of the bottle?” When confirmed, the UPC will then inspect for any signs of wetness and physically verify the lid is tight. The UPC will then direct the observer (or designated person) to check the lid for tightness. The UPC will verify the information on the bottle label and ID card is correct; initial the bottle label and attach the label to the bottle, ensuring that the label is not wrinkled or smeared. In the presence of the member, attach a tamper resistant seal to the bottle by affixing one end of the tape near the label and pulling the tape directly across the widest part of the cap and down the opposite side of the bottle. Observer must verify the information on the CAC/ID card matches the register and print and sign their name on the Urinalysis Register certifying they maintained 100 percent eye contact of the specimen bottle and specimen leaving the body and entering the bottle. The observer (or designated person) checking the bottle cap/lid for tightness must annotate “Lid is tight” in the comment section of the Register and sign next to the comment, leaving room for the member to annotate See Medical Record or SMR if they have a valid prescription. Repeat the same for each member observed. If there are administrative errors on the bottle label and/or register, the UPC must correct it as described in paragraph 6.c.(3) and ensure a Label Correction Memo accompanies the affected sample(s) to the lab.

(9) Ask the member "Are you taking any prescribed medications?” If so, have the member annotate the Drug Testing Program Register comments section with “SMR" and sign the register. Direct the member to verify all information on the register is correct and if so, sign under their name. Return the CAC/ID card to the member.

(10) Under circumstances where one or two members are selected to provide a specimen, the command may allow the UPC of the same sex act as both UPC and observer provided the UPC does not lose physical custody of either specimen from the time of collection until the specimens are mailed or delivered to the servicing Drug Screening Laboratory (DSL). An observer has to be assigned when three or more personnel are listed to provide a specimen. In this instance, a secondary observer is required and must be briefed on their duties to verify the bottle cap/lid is tight and sign the Observer Briefing Sheet. Use only the applicable elements within the sheet. The secondary observer must verify the lid is securely tightened after the UPC and sign the Register as described in paragraph (6.b.(8)).

(11) Individuals should be afforded a reasonable amount of time (no more than four hours from time of notification) to provide a urine specimen:

(a) If a person refuses to provide a specimen, the commanding officer must consider taking disciplinary action for failure to obey a lawful order. The member should remain under strict observation by the master-at-arms force (or equivalent) until a specimen is provided. If no specimen is provided, line out, initial and date member’s information contained on the custody documents.

(b) If failure to provide a specimen is a possible medical condition, have the member escorted to medical for evaluation.

(c) If the member is not able to provide a specimen on the same collection day, document in member's medical record. If a specimen is able to be provided in a medical setting, ensure direct observation and CoC is accomplished on the same collection date and documented so that it may be submitted for screening at the servicing Drug Screening Laboratory (DSL).

(d) Under no circumstances will an otherwise healthy member, unable or unwilling to provide a specimen, be catheterized solely for the purpose of obtaining a urine specimen. Only when a person is catheterized for other legitimate medical reasons may a urinalysis specimen be collected in this manner and tested. This collection must meet all other observation and CoC requirements outlined in this instruction, to include member confirming the specimen's collection.

(e) The UPC must maintain custody of incomplete samples until such time as the member (who is kept in a secured area) is able to provide the balance of the sample in the same bottle. The partial sample should not be discarded if the member is able to submit a full sample within the time allotted.

(12) If the UPC determines there are questions about the collection of a specimen or a specimen appears to be adulterated at any point during the collection process, it is within the judgment of the commanding officer (or designated representative) as to whether to stop the process to investigate or proceed while investigation occurs. See section 7.c.5.b "Special Urinalysis Testing" of this guide. Send questionable specimen/s to the servicing DSL for further analysis. See OPGUIDE 7 Resources for sample letter for retest or test for adulteration available at https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/. When directed by OPNAV N173, initiate collection using Probable Cause (PO) premise code for those service members with a reported urinalysis result of Suspected Adulterated Specimen (SA or SB discrepancy). Contact N173 if assistance is needed at Comm: (901) 874-4204. Email: Mill-DTPLite@us.navy.mil.

c. Post-Collection:

(1) DTPs (WebDTP/DTPLite) use 2D barcoded labels and documents to identify specimens. If circumstances require the use of handwritten labels and documents, there are special handling requirements detailed in paragraph 6.l. The UPC must maintain control of the urine specimens at all times until delivered to designated postal representative or hand-delivered to the appropriate DSL. If the UPC must turn custody of the specimens over to another individual, the change of custody must be documented in block 11 on the back of the DD Form 2624 Specimen Custody form. Postal representatives are not required to sign the custody forms. If specimens must be secured in a holding facility or storage locker, document the placing in and removing from storage on the custody form as if the storage unit is an entity. See instructions below to properly fill out the form. For additional guidance on Post Collection procedures, contact N173 support desk at Comm (901) 874-4204. Email: Mill-DPTLite@us.navy.mil. Additional information is found on the Navy Substance Prevention and Deterrence page of the website. https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Systems/WebDTP/.

(2) Once all the specimens have been collected, the UPC is to compare the specimens received against the custody documents and if anyone is selected but not present, the UPC is to draw a single line through the member's information on the DD Form 2624 and the Drug Testing Program Register and initial and date at the end of the line with a ballpoint pen or indelible ink pen.

(3) When making any changes/corrections on DD Form 2624, DoD Drug Testing Program Register, and Bottle Label the UPC must draw a single line through the incorrect item, write the correct entry next to it and then initial and date the change. For corrections affecting the DODID/SSN, draw a single line through the error, write the correction to the DODID/SSN out to the side and initial and date the change. Changes to the bottle label must be annotated on the Label Correction Memo and placed in the box with the affected sample(s). A sample memo and instruction is found on the N173 Web Site.

(4) Common errors include:

(a) DD Form 2624 sent to the lab when using WebDTP or DTPLite. Do not send form(s) to the lab, even if the form is handwritten (see paragraph 6.l), unless requested by the lab

(b) Command short title missing from Block 1 of DD Form 2624. Correct this by going into the Manage Container menu of WebDTP and entering the name information for the command and the ISIC in blocks 1 and 2 respectively. Include command contact information in Block 1.

(c) Unit Identification Code (UIC) omitted, incorrect or incomplete. This normally results in all zeros for the UIC (00000) which will be assigned a discrepancy by the lab. Update by going into the "Manage Container" menu of WebDTP and entering the UIC information for the command.

(d) Failure to lineout, initial and date any specimens not collected on the original DD Form 2624s and Drug Testing Program Registers that are maintained at the command.

(e) Not documenting disposition of specimens in block 12 of DD Form 2624 when specimens are collected one day and shipped on a different day. When custody of specimens is exchanged from one person to another or to/from storage, this transition must be documented in block 12.

(f) Submitting command rosters/Drug Testing Program Registers. Never send member names to the servicing laboratory unless requested in specific legal cases where the information is part of a package sent to the laboratory.

(g) Using completed CoC documents, i.e., DoD Drug Testing Program Registers, DD Form 2624s or any other urinalysis program documents as space filler. Use of intact newspaper or paper towels is authorized.

(h) Submitting samples with edited bottle labels without Label Correction Memo accompanying the sample.

d. Shipment Preparation. Ship urine specimens in the shipping container when feasible. Any similarly sturdy shipment container is acceptable. There are smaller count boxes available via the Naval supply system. See section 11 below for a list of available UPC supplies. An updated list can be obtained from the N173 website at https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/. Ensure bottles used are ordered via stock number 6640-01-681-3575 unless otherwise directed by Navy Substance Prevention and Deterrence office. Use only military supply sources such as SERVMART, GSA Advantage, and DoD EMALL.

Packing specimens:

**** Do not submit empty specimen bottles to the testing laboratory ****

**** Do not send CoC forms to the lab when using 2D barcoded specimens. Retain the forms at the command.****

(1) Use two types of waterproof containers. The waterproof container available for the interior; a single specimen bag (plastic) for all specimens. The second waterproof container is the waterproof mailing pouch for the exterior.

Note: Use of trash bags as box liner is authorized.

(2) UPC and observer must check each bottle cap for tightness. If tightening breaks the tamper proof seal, remove and affix another seal and annotate the action on both the DD Form 2624 and the command ledger, and report the action to the lab using a Label Correction Memo placed in the box with the affected sample(s). A sample memo and instruction is found on the N173 Web Site.

(3) Place small absorbent material inside the specimen bag to absorb contents of the bottle in case of possible leakage. Place two large absorbent pads inside the waterproof pouch. Bottles should be placed into cells provided by the separator insert. If fewer than 12 bottles are present, empty cells should be filled with paper to reduce movement during shipment (do not use vermiculite or shredded paper). Do not use empty bottles as fillers.

e. Use of single specimen bags is mandatory for all urine specimens:

(1) Upon the members return with their specimen, the UPC must check the bottle cap for tightness. A second person (i.e., an observer) must physically check the bottle cap for tightness as well, before the tamper resistant tape is placed on the bottle. Apply bottle label and tamper resistant tape, then place bottle in the single specimen bag.

(2) Place absorbent material in the bag, close bags tightly to create a leak proof seal to contain any spilled urine until absorbent material can react. Two types of material are available: a small 1 to 2 square inch absorbent pad for use with single specimen bags; and a 5-inch by 5-inch absorbent pad for the 12 specimen bag container. A 5-inch by 5-inch absorbent pad can only absorb the fluid in 6 bottles; therefore, a box of 12-bottles inside a 12-specimen bag will require 2 such absorbent pads. See paragraph 11 below for supply information. Once bag is sealed, then fold over the bottle but do not tape to the bottle or seal to the bottle.

(3) Place each bottle in shipping box cell provided with separator insert. If fewer than two bottles are present, use small count boxes and it is recommended that empty cells be filled with paper to reduce movement during shipment.

(4) Seal the box; and initial and date across the top and bottom, ensuring both information begin on the box, crosses the tape and onto the box.

f. Packaging shipping container. Once the interior waterproof container(s) with absorbent(s) are sealed, do the following:

(1) Do not enclose DD Form 2624 when using 2D barcoded specimens generated when using WebDTP or DTPLite.

(2) Open the mailing pouch and place the cardboard shipping box inside the mailing pouch ensuring there is one 5-inch by 5-inch absorbent pad for every six bottles or fraction thereof in the shipment. Additional absorbent pads can be used. Carefully fold the pouch adhesive strip to attain a leak proof seal. The leak-proof seal is necessary to contain any spilled urine in the event of bottle failure until the absorbent material can react.

(3) Place adhesive mailing label and a printed label stating "Clinical Urine Specimens" on the outside of the mailing pouch.

(4) When several shipping containers are consolidated into a larger box, line the larger box to prevent contents from rubbing against the box. Seal all shipping containers inside a plastic bag. Add sufficient packing material to prevent shifting of contents. U.S. Postal regulations allow up to four 12-bottle shipping containers to be consolidated into a larger box.

Note 1: Hand delivering urinalysis specimens directly to a DSL negates the requirement for a secondary container. However, a sealed primary container with absorbent material is still required.

Note 2: **Do not send urinalysis registers (DoD Testing Register) or any documentation with member names on them to the laboratory.** Only during a specific investigation process may a memorandum be sent to the DSL with a member's name.

h. Transportation:

**UPC must indicate on original DD Form 2624 one of the following modes of shipment:

(1) Commands using a Fleet Post Office/postal center or postal representatives to mail urinalysis specimens to a DSL should document DD 2264, block 12d with the following statement "Released to Postal Rep," as appropriate. This will facilitate receipt and handling of specimens and eliminate any discrepancy report from DSL.

(2) "Released to FIRST CLASS U.S. Mail."

(3) "Released to (name, rate/rank) to hand carry to drug testing laboratory."

(4) "Released to Air Mobility Command, Bill of Lading Number XXX".

(5) "Released to (Air carrier) Flight XXX, Bill of Lading Number XXX".

(6) "Released to (Foreign air carrier) Flight XXX, Bill of Lading Number XXX." (NOTE: A foreign flag carrier is used only when no other shipment means is available. Ensure the following statement appears on all bills of lading "Shipment complies with U.S. Domestic and International Air Transport Association (lATA) packaging regulations".

(7) When bill of lading number is not determined prior to sealing the container, record indicate only the mode of shipment on the original DD 2624 and maintain as required.

Note: If possible, do not send specimens via registered mail. It delays the laboratory receiving process.

i. UPC must seal all sides, edges, and flaps of the box with adhesive paper tape, then sign and date across tape on the top and bottom of each shipping container, whether shipped separately or collectively, mailed, or hand delivered to DSL.

j. Seal the specimen box using a waterproof envelope and wrap container with brown mailing paper or place container(s) in a larger outer container. An alternate method is to wrap

shipping container with brown mailing paper. Boxes or mailers must be shipped to the servicing DSL as specified by OPNAV (N173). If applicable, Priority ONE will be entered on DD 1384, Transportation Control and Movement Document or in "Description of Contents" block on the U.S. Government bill of lading.

k. When boxes of specimens from several commands or UPCs are collected at a central collection point for shipment, or an intermediate individual will actually enter specimens into selected mode of shipment, actions described in paragraph 7.h. Transfer must be performed and documented by the collection point UPC and shipping UPC after they both sign the original DD Form 2624. The shipping UPC must also maintain a copy of the associated DD 2624 for filing.

l. 2D Barcoded specimen samples must be packaged separately from specimens using handwritten documents (blank forms/labels or handwritten forms/labels). Maintain the original handwritten DD 2624 at the command for filing as required. Perform forensic corrections where necessary on handwritten documentation or labels. Changes to a handwritten bottle label must also be annotated on a Label Correction Memo and placed in the box with the affected sample(s). A sample memo and instruction is found on the N173 Web Site. Handwritten documentation will be assigned an 'HW' discrepancy code by the lab.

7. Special Urinalysis Testing:

a. Any testing that is either not part of the DSL standard testing panel, or beyond the scope or scale of standard testing would constitute special testing. This would also include retesting a previously tested specimen. Special testing at the very least requires a request to the laboratory to perform testing that they would not normally do and may require N173A pre-authorization.

b. All special testing requests must be on command letterhead. Do not include member names on documents or requests for the laboratory unless directed to.

c. It is always recommended that a command consults with N173 prior to seeking special urinalysis testing to assist in directing the command's efforts appropriately. Common categories of special testing include, but are not limited to the following:

(1) Sample Retesting – The retesting of a previously tested and reported specimen that is authorized per DoD and subject to approval by N173. Retests may be requested by member, command, or adjudication authority.

(a) Lab results reported as positive have undergone numerous levels of screening, confirmation and certification before being released by the laboratory.

(b) Retests are not new tests seeking an updated result.

(c) Samples may be retested only for the drug which was previously identified to be positive, and only to confirm the presence of the reported drug or drug metabolite. On a retest, the drug does not need to quantify above the DoD confirmation cutoff concentration but only requires the drug to quantify at or above the DSL's established limit of detection (LOD).

(d) A specimen may be sent to a Department of Health and Human Services certified commercial laboratory for retesting at the member's expense under guidelines that can be provided by the lab.

(2) Steroid Testing - Steroid testing should be considered when substantial indications exist to suspect wrongful steroid use pursuant to a probable cause, command-directed, or medical basis. Random testing or unit sweeps for steroid misuse is not authorized.

(a) Navy commands must request authorization for steroid testing from OPNAV N173A in a signed, written request describing the basis for submission. (See sample format in Resources OpGuide 7.)

(b) This process may be accomplished via email where the Commanding Officer (CO) is copied on the emailed request.

Navy Substance Prevention and Deterrence OPNAV 173
E-mail: usn.mid-south.chnavpersmiltn.mbx.mill-n17-ddr@us.navy.mil (Send encrypted files through DOD SAFE)
Phone: (901) 874-4868 or (901) 874-4398
Fax: (901) 874-4228

(c) Approvals for steroid testing will be forwarded to the command and Navy Drug Screening Laboratory (NDSL) Great Lakes.

(d) Specimens submitted only for steroid testing must contain a minimum of 60 milliliters of urine and must be collected using the same CoC, direct observation, and security procedures as routine drug testing specimens.

(e) Steroid specimens must not be placed into the same shipping container with other specimens being submitted for routine drug testing to NDSL.

(f) Specimens submitted for steroid analysis will not be tested for the standard DoD drug test panel unless specifically requested by the submitting command in the accompanying request letter. If routine drug testing is requested in addition to steroid testing on a single individual, two separate specimen bottle submissions are required.

(1) Separate CoC documentation must be completed for each specimen collected from the individual.

(2) The two specimen bottles for the single individual may be submitted in the same shipping container, but must not be comingled with other specimen bottles submitted for testing.

(g) Handling

(1) A signed, written request for steroid testing on command letterhead must be included with the submitted specimen(s) and copied by email to Navy Drug Detection & Deterrence (usn.mid-south.chnavpersmiltn.mbx.mill-n17-ddr@us.navy.mil (Send encrypted files through DOD SAFE)).

(2) Commands will forward specimens for steroid testing to NDSL Great Lakes.

Navy Drug Screening Laboratory
ATTN: Special Handling
2500 Rodgers Street Building 5501
Great Lakes, IL 60088-2952

(3) If package tracking numbers are generated, forward them to NDSL Great Lakes (USN.GREAT-LAKES.NAVDRUGLABGRLIL.LIST.NDSLGL-TECH-HELP@HEALTH.MIL) and OPNAV N173A (usn.mid-south.chnavpersmiltn.mbx.mill-n17-ddr@us.navy.mil (Send encrypted files through DOD SAFE)).

(4) NDSL Great Lakes will forward specimens to the Sports Medicine Research & Testing Laboratory (SMRTL) in Salt Lake City, Utah for steroid testing.

(a) Initial testing costs are covered by the DoD drug testing program.

(b) Testing of steroid samples takes variable and extended periods of time. Results may take 6-8 weeks under normal conditions.

(h). On completion of testing, commands may retrieve results via Web Based Reporting (iFTDTL & ADMITS).

(1) Detailed information on positive steroid testing results is only contained in the written report. SMRTL will send detailed steroid drug test results to NDSL Great Lakes, who will transmit them to OPNAV N173A for further transfer to the command POC via encrypted email.

(2) NDSL-Great Lakes does not employ staff with expertise in anabolic steroid testing and data interpretation. If a submitting unit requires information beyond the written reported results (such as a telephonic consultation with one of SMRTL's steroid experts and/or a written synopsis and interpretation of findings), please contact NDSL-Great Lakes to coordinate.

(3) If a submitting unit requires consultation, expert testimony at a Courts-Martial or Administrative Board proceeding, or additional support from SMRTL, the submitting unit must arrange and pay for that service, as it is not covered under the DoD contract. Directly contacting SMRTL before NDSL-Great Lakes arranges consultation may result in an unauthorized government commitment.

(3) Hallucinogen Testing – Testing for a broad class of drugs that induce dissociative effects, not just LSD. If you are testing a specific sample because of exhibited behavior, request testing for “hallucinogens” instead of just “LSD”, allowing the lab to broaden the scope of their testing for common hallucinogenic drugs.

(a) LSD and psilocybin are standard panel drugs but are not tested for all samples. Use the request format for your drug laboratory to request additional screening.

(b) Detection windows for hallucinogenic drugs in urinalysis are extremely short and are unlikely to produce positive results when there are multiple days between use and collection.

(4) THC Prescription Testing – Testing to confirm that a positive THC result for a member prescribed a synthetic formulation of Δ9 THC (Marinol/Dronabinol) is the result of their prescribed medication or from naturally occurring THC products (unauthorized use).

(a) Members may be prescribed authorized medications that test positive for THC, which a member is typically aware of prior to testing.

(b) This testing is reserved for instances where the member’s positive is reasonably the result being prescribed these medications. After receiving a positive where use of Marinol/Dronabinol is potentially involved, the command may directly request this additional testing using the request format for your drug laboratory.

(c) This testing is not mandatory, but recommended, and available for instances where it is believed that supplemental use of THC is occurring.

(5) Validity/Adulteration Testing - Specimen validity testing (SVT) is used when the command or lab suspects a specimen's authenticity due to abnormal characteristics of the collected sample. SVT includes pH, specific gravity, general oxidant, and creatinine testing.

(a) Some reasons to suspect a sample include urine that is excessively sudsy, unnaturally tinted, colorless, exceptionally cool or hot, or that includes unusual foreign matter. Validity testing indicates whether the contents are natural human urine, or includes something added to sabotage results.

(b) If contamination or adulteration is suspected at the time of collection, annotate that on the DD Form 2624 (held at the command). The command may direct the member to remain in the area until he/she can provide an acceptable specimen in a different specimen bottle that complies with all chain of custody requirements. When the suspect specimen is shipped to the lab, include a specimen correction memo with the sample that indicates the suspicion.

(c) The servicing drug lab may assess that testing the sample poses an unnecessary risk to the instrumentation.

(d) If the laboratory reports that a specimen was suspected of adulteration, the command must investigate the circumstances and determine whether a failure in the collection process has occurred.

(6) Evidentiary Testing – Testing of urine, materials or non-urinary products in support of an investigation by a DoD investigating agency (i.e. Naval Criminal Investigative Service criminal investigations).

(a) Evidentiary testing is external to the DoD Drug Testing Program and must be done following the guidelines established by the Armed Forces Medical Examiner System (AFMES) - Division of Forensic Toxicology (FORTOX).

(b) Detailed guidance is provided by AFMES - https://dha.mil/About-DHA/Organizational-Structure/Health-Care-Administration/AFMES/Forensic-Toxicology or E-mail: dha.dover.afmes.mbx.information@health.mil .

(c) AFMES testing is usually in conjunction with official investigations initiated by investigating agencies or for mishaps, and not individual command requests. Contact AFMES directly when the request is in conjunction with NCIS investigations.

(d) AFMES may test more than urine.

(e) AFMES results can be used to support pursuit of UCMJ offenses.

(d) AFMES results are not usually reported via iFTDTL.

(7) "One Off" Testing – Testing for evidence of a drug presence that may be unknown or not part of the standard testing panel. In cases where one off testing is necessary, it is vitally important to proactively consult and coordinate with the testing laboratory in advance of submitting request documents and specimens.

(a) The servicing lab may need to identify and coordinate with a testing supplier that meets DoD requirements.

(b) Testing may take an extended amount of time to execute.

(c) Results will not be reported via iFTDTL, but are considered to be drug testing program results and are useful as evidence.

8. Inability to Provide Urine Specimen:

a. If an individual claims to have a “shy bladder”, situational anxiety, or has a documented, medically verified physical condition or physical abnormality, the UPC must notify the commanding officer who in turn must make arrangements to have the individual evaluated as soon as practical by a physician to determine whether the inability to provide a specimen is based on valid medical reasons or constitutes a constructive refusal. The examining physician must use their best medical judgment to determine whether a medical condition has, or with a high degree of probability, could preclude the individual from providing a specimen under observed collection procedures. Individual claims should be raised at the time the individual checks in with the UPC or at the time the condition arises to the UPC. Observed collection procedures will not be stayed based upon verbal claims made by an individual upon selection for submission to testing.

b. For individuals having a medically documented history of shy bladder or situational anxiety, or individuals documented to have a medically verified physical condition or physical abnormalities that inhibit or preclude observed collection, a urine specimen may be collected following the procedures outlined below:

(1) The member must provide medically verifiable information documenting the presence of a shy bladder or situational anxiety, or of a physical condition or a physical abnormality that inhibit or preclude observed urine collection, which will be verified by the Senior Medical Department Representative (SMDR) by contacting the appropriate medical authorities in the servicing MTF to validate the claim prior to collection. This medical documentation should contain a statement regarding the length of time the condition is expected to last (if applicable).

(2) The command must consult with, and obtain the advice of, the servicing JAG prior to allowing the collection of a urine specimen from a military member by means other than direct observation of the flow of urine from the body to the specimen container.

(3) Following consultation with the servicing JAG and obtaining medical validation, the Commanding Officer will instruct the UPC to proceed with the following collection process:

(a) The individual claiming shy bladder, situational anxiety, or a physical condition or a physical abnormality will, in addition to providing medical documentation of the claim, be required to read, sign, and date a document stating the information and documentation provided to the UPC is true and accurate. This document must contain an expiration date after which it will cease to be in effect.

(b) The UPC will inform the individual that failure to read and sign the statement will exclude them from alternative testing and require them to comply with the normal, observed testing procedure. The individual must also be informed that failure to sign the alternative procedure statement or failure to comply with the normal observed testing may be considered a refusal to test, which can result in disciplinary action under the UCMJ and/or administrative action.

(c) The individual will present the appropriate ID as required to the UPC who will check the member's military ID card against the collection documents. The UPC will maintain possession of the member's military ID card until the collection process is completed..

(d) The UPC will designate a qualified observer to accompany the individual providing the specimen. The observer will not directly observe the individual providing the urine specimen. The member will remain in the company of the UPC until the observer inspects the restroom and stalls and remove any debris or articles that could be used to contaminate or introduce an impure or untestable specimen. The observer will add a coloring (bluing) agent to the water. These steps will be taken prior to allowing the member access to the restroom stall area and providing the specimen. The escort will be of the same sex as the service member and will not have been chosen to provide a specimen in the same batch.

9. Wrongful Use Determination:

a. Positive urinalysis results must be investigated to determine whether or not the positive result is a case of drug misuse. All incidents of drug misuse subject members to disciplinary action and/or administration separation processing. Commands should consult their legal and administrative departments to ensure processing is done in accordance with governing directives. All positive results are to be reported to the command security manager upon receipt.

b. In cases where a positive result could be due to authorized/legitimate prescription drug use must be subject to a Medical Review Process (MRP) as detailed in the MRP OPGuide 4.

10. End of Year Testing: All hands are subject to random urinalysis testing. Members that have not had a urinalysis sample successfully tested within a fiscal year either through selection for random testing or any other premise shall have a sample collected prior to the end of the fiscal year. UPC's may use resources available to them to determine which members require testing prior to the end of the year, to include WebDTP, command rosters, iFTDTL testing results and ADMITS reports. Commands should consider proactively testing members that will not be present at the command at the end of the fiscal year if it is likely that they will not be tested otherwise, such as those TAD or deployed in small numbers.

For further assistance, contact the WebDTP/DTPLite Help Line at (901) 874-4204 or Email: Mill-DTPLite@us.navy.mil.

11. Urinalysis Supplies: The following information is subject to change, depending on availability. However, it should be used to obtain additional UPC supplies:

TAMPER-RESISTANT TAPE

PDC Health Care
NSN: 7690-01-290-5172
Cost: varies per 1000 strips of tape
Unit of issue: Pad (1000 strips per pad)
Minimum Order Limitation: $50.00
GSA Contract Number: GS-02F-48169
Product Number TRL-2N

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SHIPPING BOXES

Part number	Qty	Size	Shipment Size
BCN9M442	100 BD	4" x 4" x 2"	2 bottles
BCN9M642	100 BD	6" x 4" x 2"	3 bottles
BCN9M444	100 BD	4" x 4" x 4"	4 bottles
BCN9M644	100 BD	6" x 4" x 4"	6 bottles

SPECIMEN CONTAINERS

Stock Number	Qty	Size	Shipment Size
6640-01-681-3575	10	8" x 3.5" x 6"	12 bottles
Each kit contains 1ea: Specimen Bottle, Absorbent Pad, Tamper Resistant Tape and Sealable Bag			
6530-00-NIB-0121 (wide-mouth cup)		60 (per pkg)	
8115-00-290-3365*	6 BD	8" x 4" x 4"	6 bottles
8115-00-290-5494*	25 BD	8" x 5" x 4.5"	9 bottles

(*) Does not include bottles or divider

SECONDARY CONTAINER BAGS

Stock Numbers	Size	Use
6530-01-307-5431	Bag, specimen 5"x 6"	Single bottle bag
6530-01-307-5430	Bag, specimen 4"x 6.5"	Single bottle bag
6530-01-304-9762	Mailing pouch 10.5"x15"	12 bottle mailing bag

SECONDARY CONTAINER ABSORBENT BAGS

Stock Numbers	Size	Use
6530-01-307-7434	Pouch, liquid absorbent 1.25" x 1.25"	Single bottle absorbent
6530-01-307-7433	Pouch, liquid absorbent 2.5" x 3"	Single bottle absorbent
6530-01-304-9754	Pouch, liquid absorbent 5" x 5"	12 specimen container

LABELS

Stock Numbers	Size	Use
7530-01-336-0540	Label, Avery 5163, 2" x 4"	Specimen Container
7530-01-304-9751	Label	Specimen Container

ENVELOPE

Stock Number	Packing List	Use
8105-00-857-2247	DD Form 2624	

Notes: Information subject to change. See N173 website for the most up to date listing. . Additional supply sites are GSA Advantage(dot)gov and FEDMALL(dot)mil.

12. Chain of Custody procedures.

a. Proper Chain of Custody (CoC) is vital to the success of a command urinalysis program. The process of collection, packaging and transportation of each urine specimen must be documented correctly on DD Form 2624, block 11. Improperly documenting CoC could result in a urinalysis result being unusable for legal action.

b. The command manages a sample's CoC from when the member takes possession of the empty urine specimen bottle until when the specimen sample(s) are delivered to the postal representative (commercial carriers included) or when the specimen sample(s) are hand delivered to the servicing laboratory for testing.

c. The following examples of CoC and associated steps for each one, are the most common and each scenario will assist commands in conducting proper CoC.

(1) For any and all edits, a correction must be made to all documents and bottle labels with a single line through the error, followed by an initial and date and the correct information entered adjacent to the error.

(2) If new information is added where there was none, an initial and date must accompany the added information. For bottle label corrections, a label correction memo is to accompany the affected batch. One memo per batch.

Note: Urine specimen collection should be completed before midnight of the Collection Date to enhance the CoC.

d. The following examples include "Purpose of Transfer" which can be used by the UPC

(1) Collection and shipment to the laboratory on same day with no transfer of custody:

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Sample Mailed or Hand carried to the lab by YN1 Sailor immediately after collection with no transfer of custody. Purpose of transfer can be “Released to Postal Rep” or “Hand carry to the Lab”. This section can be handwritten or typed, including additional date information.

(Updated 20241212)

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION 1001Z	UNIT DOCUMENT NUMBER A217
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20260702	SIGNATURE *YN1 Shore Sailor* NAME Petty Officer Sailor	SIGNATURE NAME	Released to Postal Rep
(2)	SIGNATURE NAME	SIGNATURE NAME	
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

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(2) Placing sample(s) in temporary storage. The key is to treat the storage (locker, room, etc.) as an entity. The UPC transfers custody to the storage and the storage will transfer custody to the UPC. Note: Only one person must have access to the storage used. A combination safe is not a recommended item as more than one person may have access to that combination. A single key access is preferred. One UPC may place specimen samples into an unlocked locker, lock the lock and another UPC may be the one with the only key to unlock the lock and the lock transfer custody to that UPC. Once that UPC or the original UPC takes custody of the specimen sample, they are to annotate the date (either same date or future date) on line 2. Line 3 date must match line two date and the Purpose of Transfer "Release to Postal Rep" or "Hand carry to the lab".

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION 1001Z	UNIT DOCUMENT NUMBER A217
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20260702	SIGNATURE YN1 Shore Sailor NAME Petty Officer Sailor	SIGNATURE NAME Storage Locker #1	Temp Storage
(2) 20260703	SIGNATURE NAME Temp Storage	SIGNATURE YN1 Shore Sailor NAME Petty Officer Sailor or Chief Anchor	Removed from storage
(3) 20260703	SIGNATURE YN1 Shore Sailor NAME Petty Officer Sailor or Chief Anchor	SIGNATURE NAME	Released to Postal Rep
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

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(3) Transfer custody from one person to another. The AUPC (YN1 Sailor) transfers custody to the primary UPC (GMC Anchor). If the same collection date is involved, annotate it in the date column. If the same collection date is not involved, there must be an indication of temporary storage involved with date placed in storage and the new date removed from storage and transfer to the UPC for processing. The example below is a simple transfer of custody for the same date. The Purpose of Transfer should end with either "Released to Postal Rep" or "Hand Carry to the Lab".

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION 1001Z	UNIT DOCUMENT NUMBER A217
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20260702	SIGNATURE *YN1 Shore Sailor* NAME Petty Officer Sailor	SIGNATURE *GMC Brass Anchor* NAME Chief Anchor	Transfer Custody
(2) 20260702	SIGNATURE *GMC Brass Anchor* NAME Chief Anchor	SIGNATURE NAME	Released to Postal Rep
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4)	SIGNATURE NAME	SIGNATURE NAME	
(5)	SIGNATURE NAME	SIGNATURE NAME	
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE NAME	SIGNATURE NAME	

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13. Urinalysis Testing Best Practices:

a. Establish a command urinalysis instruction that details command specific preferences on executing urinalysis, such as:

(1) Notification policy and timeline for reporting for collection

(2) Directions for when members are sequestered

(3) Urinalysis for members returning from unauthorized absence or transfer of custody

(4) Urinalysis for members leaving or returning from extended temporary duty or terminal leave

(5) Urinalysis for members having provided an adulterated sample

(6) Telework testing policy

b. Use officers/CPOs as coordinators and as observers whenever possible.

c. Limit Chain of Custody. Use one-person control where practicable.

d. Limit time frame of collection by establishing a "testing window."

e. Test smaller numbers of people more frequently.

f. Test coordinators and observers separately.

g. Encourage command leadership presence (CO, XO, CMDCM) during the collection process.

h. Plan the setup of the designated collection and holding areas:

(1) Remove unnecessary personnel from testing area. If possible, secure the area being used for urinalysis collection to all personnel not involved in that day's collection.

(2) Ensure adequate working space.

(3) Have sufficient materials on hand before the start of the collection process.

(4) Review paperwork for errors. Have another UPC double-check your documents if possible.

(5) Inspect all samples for signs of wetness and proper legible labeling.

(6) Ensure every urine specimen is placed into an individual specimen bag.

(7) UPC **must** sign across the tape on the top and bottom of each shipping container and date it. Each container must be sealed and signed whether shipped separately or collectively, mailed or hand delivered to the servicing DSL.

i. Ship specimens as soon as possible after collection.

j. Hold members selected for urinalysis in a controlled space until they provide a valid specimen.

k. Ensure shipment is prepared in accordance with packaging guidance and postal regulations.

l. Ask members if they are taking any medications and if so, document them on the ledger. To ensure confidentiality, have the member annotate "SEE MEDICAL RECORD" (or “SMR”) in the ledger.

m. Ensure your command accesses testing results promptly and regularly via iFTDTL.

n. Promptly take action on ALL positive results. The command must investigate to determine if the positive is a case of substance misuse. Initiate ADSEP processing for cases of potential misconduct.

o. Take immediate actions on all results with discrepancies; especially any reported as possibly adulterated. Conduct an internal investigation and have the servicing DSL perform a validity test on specimens identified as possible adulterated. For any steroid results marked positive M2, commands must perform a subsequent collection within 24-hours of the iFTDTL notification. For any result marked “At Risk” in iFTDTL, immediately notify CO so the command can initiate an expedited medical review in line with the Medical Review Process OP Guide.

p. Don't let specimens out of your control at any time. There should be no moment in time when a specimen isn’t under control by a person or locked in a container.

q. Don't use felt tip pen. Use only ballpoint or indelible ink pens.

r. Don't write information on labels from memory - use preprinted forms.

s. Never send command rosters or ledgers to the DSL with specimens.

t. Don't send completed preprinted Specimen Custody Document with 2D barcoded samples. When a handwritten or blank Specimen Custody Document is used, it must accompany the specimens to the lab.

u. Only use actual DODID s (EDIPIs) or SSNs on DD Form 2624. DO NOT CREATE NUMBERS.

v. Ensure that DD Form 2624 can be completely filled out with all identifying command information by thoroughly reviewing command identification entries in WebDTP and DTPLite.

w. Don’t submit specimens in unauthorized specimen bottles.

x. Don't over-fill or under-fill specimen bottles.

y. Ensure testing functions can be done by redundant personnel to ensure capability when UPC is selected or unavailable.

z. Be alert for common errors reported by DSLs and correct as required:

(1) Command Name and/or UIC missing in 2D barcode label.

(2) Command contact information incorrect or missing.

(3) Command roster or DD Form 2624 submitted in addition to samples.

(4) Package or bottle leakage in shipment.

(5) Samples improperly packaged.

(6) Package missing signature/date.

aa. Utilize a tickler to track all batches and specimens sent to and received by the drug lab.

ab. Retest members providing “untestable” received samples within 24 hours of notification, unless the result involved a sample is suspected of adulteration. Wait for directions from OPNAV N173.

ac. Access the OPNAV N173 websites frequently to obtain up-to-date information.

ad. Complete 100% testing of untested members by 31 Aug of the current FY. Do Not wait until September to begin testing members not tested during the year.

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Use of Urinalysis Results Table - Use this table to determine basis for separation and characterization of service:

Type	Usable in Disciplinary Proceedings	Usable as Basis for Separation	Usable for GEN/OTH Characterization
Search or Seizure			
- Member's consent (VO)	Yes	Yes	Yes
- Probable cause (PO)	Yes	Yes	Yes
Inspection			
- Generic Inspection (IO)	Yes	Yes	Yes
- Random sample (IR)	Yes	Yes	Yes
- Unit sweep (IU)	Yes	Yes	Yes
Medical – General			
- Diagnostic purposes (MO) (e.g., emergency room treatment, annual physicals, etc.) (see rule (1))	Yes	Yes	Yes
Fitness for Duty			
- Command directed (CO)	No	Yes	No
- Competence for duty (see rule (1) below)	No	Yes	No
- Mishap/safety investigation (AO)	No	Yes	No
Service-Directed			
- Treatment facility staff (military)	Yes	Yes	Yes
- Alcohol rehab testing (RO)	No	Yes	No
- Naval brigs and military confinement facilities (OO)	Yes	Yes	Yes
- Entrance testing (NO)	No	Yes	No (see rule (2) below)
- Accession training pipeline (IU)	Yes	Yes	Yes

Note: Only urinalysis results from a DoD Drug Screening Laboratory or other DoD drug testing program-certified lab will be used to refer a military member for appropriate disciplinary action and to establish the basis for separation and characterization of discharge.

Additional Rules.

(1) A military medical facility should immediately notify the member's command of urinalysis or blood test results that indicate potential unauthorized drug use. The command is authorized to collect a specimen on an inspection basis (IU premise code) from members with medical test results that indicate potential unauthorized drug use, or being returned from the custody of competent authority. Immediate action is necessary to preclude further degradation of possible controlled substances in the system due to the passage of time. A member that is unconscious or unable to deliberately provide a urine sample would not be subject to this rule.

(2) Yes for reservists recalled to active duty only.