



Navy Drug and Alcohol  
Deterrence Program  
2022

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Guide 3

Urinalysis Program Coordinator  
(UPC)

# Table of Contents

Guide 3 - Urinalysis Program Coordinator (UPC)	Page
1. Role of the UPC	3
2. Urinalysis Program	4
3. Urinalysis Collection Procedures	5
4. Special Urinalysis Testing	14
5. Inability to Provide a Urine Specimen	15
6. Wrongful Use Determination	16
7. End of Year Testing	17
8. Urinalysis Supplies	17
9. Urinalysis Testing Best Practices	19

### Guide 3 - Urinalysis Program Coordinator (UPC)

1. Role of the UPC. The primary command UPC should be an E-7 or above, a civilian employee (GS-06 or above), or equivalent government contractor. UPCs must be designated in writing with a copy provided to OPNAV N173C, Drug Detection and Deterrence (DDD) (via fax Comm: (901) 874-4228/(DSN 882-4228) or contact DDD at (901) 874-4204/(DSN 882)). Email: mill(underscore)ndsp@navy.mil. 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. UPCs shall perform the following:

- a. Manage the urinalysis collection program.
- b. Operate the Navy Drug Screening Program (NDSP) or other designated Drug Testing Program.
- c. Review urinalysis results via the Internet Forensic Toxicology Drug Testing Laboratory results portal (iFTDTL) (See Section 4.2).
- d. Ensure observers are briefed using the "Urinalysis Observer Briefing Sheet" for every urinalysis test event conducted.
- e. Ensure each member is provided urinalysis instructions verbatim and performs specimen transfer and custody as directed.
- f. Report failure to meet monthly sampling requirements and planned resolution of the cause to Echelon 2 or 3 commander.
- g. Properly package specimens for shipment or transport.
- h. Ensure results of testing are accurately entered in Navy Drug Screening Program (NDSP), including discrepancies.
- i. Investigate cause and enact measures to prevent recurrence of all reported discrepancies.
- j. Ensure urinalysis program files are maintained for a minimum of 2 years or as directed by ISIC.
- k. Maintain and update directives and instructions pertaining to command urinalysis program.
- l. Recommended completion of the self-paced UPC training on Navy E-Learning within 30 days of appointment, available at <https://my.navy.mil/>.
- m. Ensure quarterly inspections are conducted 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.

## 2. Urinalysis Program:

a. Program Participation. All hands are subject to the urinalysis program. Each member is required to be tested using the Navy drug testing program at least once during the fiscal year. Prior to the end of the fiscal year, review appropriate databases (iFTDTL, Navy's Drug Testing Program 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. 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.

b. Program Requirements. The use of the Navy's Drug Testing Program (NDSP/DTP Lite/Web DTP) is mandatory. Ensure assistant UPCs are designated in writing and properly trained on the use of the most current system. Urinalysis Program Coordinator 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:

For NDSP operation, see Support Program section 4.1 of this OPGUIDE.

c. Testing Premise Codes. 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 DDD). Inspection codes may be used for disciplinary, characterization of service, and administrative separation 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 DDD.

(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 abused 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 administrative separation (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.

(b) **Command Directed (CO)**, ordered urinalysis directed by a member's commanding officer.

(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 DDD.

(e) **Other (OO)** may be used for brig prisoners and detainees.

(f) **New Entrant (NO)** to be used for newly accessioned recruits and officers.

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 suitable, as specimens taken under this premise code cannot be used for disciplinary action.

3. 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 chain of custody of the specimens can result in adulterated or substituted specimens and dismissal at NJP or courts martial proceedings. See Resources OPGUIDE for UPC collection checklist.

a. Pre-Collection: When operating within the NDSP program, "Computer Randomly Choose Testing Day" mode (recommended). NDSP must be checked daily to see if it is a test day. Operating in "Manually Choose Testing Day" mode must be approved by the commanding officer, and the commanding officer must also inform the command's ISIC when doing so.

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

When operating DTP-Lite, the User generates a test with an assigned collection date. DTP-Lite does not retain a history. However, the UPC is to 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 NDSP/WebDTP/DTP Lite.

Note: Once all paperwork is printed and collection material is prepared, ensure the following actions are performed:

(1) 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.

(2) Identify and brief the observers on their duties and responsibilities and have them sign the Urinalysis Observer Briefing Sheet. In selecting an observer, the commanding officer may employ reasonable accommodations to respect the privacy interests of the Service Member. 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.

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

(4) Ensure personnel selected are isolated in a secure area upon notification, providing water if necessary and maintaining observation until a specimen is provided. This will eliminate 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 specimen as soon as possible.

(5) 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 will a specimen be collected on a day that is different than the collection date of the chain of custody forms (DD Form 2624, DTP Testing Program Register, or Bottle Label).

(6) Commands are required to use NDSP V5.4 or greater (which includes WebDTP and DTP Lite). All previous versions are not authorized for use. These versions accept SSN and DODID. All Navy, both active duty and reserve component members must provide urine specimens via their DODID (SSN for new entrants). All Navy activities are to shift from NDSP

to WebDTP to the greatest extent possible.

(7) 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.

(8) Members providing a specimen must verify that the information on the custody documents and bottle labels match and are accurate.

b. Specimen Collection:

(1) UPC is to collect member's identification cards upon arrival and verify the information against the chain of custody documents. 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.

(2) The UPC must direct the member to: "Pick up the bottle, 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 (60 ml for Steroid test collection), return and place the bottle on this spot." Any amount over 60ml must be annotated on the corresponding line of the specimen number on DD Form 2624 with "greater than 60ml". 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.

(3) The UPC must direct the observer to: Never lose sight of the bottle, not touch the bottle, not take possession of the bottle, use direct observation, observe the urine leaving the body and entering the bottle/container and escort the member back to the collection site. 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 gender (as identified in DEERS) as the person providing the specimen. An observer **shall not** observe more than one member at a time.

(5) Male observers are to observe from a 90-degree angle, and observe 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 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).

(7) Upon return, the UPC must visually inspect the bottle for any signs of possible adulteration, i.e. discoloration, clear specimen, foreign matter, etc. Ensure the quantitative amount is at least 30ml but not greater than 60ml. 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 chain of custody 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. Again, repeat the two step verification. Ask the member: "Is this your urine specimen?" When confirmed, have the member verify that information on the bottle label is correct, the bottle cap is sealed 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 other than to verify the lid is tightened or allow anyone else take custody of the bottle?" When confirmed, the UPC will then inspect for any signs of wetness before initialing the bottle label and attaching 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 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 checking the bottle cap/lid for tightness will 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 for each member observed.

(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. Return the CAC/ID card to the member.

(10) Under unique circumstances where one or two members are selected to provide a specimen, the command can allow the UPC of the same gender 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 step (8) above.

(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. See paragraph 5 below.

(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 chain of custody 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 chain of custody requirements outlined in this instruction.

(12) At any time during the collection process, if the UPC determines there are questions about the collection of a specimen or a specimen appears to be adulterated, it is in the judgment of the commanding officer (or designated representative) as to whether to stop the collection process and investigate or proceed while investigation occurs. Send questionable specimen/s to the servicing DSL for further analysis. See Resources OPGUIDE 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/>. Where feasible, immediately initiate collection using Probable Cause (PO) premise code for those service members with urine result of Suspected Adulterated Specimen. Contact DDD if assistance is needed at Comm: (901) 874-4204. Email: mill(underscore)ndsp@navy.mil

c. Post-Collection:

(1) 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 to fill out the form on the Print Test Products page of NDSP below the DD Form 2624 backside. DD Form 2624. For additional guidance on Post Collection procedures, contact DDD support desk at Comm (901) 874-4204 or DSN (312) 882-4204. Email: mill(underscore)ndsp@navy.mil. Additional information is found on the NDSP page of the DDD 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) **Forensic corrections are required** to make any changes or corrections on DD Form 2624 or DoD Drug Testing Program Register. 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 barcode, write the correction to the DODID/SSN out to the side and initial and date the change.

(4) Common errors made on DD Form 2624 include:

(a) DD Form 2624s submitted with specimen listed for members who didn't provide a specimen. Lineout, initial and date any specimens not collected on DD Form 2624s and Drug Testing Program Register. This results in Discrepancy Code (GG)

(b) Command short title (message PLAD) missing from Block 1 of DD Form 2624. Correct this by going into Pool Maintenance and entering the message PLAD information in block 1 for the command and block 2 for the ISIC. Include 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 is a discrepancy by the lab. Go into Pool Maintenance and enter command UIC in the corresponding block on the right.

(d) Forwarding only one copy of the DD Form 2624 instead of a copy in the box and the original attached to the outside of the box. This is not applicable when using WebDTP or DTP Lite 2D barcode selection.

(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 specimen exchange from one person to another or to/from the storage, this transition has to be documented in block 12.

(f) Submitting command rosters/Drug Testing Program Registers in addition to/or in place of a completed DD Form 2624. Never send member names to the servicing laboratory unless in specific legal cases where the information is part of a package sent to the laboratory.

(g) Submitting specimens and their corresponding DD Form 2624 forms in separate boxes. Make sure every specimen placed on the box is listed on the DD Form 2624 form and the form is placed in the box.

(h) Submitting DD Form 2624 with separate front and back sides. Make sure forms are printed front and back to one sheet.

(i) Inserting DD Form 2624 inside the box where it may be cut when the box is opened at the lab. Make sure forms are not placed directly under the middle of the box lid.

(j) Wrapping and taping DD Form 2624 around the box when hand delivering specimens.

(k) Using chain of custody documents as filler. Do not use chain of custody documents, i.e. DoD Drug Testing Program Registers, DD Form 2624s or any other urinalysis program documents as space filler.

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 8 below for a list of available UPC supplies. An updated list can be obtained from the NDSP page of the DDD website at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Systems/WebDTP/>. Ensure bottles used are ordered from vendor Alphapointe via stock number 6640-00-165-5778 unless otherwise directed by Navy Drug Detection and Deterrence office. Use only military supply sources such as SERVMART, GSA Advantage, FEDMALL to name a few.

Packing specimen:

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

**\*\* Do not send 2D barcoded forms to the lab. Retain the forms.\*\***

(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.

(2) UPC 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.

(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 filler.

e. Use of single specimen bag 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.

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

f. Ensure each bag or pouch contains absorbent material. 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 section 9 below for supply information.

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

(1) Enclose one copy of DD Form 2624 (1D version only) in a waterproof mailer and insert mailer into shipping container box.

(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 Representative," 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." In such case, the person transporting specimens would sign the DD Form 2624 upon receiving specimens.

(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 DD Form 2624, block 12d, and on all bills of lading "Shipment complies with U.S. domestic and International Air Transport Association (IATA) packaging regulations".

(7) When bill of lading number is not determined prior to sealing the container, indicate only mode of shipment on original and copy of DD Form 2624 and annotate command copy with appropriate registration or bill of lading number when the container is accepted for shipment.

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. UPC must place original DD Form 2624 in a sealed envelope (retaining one copy) and affix the envelope to the sealed shipping container.

k. UPC must wrap container with brown mailing paper or place container(s) in a larger outer container (DD Form 2624 will remain affixed to specimen box inside). An alternate method is to wrap shipping container with brown mailing paper and then attach original DD Form 2624 to the outside of container in a see through mailer envelope. 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.

l. 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 above in section h. "Transportation" must be

performed by the collection point UPC after they sign the DD Form 2624 and provide a copy to supplying UPC.

4. Special Urinalysis Testing:

a. Consult with OPNAV (N173) for urinalysis testing for drugs not included in the standard testing panel. Special testing requests must be on command letterhead and included with the associated batch of specimens when mailed or delivered to the DSL.

Note: Do not include member names.

b. Navy commands must request authorization for steroid testing from OPNAV (N173) in advance:

Navy Drug and Alcohol Deterrence  
OPNAV N173  
E-mail: MILL\_N17\_DDR@navy.mil (Secure Mailbox)  
Phone: (901) 874-4247, DSN 882  
Fax: (901) 874-4228, DSN 882

(1) All specimens for steroid testing will be forwarded to Navy Drug Screening Laboratory, Great Lakes after authorization has been provided:

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

(2) Requests must be on command letterhead and must be included with the submitted specimen(s).

(3) Specimens submitted for steroid analysis will not be tested for the standard Department of Defense (DoD) drug test panel unless specifically requested by the submitting command.

(4) A minimum of 60 ml must be submitted for steroid testing. A minimum of 75 ml must be submitted if the command also requests the standard DoD drug testing panel.

(5) DSL Great Lakes will forward specimens to a designated facility (currently the Sports Medicine Research & Testing Laboratory (SMRTL) in Salt Lake City, Utah) for steroid testing.

(6) Upon completion of testing, the SMRTL will return the steroid drug test results to DSL Great Lakes who will report results via iFTDTL and transmit details to DDD for further transfer to the command POC via encrypted email.

(7) Commands may retrieve results via iFTDTL. Positive results will be downloaded in

ADMITS.

5. Inability to Provide a 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 supportive medical documentation, which will be verified by the Senior Medical Department Representative (SMDR) 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 individual will 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.

(3) The UPC/command will verify that the information provided is correct by contacting the appropriate medical authorities in the servicing MTF to validate the claim.

(4) 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.

(5) 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.

(d) The UPC 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.

(e) 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 gender as the service member and will not have been chosen to provide a specimen in the same batch.

#### 6. Wrongful Use Determination:

a. Positive urinalysis results received without valid prescriptions must be investigated to determine whether or not the positive result is a case of drug abuse. All incidents of drug abuse 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.

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).

(1) Upon receipt of a positive result potentially caused by the use of prescribed drugs or treatment, the command will initiate an investigation into the circumstances that led to the positive result and obtain a technical review from the servicing DSL forensic toxicology expert (See the Resources OPGUIDE for sample letter request at <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Policies-OpGuides/>). Documents required for a technical review include providing substantiating prescription records and specimen-specific information.

(2) If the review supports a case of authorized/legitimate use, the commanding officer will forward all information to be considered along with his/her recommendation of "authorized/legitimate use" to OPNAV N173 with a copy to their Echelon 2 and 3 Alcohol and Drug Control Officer (ADCO) for final determination.

(3) A new technical review from the servicing drug screening laboratory is required as part of a recommendation regarding positive urinalysis letter, even if a command has previously executed one for the same member for the same prescription drug result during the same valid prescription period.

(4) A letter is required to address each positive result determined not to be wrongful due to prescription medication. Positive results from legitimate use will be appropriately cleared in ADMITS.

7. 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 NDSP 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 NDSP/WebDTP/DTP Lite Help Line at (901) 874-4204 or DSN 312-882-4204. Email: mill(underscore)ndsp@navy.mil

8. Urinalysis Supplies: The following information 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

### **SHIPPING BOXES**

<u>Part number</u>	<u>Qty</u>	<u>Size</u>	<u>Shipment Size</u>
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**

<u>Stock number</u>	<u>Qty</u>	<u>Size</u>	<u>Shipment Size</u>
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**

<u>Stock Numbers</u>	<u>Size</u>	<u>Use</u>
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**

<u>Stock Numbers</u>	<u>Size</u>	<u>Use</u>
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**

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

**Envelope:**

**Stock Number**  
8105-00-857-2247

**Packing List**  
DD Form 2624

**Use**

**Notes: Information subject to change. See WebDTP page of the DAD website for the most up to date listing. Do not use single specimen bags for more than two specimens. Additional supply sites are GSA Advantage(dot)gov and FEDMALL(dot)mil.**

9. Urinalysis Testing Best Practices:

- a. Use officers/CPOs as coordinators and E-6 and above as observers whenever possible.
- b. Limit chain of custody. Use one-person control where practicable.
- c. Limit time frame of collection by establishing a "testing window."
- d. Test smaller numbers of people more frequently.
- e. Test coordinators and observers separately.
- f. Encourage command leadership presence (CO, XO, CMDCM) during the collection process.
- g. 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 or initial 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.
- h. Ship specimens as soon as possible after collection.

- i. Hold members selected for urinalysis in a controlled space until they provide a valid specimen.
- j. Ensure shipment is prepared in accordance with postal regulations.
- k. 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 if they feel the prescription is personal.
- l. Ensure your command accesses testing results promptly and regularly via iFTDTL.
- m. Reconcile results obtained from iFTDTL with NDSP specimen record.
- n. Take action on ALL positive results.
  - (1) [Command Recommendation Regarding Positive Urinalysis Letter](#)
  - (2) ADSEP processing
- 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.
- p. Don't let specimens out of your control at any time.
- q. Don't use felt tip pens. Use only ballpoint or indelible ink pens.
- r. Don't write information on labels from memory - use preprinted forms.
- s. Don't send completed preprinted Specimen Custody Document until after any entries for specimens not collected and shipped are lined through, initialed and dated.
- t. Never send command roster or Drug Testing Program Registers to the DSL with specimens.
- u. Only use actual DODID s (EDIPIs) or SSNs on DD Form 2624. DO NOT CREATE NUMBERS.
- v. Ensure that DD Form 2624 is completely filled out with all identifying command information.
- 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) Specimen listed, no bottle received

(2) Method of shipment missing on custody document

(3) No premise code provided

(4) Member's name on custody document

(5) Bottle received, no specimen listed

(6) Command Name and/or UIC missing on custody document

(7) Message address on custody document incorrect or missing

(8) Shipment date missing

(9) DD Form 2624 missing chain of custody entries

(10) Command roster submitted in addition to or in place of a completed DD Form 2624

(11) Package Leakage

(12) Bottle leaked in shipment