

## UPC COLLECTION CHECKLIST

- \_\_\_ Determine who will be tested.
- \_\_\_ Establish adequate location.
- \_\_\_ Brief observers and instruct administrative assistants, where applicable.
- \_\_\_ Prepare bottle labels
- \_\_\_ Prepare urinalysis ledger
- \_\_\_ Assign a batch number for each box.
- \_\_\_ Announce test and personnel selected to be tested.
- \_\_\_ Assemble members being tested.
- \_\_\_ Verify positive ID of member being tested.
- \_\_\_ Have member verify bottle is empty and clean.
- \_\_\_ Complete ledger entry for individual.
- \_\_\_ Each sample is provided under direct observation. If member is unable to provide sample, refer to OPNAVINST 5350.4 series.
- \_\_\_ Ensure bottle contains at least 30 millimeters of urine.
  
- \_\_\_ Attach label to bottle. (This can be done either before or after bottle is given to the member.)
- \_\_\_ Member verifies his/her data on specimen bottle label and initials bottle label in space provided.
- \_\_\_ Member initials bottle label in space provided and turns sample over to coordinator.
- \_\_\_ Ensure bottle cap is on firmly. Do not over-tighten.

## UPC COLLECTION CHECKLIST CONT'D

- \_\_\_ Inspect sample for color and feel bottle for temperature. If sample looks adulterated shake bottle to inspect for excessive foaming.
- \_\_\_ Initial bottle label.
- \_\_\_ Apply tamper-resistant tape.
- \_\_\_ Ensure member verifies information and signs ledger.
- \_\_\_ Observer signs ledger verifying direct observation procedures.
- \_\_\_ Maintain control of all samples or complete proper transfer of custody in block 12 of the Specimen Custody Document (DD 2624).
- \_\_\_ Continue collection until all samples are collected.
- \_\_\_ Ensure Specimen Custody Document is properly completed.
- \_\_\_ Ensure service member, UPC, and Observer physically check the bottle lid is tight and the Observer annotates "Lid is Tight" in the remarks section of the Urinalysis Testing Register.
- \_\_\_ Verify DODID/SSN on bottle labels match Specimen Custody Document (DD 2624), prior to initialing the bottle label.
- \_\_\_ Only those premise codes listed in OPNAVINST 5350.4 series and OPGuide 3 will be used on Specimen Custody Document (DD 2624).
- \_\_\_ Pack bottles in accordance with OPNAVINST 5350.4 series and OPGUIDE 3, ensuring compliance with postal regulations requiring two waterproof seals.
- \_\_\_ Seal the box with packaging tape--DO NOT USE MASKING, DUCT, SCOTCH, OR STRAPPING TAPE.
- \_\_\_ Sign name and date from the box, across taped seals and onto the box on the top and bottom of box.

## UPC COLLECTION CHECKLIST CONT'D

- \_\_\_ Wrap shipping container using exterior waterproof sealer and place NDSL address on top of box (bottles upright inside).
- \_\_\_ Mail or hand-carry samples to appropriate NDSL.
- \_\_\_ Ensure messages and/or web portal results are received from the appropriate NDSL and retained by your command.