

8th Edition

**Marine Corps
Drug Demand
Reduction
Program**

February 2025



URINALYSIS PROGRAM COORDINATOR HANDBOOK

**Detailed guidance from Headquarters Marine Corps DDRP
for Urinalysis Program Coordinators (UPCs)
that reinforces policy outlined in MCO 5300.17.A**

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INTRODUCTION

The primary purpose of this handbook is to provide Urinalysis Program Coordinators (UPCs) basic guidance in conducting a urinalysis. This handbook reinforces the drug testing policies outlined in the:

- Department of Defense Instruction (DoDI) 1010.01, "Military Personnel Drug Abuse Testing Program (MPDATP)"
- DoDI 1010.16, "Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP)"
- Secretary of the Navy (SECNAV) 5300.28F, "Military Substance Abuse Prevention and Control"
- Marine Corps Order (MCO) 5300.17A, "Marine Corps Substance Abuse Program"
- MARADMIN 614/22, "Marine Corps Drug Testing Program/Clarifying and Amplifying Guidance"

This handbook illustrates urinalysis testing procedures contained in DoDI 1010.01, DoDI 1010.16, SECNAV 5300.28F, MCO 5300.17A, and MARADMIN 614/22 by focusing on procedures to improve collection, handling, and packaging processes to ensure the integrity of each command's drug testing program (DTP).

Historical Timeline of the Military Drug Program

Service member use of marijuana and heroin was common.

1960's
Vietnam
era

June 11,
1971

President Nixon directed the military drug urinalysis program to identify Service members returning from Vietnam for rehabilitation.

DoD amnesty program results in over 16,000 military members admitting a drug misuse problem.

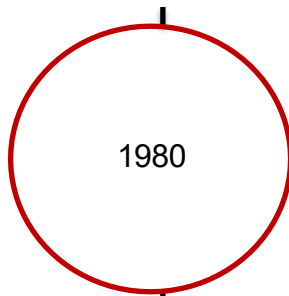
1972

Discovered that approximately 42% of U.S. military personnel in Vietnam in 1971 used opioids at least once, and half of these were reported to be physically dependent at some time. (Robins, Lee N. "The Vietnam Drug User Returns. Final Report." *Special Action Office Monograph, US Government Print Office, 1974*)

September
1973

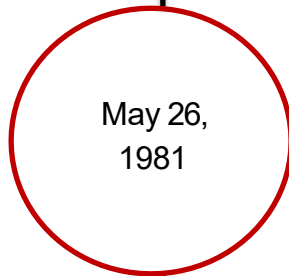
DoDI 1010.1 issued, establishing random drug testing as a primarily clinical program to identify users for treatment. The program did not deter drug use.

April 4,
1974

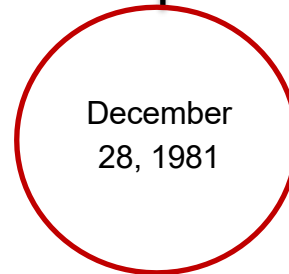


DoD health-related behaviors among military personnel survey showed that 27.6% of Service members used an illegal drug in the past 30 days. In some units, greater than 38% used.

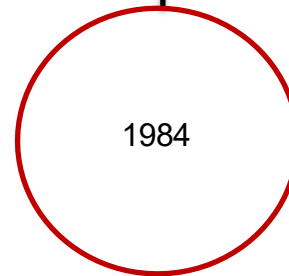
An aircraft accident aboard the USS Nimitz resulted in 14 killed, 48 injured, seven planes destroyed, 11 planes damaged, and an estimated cost of \$150 million. Six of those killed had marijuana metabolite in their bodies. Investigation identified drugs as a contributing factor in the accident.



Deputy Secretary of Defense Carlucci issued a memorandum #62884 authorizing the Services to take punitive action, including courts-martial and discharge, against Service members who had a positive drug test. Drug testing included marijuana, cocaine, heroin (opiates), amphetamines, barbiturates, methaqualone, and phencyclidine (PCP).



DoDD 1010.1 issued. DoDD formally defined forensic drug testing requirements and responsibilities. Services established panels of active duty scientists to develop and implement forensically sound drug testing procedures.



UPC AND OBSERVER

Roles and Responsibilities

Role of the UPC

The Urinalysis Program Coordinator's (UPC's) role is not the same as the Substance Abuse Control Officer (SACO). The UPC's primary duty is to execute the command's urinalysis testing event, while the SACO serves as the overseer of the testing event and advisor to the Commander on all matters relating to urinalysis, including Marine Corps policy and related procedures, collection, and transportation of urinalysis samples. The UPC must be trained in a Headquarters Marine Corps (HQMC) approved course before engaging in any aspect of the collection process.

NOTE: The Commander must appoint UPCs individually in writing. The UPC is prohibited from serving as the SACO or an Observer during the same testing event while performing duties as UPC.

UPC Responsibilities

- Administer the command urinalysis program
- Maintain all urinalysis files
- Ensure proper completion of testing documents
- Ensure Observers are properly trained
- Maintain and update directives and instructions pertaining to urinalysis
- Ensure command compliance with Marine Corps requirements
- Provide commanding officer/executive officer with answers to any questions

Role of the Observer

The Observer plays a key role in the command's urinalysis program by preventing adulteration, dilution, and substitution of urinalysis samples. Observers must witness the complete collection process. They must be trained and thoroughly familiar with all requirements of this appointment, and they shall be of the same sex marker in the Defense Enrollment Eligibility Reporting System as the Service member providing the specimen.

NOTE: The Commander shall individually designate Observers in writing

Observer Responsibilities

- Witness the complete collection process (Marine urinating into the specimen bottle, ensuring the lid is securely placed on the bottle, and delivering it to the UPC). Observer must maintain full observation of the specimen bottle while under their cognizance.

- Print their name and sign the urinalysis ledger, after the Marine providing the specimen certifies the specimen bottle contains urine provided by the Marine and there was no opportunity for substitution or adulteration by signing the ledger.
- Ensure specimens provided by females are collected in a medical specimen container and transferred to the standard specimen bottle for processing. This transfer is done by the Marine providing the specimen in full view of the Observer.

Instructions and Directives

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

- DoDI 1010.1: “Military Personnel Drug Abuse Testing Program (MPDATP)”
 - This instruction:
 - Provides updates to MPDATP policy and assigned responsibilities, and
 - Issues guidance on managing frequent and regular testing and using urinalysis testing data to conduct demographic longitudinal, statistical, and analytical studies to evaluate drug misuse among Department of Defense (DoD) military personnel.
- DoDI 1010.16: “Technical Procedures for the Military Personnel Drug Abuse Testing Program (MPDATP)”
 - This instruction establishes the technical procedures for the DoD urinalysis program.
 - The purpose is to provide technical requirements and related procedures for the MPDATP.
- SECNAV 5300.28F: “Military Substance Abuse Prevention and Control”
 - This instruction establishes Department of the Navy policies and procedures for the prevention and control of alcohol and drug misuse.
- MCO 5300.17A: “Marine Corps Substance Abuse Program”
 - This order provides policy and procedural guidance for the Marine Corps Substance Assessment and Counseling Program (SACP).
 - The purpose is to execute a comprehensive, standardized, and effective SACP throughout the Marine Corps.
- Office of the Under Secretary of Defense for Force Resiliency memorandum dated 6 August 2020.
 - This memorandum provides procedural guidance for requesting authorization to submit for LSD testing.
 - The purpose is to ensure commands are familiar with LSD testing procedures and testing limitations.
- MARADMIN 614/22
 - This MARADMIN clarifies the separation of roles for the UPC, Observer, and Secondary Reviewer.
 - This MARADMIN clarifies UPC training requirements.

PURPOSE OF URINALYSIS

The purpose of a urinalysis is to ensure military fitness, good order, and discipline within a unit. It also assures the Commander that personnel using illicit drugs are identified.

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

Who, When, How Many, and Where to Test

Overview

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

Who

- All Marines will be tested.
- **Only** the Commander or Medical Officer can order a urinalysis.
- **When in doubt on what premise code to use or any legal questions, consult with a command Staff Judge Advocate (SJA).**
- SACOs, UPCs and all personnel involved in collection and shipment will be tested monthly. To ensure the integrity of the program, the samples of those personnel involved in the collection and shipment process cannot be shipped in the same batches they were responsible for collecting; they must be collected and shipped separately by qualified personnel, SACO or UPC. Additionally, these personnel cannot observe, collect, possess, or ship a batch containing their own sample.

When

- Test day and time must remain unannounced, until the day of testing.
- Establish a “testing window” to identify specific hours of collection, e.g., 0800-1100.
- Test early in the morning when there is less chance to dilute.

How Many

- Random testing with smaller groups is the most effective.

Where

- The urine sample must be tested by a DoD-certified laboratory.

Objective of the Drug Testing Program (DTP)

The objective of the Marine Corps DTP is to deter and detect drug use. Commanders use the DTP as a valid and reliable means for inspecting personnel, assessing the command's readiness, and ensuring personal/unit performance, safety, and assigned mission are executed. The DTP is the centerpiece of the Marine Corps' Drug Demand Reduction efforts and is largely responsible for the decrease in positive urine samples for illicit drugs. To maintain and sustain efficiency, the Marine Corps DTP uses a systematic approach to screen Marines for the presence of drugs.

Smart Testing

Smart Testing is a drug testing protocol designed to be unpredictable and highly visible. The intended end result is a forensically defensible, randomized, and effective detection program. Marines are randomly selected to be tested for the presence of drugs. The unpredictability of conducting a urinalysis at any time, without advance notice, and occurring on multiple days throughout the month significantly enhances the deterrence and detection aspect of the DTP.

The command should follow the Smart Testing protocol when conducting urinalyses by ensuring the following:

- Unpredictable urinalysis testing schedules
- No advance notice of urinalysis testing
- Various urinalysis testing days throughout the month
- Various urinalysis testing time and locations
- Testing smaller number of unit population
- Limit testing time (e.g., 0800 to 1100)

TESTING PREMISE CODES

Testing premise codes are collection codes used to document the basis for military drug use urine testing.

Premise Code	Term	Rationale for Use
VO	Marine's Consent	<ul style="list-style-type: none"> A Marine who is suspected of unlawfully using drugs may be requested to consent.
PO	Probable Cause	<ul style="list-style-type: none"> When there is probable cause to believe that a Marine committed a drug offense and that a urine test will produce evidence of that offense.
IR	Random Selection	<ul style="list-style-type: none"> Random testing of work sections or groups.
IU	Unit Sweep	<ul style="list-style-type: none"> Entire unit or the selection of an entire sub-unit.
NO	Accession	<ul style="list-style-type: none"> Testing of all personnel seeking accession into the Marine Corps or recalled to active duty. All officer candidates and recruits are tested within 72 hours of arrival at the training site.
CO	Command Directed	<ul style="list-style-type: none"> Ordered by the Commander whenever a Marine's behavior or conduct evokes a reasonable suspicion of drug use or if drug use is suspected within a unit.
MO	Physician Directed	<ul style="list-style-type: none"> Ordered by a military physician in connection with a competence for duty examination.
AO	Official Safety Investigation, Mishap/Accident	<ul style="list-style-type: none"> Ordered by the Commander in connection with a formally convened mishap or safety investigation.

RO	Rehabilitation, Treatment	<ul style="list-style-type: none"> • Conducted in conjunction with participation in a treatment program for alcohol/drugs.
OO	Service Directed and Other Service Directed	<ul style="list-style-type: none"> • Directed by the Secretary of the Navy, or the CMC. • Conducted on Substance Assessment Counseling Program (SACP) personnel when applicable. • Conducted on Marines involved in the collection or shipment of urine samples, e.g., SACOs, UPCs, and Observers.
IO	Inspection Other	<ul style="list-style-type: none"> • Conducted in the fourth quarter of the Fiscal Year (FY) to test Marines who did not otherwise provide a sample during the first three quarters.

*Note: Premise code OO and IO testing do not require individual correspondence from the Commander to conduct as they are used for testing directed by the Secretary of the Navy, or the CMC.

INTERNET FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (IFTDTL)

FTDTL-WRS, also known as the iFTDTL Portal, is a web-based U.S. Government information system that provides authorized users, such as Drug Demand Reduction Coordinators (DDRCs) and SACOs the most up-to-date and accurate resources for drug testing to include reports, live queries, administration, user guides, the DTP Lite standalone executable desktop application, and an updated DoD DTP information resource page.

You must log into the website (<https://ftdtl.health.mil/>) to create an account and then submit a DD 2875 System Authorization Access Request (SAAR) Form and Cyber Awareness Completion certificate to view your test results. **Access to view results must be approved by HQMC, DDRP.**



To create an account and submit a System Authorization Access Request, use the following steps:

1. Log into the website: <https://ftdtl.health.mil/>
2. Click on check box next to "I Agree"
3. Click on "Register as a new user"
4. Select "More choices" when your "Select a Certificate" dialog box is displayed. Then select the PIV or Authentication certificate. Click "OK" and then your "CAC PIN"
5. Your DoD ID, First Name, Last Name, and Middle Name are prefilled based on your CAC card
6. You must select USMC, phone or DSN, Email. Then enter required RUC in the "User Request" field. Click "Register"
7. Submit your completed DD Form 2875 SAAR and Cyber Awareness certificate to your Drug Demand Reduction Coordinator (DDRC)
8. Your account must be approved by HQMC (MFCP-1)

NOTE: You must log-in at least once every 30 days or your account will be disabled.

UPC DUTIES – BEFORE AND DURING TESTING

Before Testing

- The commander will determine who is tested; the SACO will ensure the correct premise code is used. Note: This may require consulting with the SJA.
- Ensure an authorization letter is received from the commander (e.g., letter, memorandum, or via e-mail).
- Locate and establish an adequate and controlled location for the UPC setup and testing area.
- Ensure an adequate number of personnel assisting in collection is available (e.g., Observers **must** be of the same sex as the Marine providing the specimen).
- Prepare bottle labels, urinalysis ledgers, and custody documents utilizing an authorized DTP.
- Brief personnel who will be assisting in collection and ensure they are **thoroughly familiar** with their duties, and if possible, conduct a rehearsal.
- Review and sign the Urinalysis Brief Sheet.
- Announce the test and the personnel selected for testing.
- Assemble the personnel to be tested.
- If practical, secure the testing area.
- Brief personnel to be tested on the testing procedures.
- Have extra supplies on hand, such as specimen bottles, leakage proof bags, absorbent material, packing tape, and packing material.

During Testing

- Ensure boxes and bottles, and collected specimens **NEVER** leave UPC's possession, unless proper chain- of-custody (back of DD Form 2624) is conducted.
- UPC and Observers must ensure unnecessary personnel are removed from the testing area.
- UPC must ensure that information security is maintained. No unauthorized personnel are permitted around personally identifiable information or the empty bottles and boxes.
- If practical, establish access and control barriers.

PREVENTING ADULTERATION, DILUTION, AND SUBSTITUTION

Service Members who made the choice to misuse drugs may use creative means in an attempt to interfere with the accuracy of the test or avoid providing a sample. This is why it is imperative that the Commander designates, in writing, responsible and vigilant Marines as UPCs and Observers, and ensures these individuals are thoroughly trained before engaging in the collection process.

UPCs and Observers shall ensure strict adherence to both DoDI 1010.01, DoDI 1010.16, and MCO 5300.17A at all times with direct observation and proper chain-of-custody to prevent such measures as adulteration, dilution, and substitution.

Adulteration

Adulteration involves adding an adulterant—a substance used to alter the state of another substance—such as urine, in order to interfere with the accuracy of drug testing.

There are various commercial products and special order products available to the drug misuser, such as hydrogen peroxide, bleach, vinegar, or sodium bicarbonate. These products can be detected by the DoD drug screening labs and will be annotated on a urinalysis report from iFTDTL.

Dilution

Dilution involves two basic methods:

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

Substitution

Substitution involves any attempt by an individual to switch bottles.

Measures to Prevent Adulteration, Dilution, and Substitution

There are many ways to stop attempts to cheat the urinalysis process, including the following:

- Find and establish an adequate and controlled location for testing.
- If possible, secure heads to all personnel except those required to provide a sample. Inspect area to ensure no paraphernalia is available to game urinalysis.
- Maintain control of personnel to be tested until a sample can be provided. This can include keeping personnel in a specific, public location until they provide a sample.
- Have personnel remove excess outer clothing. Direct personnel to remove their Blouse. Marines wearing coveralls will lower the garment in the lavatory.
- Brief Observers on the importance of **NEVER** losing sight of the bottle.
- Observers must **witness** the complete collection process. This includes watching personnel provide a sample. This will eliminate opportunities to flush or dilute urine prior to providing a specimen.

COLLECTION PROCESS (MALE)



Step 1: In a controlled area and accompanied by an Observer with the same sex marker in the Defense Enrollment Eligibility Reporting System as the Service member providing the specimen, the Marine, removes excess outer clothing and presents a military identification card. The UPC confirms the identity of the Marine by comparing the DoD-ID number on the military ID card to the testing register and the bottle label.

Note: Marines in the camouflage uniform must wear a skivvy shirt.

Step 2: The identification card is retained by the UPC once the Marine selects his specimen bottle and **should** be placed in the empty urine bottle box slot.

NOTE: The UPC will maintain strict control of the bottle when not in the hands of the Marine donor.



Step 3: The Marine will break the seal and visually inspect his specimen bottle to ensure no debris is inside. Once inspected, the Marine will state to the UPC that he accepts the bottle.



Step 4: Upon leaving the UPC table, the Marine will hold the specimen container next to his head and precede the Observer to the bathroom. This way the bottle is in clear view and the Observer will **never** lose sight of the bottle.

Step 5: The Observer will position himself in the best location to witness the complete collection process of at least 30 milliliters (mL) of urine but not to exceed 75mL. The Observer must maintain **full observation** of the specimen bottle while under his cognizance.



Step 6: After at least 30mL is collected, the Marine will deliver the specimen to the UPC.

NOTE: The Observer must **NEVER** lose sight of the bottle.



Step 7: The Secondary Review is completed by a Secondary Reviewer holding the grade of E6 or above (may be the UPC if the grade requirement is met).

Step 8: The Marine will verify the identifying information on the testing register. Once verified, he will sign the testing register in the block under his printed name and initial the block under his EDI-PI.

Step 9: The Observer will print, initial, and sign the register in the blocks provided, indicating the Observer witnessed the complete collection process and that the sample was not tampered with.

Step 10: The UPC will record the time in the space provided on the register, underneath the date.

Step 11: The UPC will re-verify the EDI-PI on the label using direct comparison of the military ID card, and if correct, initial the specimen collection bottle label.

Step 12: The Marine will validate the specimen bottle label identifying information. Once validated, He will initial the specimen collection bottle label to certify accuracy of information.

Step 13: The Marine will attach the initialed label to the bottle. He will attach tamper resistant tape across the bottle lid and will ensure the tape touches the label on both sides. He will initial the tape on the bottle lid, insert the bottle into the leakage proof bag containing single bottle absorbents, and seal the bag. Then, he will place the sealed bag in the specimen box and retrieve the CAC card.

Step 14: The UPC will annotate on DD Form 2624 that the secondary review process of all samples collected was completed prior to shipping.



COLLECTION PROCESS (FEMALE)



Step 1: In a controlled area and accompanied by an Observer with the same sex marker in the Defense Enrollment Eligibility Reporting System as the Service member providing the specimen, the Marine removes excess outer clothing and presents a military identification card. The UPC confirms the identity of the Marine by comparing the DoD-ID number on the military ID card to the testing register and the bottle label.

Note: Marines in the camouflage uniform must wear a skivvy shirt.

Step 2: The identification card is retained by the UPC once the Marine selects her specimen bottle and **should** be placed in the empty urine bottle box slot.



Step 3: The Marine will break the seal and visually inspect her specimen bottle to ensure no debris is inside. Once inspected, the Marine will state to the UPC that she accepts the bottle.

Step 4: The UPC issues the Marine a medical specimen container to collect the specimen. Once the specimen is collected, the Marine will transfer urine to standard specimen bottle.



Step 5: Upon leaving the UPC table, if practical, the Marine will hold the specimen container and specimen bottle next to her head and precede the Observer to the bathroom. This way both the container and specimen bottle are in clear view and the Observer will **never** lose sight of them.

Step 6: The Observer will position herself in the best location to witness the complete collection process of at least 30mL of urine, and not to exceed 75 mL. The Observer must maintain **full observation** of the specimen collection process while under her cognizance.





Step 7: The Observer must maintain **full observation** of the specimen container during the transfer to a standard specimen bottle.

Step 8: After the specimen is transferred to the specimen bottle, the Marine will deliver the specimen to the UPC.

NOTE: The Observer must **NEVER** lose sight of the specimen bottle.

Step 9: The Secondary Review is completed by a Secondary Reviewer holding the grade of E6 or above (may be the UPC if the grade requirement is met).



Step 10: The Marine will verify the identifying information on the testing register. Once verified, she will sign the testing register in the block under her printed name, and initial the block under her EDI-PI.

Step 11: The Observer will print, initial, and sign the register in the blocks provided, indicating the Observer witnessed the complete collection process and that the sample was not tampered with.

Step 12: The UPC will record the time in the space provided on the register, underneath the date.

Step 13: The UPC will re-verify the EDI-PI on the label using direct comparison of the military ID card, and if correct, initial the specimen collection bottle label.

Step 14: The Marine will validate the specimen bottle label identifying information. Once validated, she will initial the specimen collection bottle label to certify accuracy of information.



Step 15: The Marine will attach the initialed label to the bottle. She will attach tamper resistant tape across the bottle lid and will ensure the tape touches the label on both sides. She will initial the tape on the bottle lid, insert the bottle into the leakage proof bag containing single bottle absorbents, and seal the bag. Then, she will place the sealed bag in the specimen box and retrieve the CAC card.

Step 16: The UPC will annotate on the DD Form 2624 that the secondary review process of all samples collected was completed prior to shipping.

PACKAGING AND SHIPPING PROCEDURES

Ensure packaging complies with U.S. Postal regulations and that all documents are complete and included in the package. Following strict chain-of-custody procedures is critical; the UPC must always package, document, and ship with the idea that the results will be used in a court-martial. Therefore, samples shall be shipped immediately but not later than 48 hours after the collection as a best practice.

The primary modes of shipment will be through regular U.S. Postal Service (USPS) mail, courier delivery service (e.g., FEDEX/UPS using a Requisition and Invoice/Shipping Document/DD Form 1149), or direct hand delivery to the DoD-certified laboratory. The USPS is not required to sign for the shipment. Acceptance into the USPS should be noted by the date stamp on the DD Form 2624 and retained with the command's testing package.

Urine specimens do not require refrigeration before shipment. However, specimens should be shipped expeditiously and if stored, it should provide an incontestable security and chain-of-custody. **DO NOT DISCARD ANY COLLECTED SAMPLE.**

The following steps illustrate the procedure for packaging and shipping specimens:

Step 1: The UPC prepares each box to be shipped in a leak-proof secondary container.

NOTE: Inspect each box thoroughly for signs of wetness. If wetness is noted on the box, replace the box prior to shipment.



Step 2: Complete the DD Form 2624.

Step 3: Remove any empty bottles. Multiple batches may be combined in the same box as long as the total amount of specimens is 12 or less.



Step 4: The box is then sealed with packing tape, **and signed and dated on the top of the box across the tape.**

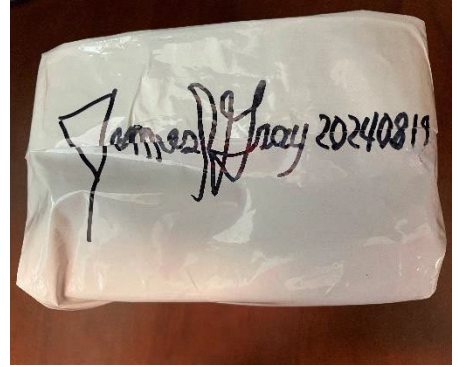
Step 5: Using the waterproof mailer, take the original memorandum for the record to the NDSL (if needed in the case of a forensic correction, broken red seals, etc.) and affix it to the top of the box.

NOTE: Do not attach the form to the sides of the box.



Step 6: Insert the box into the shipping container (mailing pouch/bag).

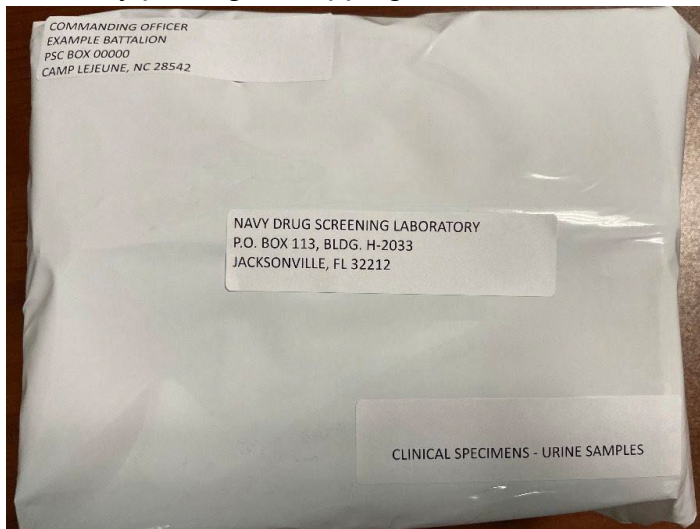
Step 7: The UPC signs and dates the seal of the shipping container to ensure integrity of specimens. Note: Suggested by the NDSLs as a best practice.



Step 8: Attach the completed shipping labels to the shipping container.




NOTE: Once the shipping labels are affixed, each shipping container must be clearly marked on the outside as “Clinical Specimens-Urine Sample.” **Do not use the bio-hazard label.**

An example of a correctly packaged shipping container:



URINALYSIS COLLECTION MATERIALS

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

Supply		USMC
Urine Specimen Collection and Transportation Kit		6640-01-681-3575
Female Collection Cup	Wide-mouth, single use	6530-00-NIB0121
Avery Label (#5163)		
Collection Supply Pack	12-BIOBAGS, 12-ASBORBS, 15-TAPES	From Alhaphointe: PAK1000
Tamper-Evident/Resistant Tape		7690-01-290-5172 TRL-2N
Mailing Pouch	 10.5" x 15" (12-bottle mailing bag)	6530-01-304-9762
Collection Boxes with Dividers	25 per case, boxes and dividers only	From Alhaphointe: CAI2051

URINALYSIS BRIEF SHEET

The Observer will:

1. Take positive control of the Marines and only observe one Marine at a time.
2. Ensure that the specimen bottle is in plain view at all times and proceed the individual to the collection site.
3. The Observer must position himself/herself to watch the urine leave the body and enter the specimen bottle; or urine has been poured from collection cup into the specimen bottle.
4. Observe the individual tighten the lid on the specimen bottle.
5. Proceed the individual to the coordinator, ensuring that the specimen bottle is in plain view at all times.
6. Print and sign on the unit ledger after the individual you observed signs, giving custody to the coordinator.

The Coordinator will:

1. Take the identification card and verify the information by direct comparison against the paper work to confirm identity of the individual.
2. Issue the specimen bottle and instruct the individual to check and make sure there is nothing inside the bottle. **Do not allow the individual to blow inside or put anything in the specimen bottle.**
3. When the individual and Observer return, allow only one person at the table at a time.
4. Ensure that there is at least 30mL of sample in the bottle.
5. Make sure the individual checks his/her name and DoD identification number on the ledger and label.
6. Instruct the individual to verify the identifying information on the testing register. Once verified, they will sign the testing register in the block under their printed name, and initial the block under their EDI-PI.
7. The UPC (or Secondary Reviewer, if the UPC is below the grade of E6) will inspect the bottle to ensure lid is tightened appropriately and sealed, look for signs of leakage/urine spill, and wipe off excess spill, if needed.
8. The UPC will verify the EDI-PI on the label using direct comparison of the military ID card, and if correct, initial the specimen collection bottle label.
9. The individual will validate the specimen bottle label identifying information. Once validated, the individual will initial the specimen collection bottle label to certify accuracy of information.
10. The individual will attach the initialed label on bottle, attach tamper-evident/resistant tape across the bottle lid, ensuring tape touches the label on both sides, initial tape, insert bottle in bag, seal bag, and retrieve identification.
11. At **no time** will the coordinator let the filled bottles out of his/her possession until turned over to the SACO/UPC, or until the package is shipped to the drug-screening lab.

Coordinator Rank/name (print)

Signature

Date

Observer Rank/name (print)

Signature

Date

Observer Rank/name (print)

Signature

Date

Batch # _____ to _____

POINTS OF CONTACT

HQMC (Substance Assessment and Counseling Program / MFCP-1):

Headquarters, U.S. Marine Corps
Manpower & Reserve Affairs
3280 Russell Road
Quantico, VA 22134-5103
Email: DDRP@usmc.mil
(703) 432-9587 | DSN:278-9587

AFMES:

Armed Forces Medical Examiner System
Building 115, Purple Heart Drive
Dover AFB, DE 19902
Phone: (302) 346-8724 | DSN: 366-8724 | FAX: (302) 346-8822

NDSL JAX:

Navy Drug Screening Laboratory
P.O. Box 113, Bldg. H-2033
Jacksonville, FL 32212
Email: usn.ndsljax@mail.mil
Phone: (904) 546-8062 | DSN: 942-8062 EXT. 130 M-F 0600-1800 (EST)
FAX: 904-542-7761

NDSL GL:

Navy Drug Screening Laboratory
2500 Rodgers St, Bldg. 5501
Great Lakes, IL 60088-2952
Email: usn.great-lakes.navdruglabgrlil.list.ndslgl-tech-help@mail.mil
Phone: (847) 688-2045 | DSN: 792-2045 M-F 0830-1700 (EST)

TRIPLER FTDTL:

Tripler Army Medical Center
Forensic Toxicology Drug Testing Laboratory
1 Jarrett White Road
Tripler Army Medical Center, HI 96859-5000
Email: usarmy.tripler.medcom-ftdtl.list.ftdtl-t-portal@mail.mil
FAX: (808) 834-3609 | DSN 315-433-3609
Litigation Support: (808) 433-1671 | DSN 315-433-1671
Main Lab: (808) 433-5176 | DSN 315-433-5176

MEMORANDUM FOR RECORD

SUBJECT: DDRP Standard Bottle Label Correction (BLC)

1. This memorandum is to certify the following correction(s) were made as indicated below for urine specimen(s) enclosed with this shipment for testing. **One BLC per 2624.**

2. Reference: Bottle Label and/or Tamper Evident Tape

BAC/IDN - Block 3	Branch/UIC - Block 3	Collect Date - Block 4	Document Number - Block 5

BOTTLE LABEL CORRECTIONS (List all specimen number(s) that apply):

#__ EDI PI Should Read As: _____#__ EDI PI Should Read As: _____.

#__ EDI PI Should Read As: _____#__ EDI PI Should Read As: _____.

#__ EDI PI Should Read As: _____#__ EDI PI Should Read As: _____.

#__ EDI PI Should Read As: _____#__ EDI PI Should Read As: _____.

#__ EDI PI Should Read As: _____#__ EDI PI Should Read As: _____.

#__ EDI PI Should Read As: _____#__ EDI PI Should Read As: _____.

#_____: Collection Date incorrect, collection date should read as _____.

#_____: Base incorrect, should read as _____.

#_____: UIC incorrect, should read as _____.

#_____: Test Basis Incorrect/Missing, should read _____.

#_____: Volume is _____.

#_____: Appears to be Adulterated.

TAMPER EVIDENT TAPE CORRECTIONS (List all specimen number(s) that apply):

#_____ Multiple Seals: Applied seal(s) in the presence of the Service Member/Collector.

OTHER (List all specimen number(s) that apply): _

#:_____ Explanation: _____

Signature: _____

Print Name: _____

Title: _____ Date: _____

Prepared By

Signature: N/A

Print Name: N/A

Title: N/A Date: N/A

Validated By

**SAMPLE REQUEST LETTER FOR A LYSERGIC ACID
DIETHYLAMIDE (LSD) AND FULL PANEL TESTING
QUOTA REQUEST**

From: Commanding Officer, (insert name of command)
To: Commanding Officer, Navy Drug Screening Laboratory, Great Lakes,
Illinois

Subj: LYSERGIC ACID DIETHYLAMIDE (LSD) TESTING QUOTA REQUEST

Ref: (a) MCO5300.17A

1. It is requested that an LSD and Full Panel test be conducted on the following urinalysis sample(s).
2. I acknowledge that samples must be collected as defined by reference (a) and shipped within five working days of receipt of authorization.
3. The following information is provided.

Testing Requested:	LSD
Date of Collection:	MONTH DAY YEAR
Premise Code:	(CO, PO, VO)
Batch Number:	XXXX
Specimen Number:	XX
EDIPI:	XXXXXXXXXXXX
UIC:	77777

Testing Requested:	FULL PANEL
Date of Collection:	MONTH DAY YEAR
Premise Code:	(CO, PO, VO)
Batch Number:	XXXX
Specimen Number:	XX
EDIPI:	XXXXXXXXXXXX
UIC:	77777

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

A. B. SEE

**SAMPLE REQUEST LETTER FOR A LYSERGIC ACID
DIETHYLAMIDE (LSD) TESTING QUOTA REQUEST**

From: Commanding Officer, (insert name of command)

To: Commanding Officer, Navy Drug Screening Laboratory, Great Lakes,
Illinois

Subj: LYSERGIC ACID DIETHYLAMIDE (LSD) TESTING QUOTA REQUEST

Ref: (a) MCO5300.17A

1. It is requested that an LSD test be conducted on the following urinalysis sample(s).
2. I acknowledge that sample must be collected as defined by reference (a) and shipped within five working days of receipt of authorization.
3. The following information is provided.

Testing Requested:	LSD
Date of Collection:	MONTH DAY YEAR
Premise Code:	(CO, PO, VO)
Batch Number:	XXXX
Specimen Number:	XX
EDIPI:	XXXXXXXXXX
UIC:	77777

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

B. B. SEE

SAMPLE LETTER FOR STEROID AND FULL PANEL TESTING

From: Commanding Officer, (insert name of command)
To: Commanding Officer, Navy Drug Screening Laboratory, Great Lakes, Illinois
Subj: ADDITIONAL DRUG TESTING / STEROID ANALYSIS

1. It is requested that a steroid and Full Panel test be conducted on the following urinalysis sample(s)
2. The following information is provided.

Testing Requested:	STEROID
Date of Collection:	MONTH DAY YEAR
Premise Code:	(CO, PO, VO)
Batch Number:	XXXX
Specimen Number:	XX
EDIPI:	XXXXXXXXXXXX
UIC:	77777

Testing Requested:	FULL PANEL
Date of Collection:	MONTH DAY YEAR
Premise Code:	(CO, PO, VO)
Batch Number:	XXXX
Specimen Number:	XX
EDIPI:	XXXXXXXXXXXX
UIC:	77777

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

A. B. SEE

SAMPLE LETTER FOR STEROID TESTING

From: Commanding Officer, (insert name of command)
To: Commanding Officer, Navy Drug Screening Laboratory, Great Lakes, Illinois
Subj: ADDITIONAL DRUG TESTING / STEROID ANALYSIS

4. It is requested that a steroid test be conducted on the following urinalysis sample(s)

5. The following information is provided.

Testing Requested:	STEROID
Date of Collection:	MONTH DAY YEAR
Premise Code:	(CO, PO, VO)
Batch Number:	XXXX
Specimen Number:	XX
EDIPI:	XXXXXXXXXXXX
UIC:	7777

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

A. B. SEE

**EXAMPLE CHAIN OF CUSTODY FORM
FOR AN E6 OR ABOVE UPC**

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		UNIT DOCUMENT NUMBER	
		7777		1775	
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY		d. PURPOSE OF TRANSFER	
(1) 20240814	SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE	SIGNATURE <i>SACO STORAGE LOCKER</i> NAME SACO STORAGE LOCKER		SECONDARY REVIEW COMPLETED BY UPC. TRANSFER TO SECURED STORAGE.	
(2) 20240814	SIGNATURE <i>SACO STORAGE LOCKER</i> NAME SACO STORAGE LOCKER	SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE		PROCESS TO SHIP TO NDSL	
(3) 20240814	SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE	SIGNATURE <i>USPS</i> NAME USPS		RELEASE TO USPS FOR SHIPMENT	
(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			

DD FORM 2624 (BACK), NOV 2014

**EXAMPLE CHAIN OF CUSTODY FORM
FOR AN E5 OR BELOW UPC**

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION	77777	UNIT DOCUMENT NUMBER	1775
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER
(1) 20240814	SIGNATURE <i>Mark A. Page</i> NAME SGT MARK A. PAGE	SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE			For secondary review.
(2) 20240814	SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE	SIGNATURE <i>Mark A. Page</i> NAME SGT MARK A. PAGE			Secondary review complete. Process to ship.
(3) 20240814	SIGNATURE <i>Mark A. Page</i> NAME SGT MARK A. PAGE	SIGNATURE NAME USPS			Release to USPS for shipment.
(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			

**EXAMPLE CHAIN OF CUSTODY FORM
FOR AN E5 OR BELOW UPC
TRANSFERRING TO THE SACO**

11. CHAIN OF CUSTODY TRACKING		BASE AND UNIT IDENTIFICATION		UNIT DOCUMENT NUMBER	
		77777		4444	
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER
(1) 20240815	SIGNATURE <i>Mark A. Page</i> NAME SGT MARK A. PAGE		SIGNATURE <i>Travis B. Ball</i> NAME SSGT TRAVIS B. BALL		FOR SECONDARY REVIEW.
(2) 20240815	SIGNATURE <i>Travis B. Ball</i> NAME SSGT TRAVIS B. BALL		SIGNATURE <i>Mark A. Page</i> NAME SGT MARK A. PAGE		SECONDARY REVIEW COMPLETE.
(3) 20240815	SIGNATURE <i>Mark A. Page</i> NAME SGT MARK A. PAGE		SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE		TRANSFER TO SACO FOR STORAGE.
(4) 20240815	SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE		SIGNATURE SACO STORAGE LOCKER NAME		SECURED STORAGE
(5) 20240816	SIGNATURE SACO STORAGE LOCKER NAME		SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE		PROCESS TO SHIP TO NDSL
(6) 20240816	SIGNATURE <i>John A. Doe</i> NAME SSGT JOHN A. DOE		SIGNATURE NAME USPS		RELEASE TO USPS FOR SHIPMENT
(7)	SIGNATURE NAME		SIGNATURE NAME		
(8)	SIGNATURE NAME		SIGNATURE NAME		
(9)	SIGNATURE NAME		SIGNATURE NAME		
(10)	SIGNATURE NAME		SIGNATURE NAME		

**EXAMPLE CHAIN OF CUSTODY FORM
FOR AN E6 OR ABOVE UPC WHO HAND DELIVERS A BATCH TO THE LAB**

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION		7777	UNIT DOCUMENT NUMBER		1775
a. DATE (YYYYMMDD)	b. RELEASED BY		c. RECEIVED BY		d. PURPOSE OF TRANSFER	
(1) 20240814	SIGNATURE <i>John A. Doe</i>	NAME SSg John A. Doe	SIGNATURE	NAME Tripler FTDTL	Secondary review completed by UPC. Hand delivered to Tripler FTDTL	
(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		

**EXAMPLE OF A FORENSIC CORRECTION (SPECIMEN 5),
AND TAPE CORRECTION (SPECIMEN 10)
ON THE TESTING REGISTER**

**Drug Testing Program
Testing Register**

08/15/2024
OO

Batch: 4444

Date & Time of Collection MM/DD/YYYY	Batch and Specimen #	Tested Members			TPI	Observer's Printed Name and Signature and Initials	Comments and Disposition
		Rank	Printed Name	DOD ID Initials			
08/15/2024	Batch: Spec: 4444 001	1STLT	(M) BENOTZ, BRUCE L.	3411156737	OO		SMISON LEAVE
08/15/2024 0736	Batch: Spec: 4444 002	SGT	(M) CHECK, RODGER	7776668889	OO	SGT ALAN B. SMITH <i>Alan B. Smith</i>	
08/15/2024 0742	Batch: Spec: 4444 003	PFC	(M) CROSS, CHRIS P.	5553389532	OO	SGT CHARLES B. NORRIS <i>Charles B. Norris</i>	
08/15/2024 0725	Batch: Spec: 4444 004	LCPL	(M) KIRK, JAMES T.	5432167895	OO	SGT ALAN B. SMITH <i>Alan B. Smith</i>	
08/15/2024 0716	Batch: Spec: 4444 005	2NDLT	(M) LEE, BRUCE <i>JRG 20240815</i>	8219264193 8219264193	OO	SGT CHARLES B. NORRIS <i>Charles B. Norris</i>	
08/15/2024 0704	Batch: Spec: 4444 006	GYSGT	(M) MOUSE, MIKE E.	9887654321	OO	SGT CHARLES B. NORRIS <i>Charles B. Norris</i>	
08/15/2024 0730	Batch: Spec: 4444 007	SSGT	(M) PILE, GOMER E.	4568287378	OO	SGT CHARLES B. NORRIS <i>Charles B. Norris</i>	
08/15/2024 0650	Batch: Spec: 4444 008	CAPT	(M) PLANET, GEORGE E.	3348363829	OO	SGT ALAN B. SMITH <i>Alan B. Smith</i>	
08/15/2024 0750	Batch: Spec: 4444 009	SSGT	(M) RAMBO, JOHN R.	9999999978	OO	SGT ALAN B. SMITH <i>Alan B. Smith</i>	
08/15/2024 0606	Batch: Spec: 4444 010	MAJ	(M) RICE, JERRY P.	3839493739	OO	SGT CHARLES B. NORRIS <i>Charles B. Norris</i>	SM BROKE TAPE SECOND PIECE APPLIED.
08/15/2024 0618	Batch: Spec: 4444 011	CPL	(F) SHELL, SALLY S.	6542378942	OO	SGT ISABELLA R. GRAY <i>Isabella R. Gray</i>	
08/15/2024 0628	Batch: Spec: 4444 012	SGT	(M) TAYLOR, CHARLES T.	7778889999	OO	SGT ALAN B. SMITH <i>Alan B. Smith</i>	


CUI

EXAMPLE OF A FORENSIC CORRECTION (SPECIMEN 5) ON A LABEL



EXAMPLE FORENSIC CORRECTION (SPECIMEN 5) ON A DD FORM 2624

PRIVACY ADVISORY: When completed, this form is protected by the Privacy Act of 1974, as amended.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING <small>(Read Instructions on last page before completing form.)</small>				A. LABORATORY CONDUCTING DRUG TESTING	
1. SUBMITTING UNIT EXAMPLE BATTALION CAMP LEJEUNE, NC 28542 910-449-8532		US	2. ADDITIONAL SERVICE INFORMATION <small>(Second Echelon)</small> EXAMPLE REGIMENT CAMP LEJEUNE, NC 28542		
3. BASE and UNIT IDENTIFICATION ** 77777 		4. DATE SPECIMEN COLLECTED YYYY MM DD 2024 08 15		C. LAB BATCH NUMBER	
		5. UNIT DOCUMENT NUMBER ** 4444		D. DRUGS TESTED	
<small>** Required information entry on front and back of form.</small>					
6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)		7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	
10. DISC CODE					
(1)		00			
001	3411156737				
(2)		00			
002	7776668889				
(3)		00			
003	5553389532				
(4)		00			
004	5432167895				
(5)	JRG 20240815	00			
005	8219264193 8219264184				
(6)		00			
006	9887654321				
(7)		00			
007	4568287378				
(8)		00			
008	3348363829				
(9)		00			
009	9999999978				
(10)		00			
010	3839493739				
(11)		00			
011	6542378942				
(12)		00			
012	7778889999				

PREVIOUS EDITION IS OBSOLETE

DD FORM 2624, NOV 2014, DTPLite v6.0.8.2

EXAMPLE MEMORANDUM FOR RECORD SUBMITTED TO THE LAB TO ANNOTATE CORRECTIONS

MEMORANDUM FOR RECORD

SUBJECT: DDRP Standard Bottle Label Correction (BLC)

1. This memorandum is to certify the following correction(s) were made as indicated below for urine specimen(s) enclosed with this shipment for testing. **One BLC per 2624.**

2. Reference: Bottle Label and/or Tamper Evident Tape

BAC/IDN - Block 3	Branch/UIC - Block 3	Collect Date - Block 4	Document Number - Block 5
	USMC/77777	20240815	4444

BOTTLE LABEL CORRECTIONS (List all specimen number(s) that apply):

- # 005 EIDN Should Read As: 8219264184 # _____ EIDN Should Read As: _____.
- # _____ EIDN Should Read As: _____ # _____ EIDN Should Read As: _____.
- # _____ EIDN Should Read As: _____ # _____ EIDN Should Read As: _____.
- # _____ EIDN Should Read As: _____ # _____ EIDN Should Read As: _____.
- # _____ EIDN Should Read As: _____ # _____ EIDN Should Read As: _____.
- # _____ EIDN Should Read As: _____ # _____ EIDN Should Read As: _____.
- # _____: Collection Date incorrect, collection date should read as _____.
- # _____: Base and/or UIC incorrect, should read as _____.
- # _____: Test Basis missing, should read _____.
- # _____: Volume is _____.
- # _____: Appears to be Adulterated.

TAMPER EVIDENT TAPE CORRECTIONS (List all specimen number(s) that apply):

010 Multiple Seals: Applied seal(s) in the presence of the Service Member/Collector.

OTHER (List all specimen number(s) that apply):

_____ Explanation: _____

Signature: John P. Green
 Print Name: SGT JOHN R. GREEN
 Title: UPC Date: 20240815
 Prepared By

Signature: N/A
 Print Name: N/A
 Title: N/A Date: N/A
 Validated By N/A

EXAMPLE NOTIFICATION COPY

CUI

**Drug Testing Program
Testing Subjects**

77777

Notification Copy

08/15/2024

Rank	Name	DoD ID	Premise	M/F
1STLT	BENOTZ, BRUCE L.	3411156737	OO	M
SGT	CHECK, RODGER	7776668889	OO	M
PFC	CROSS, CHRIS P.	5553389532	OO	M
LCPL	KIRK, JAMES T.	5432167895	OO	M
2NDLT	LEE, BRUCE	8219264193	OO	M
GYSGT	MOUSE, MIKE E.	9887654321	OO	M
SSGT	PILE, GOMER E.	4568287378	OO	M
CAPT	PLANET, GEORGE E.	3348363829	OO	M
SSGT	RAMBO, JOHN R.	9999999978	OO	M
MAJ	RICE, JERRY P.	3839493739	OO	M
CPL	SHELL, SALLY S.	6542378942	OO	F
SGT	TAYLOR, CHARLES T.	7778889999	OO	M

CUI

EXAMPLE WORKING COPY

CUI

**Drug Testing Program
Testing Subjects**

77777

Working Copy

08/15/2024

Rank	Name	DoD ID	Premise	Due Back	Rationale
1STLT	BENOTZ, BRUCE L.	3411156737	OO	_____	_____
SGT	CHECK, RODGER	7776668889	OO	_____	_____
PFC	CROSS, CHRIS P.	5553389532	OO	_____	_____
LCPL	KIRK, JAMES T.	5432167895	OO	_____	_____
2NDLT	LEE, BRUCE	8219264193	OO	_____	_____
GYSGT	MOUSE, MIKE E.	9887654321	OO	_____	_____
SSGT	PILE, GOMER E.	4568287378	OO	_____	_____
CAPT	PLANET, GEORGE E.	3348363829	OO	_____	_____
SSGT	RAMBO, JOHN R.	9999999978	OO	_____	_____
MAJ	RICE, JERRY P.	3839493739	OO	_____	_____
CPL	SHELL, SALLY S.	6542378942	OO	_____	_____
SGT	TAYLOR, CHARLES T.	7778889999	OO	_____	_____

CUI

SPECIAL CIRCUMSTANCES

- Scenario: The Marine places anything into the bottle, touches the inside of the bottle, or blows inside of the bottle during the visual inspection process in step 3 of the collection process, or the Marine rejects the bottle.
 - Course of Action: Allow the Marine to select a new bottle and crush and discard the contaminated or rejected bottle.

- Scenario: The Marine drops their bottle into the urinal/toilet during the collection process.
 - Course of Action: Ensure the urine is discarded and the bottle is crushed and destroyed.
 - Issue the Marine a new bottle to provide a new sample.

- Scenario: The Marine returns to the UPC station with less than 30mL of urine.
 - Course of Action: Direct the Marine to place their bottle into the slot containing their military ID card. Direct the Marine to sip a reasonable amount of water, over a reasonable amount of time until they are ready to urinate. Once the Marine is ready to urinate, direct the Marine to retrieve their bottle and ensure they grab the correct bottle. Then, direct the Marine to proceed to the lavatory with the same Observer that accompanied them during the first attempt, to continue to provide the specimen. You may have the Observer initial in the designated Observer block when the Marine first returns to the table, if needed to keep track of which Observer accompanied which Marine.
 - If the Marine is unable to provide enough urine to total 30mL by the end of the testing window, but did provide some urine, then make a note in the Comments and Disposition section, and annotate the specimen number in the space indicated on the Memorandum For Record, DDRP Standard Bottle Label Correction (BLC) document.

- Scenario: The Marine returns to the UPC station with more than 75mL of urine.
 - Course of Action: Direct the Marine to return to the lavatory with the Observer and pour out just enough urine to total less than 75mL, but still exceed 30mL.

- Scenario: The Marine breaks the tamper-evident/resistant tape upon application.
 - Course of Action: Direct the Marine to place another piece of tape directly over the broken tape. This must be done as many times as needed to have an unbroken piece of tape with the tabs touching the “tape here” boxes on both sides.
 - Annotate the SM broke tape on application and applied additional tape in the Comments and Disposition section of the Register.
 - Annotate the specimen number containing multiple tapes in the space indicated on the Memorandum For Record, DDRP Standard Bottle Label Correction (BLC) document.

- Scenario: The Marine’s EDI-PI is incorrect on testing documentation.
 - Course of Action: Make a forensic correction to the EDI-PI. Draw a single line through the incorrect EDI-PI, using a black ball point pen, ensuring the information is legible. Write the correct EDI-PI. Initial and date all corrections.
 - Annotate the forensic correction(s) using the indicated spaces on the Memorandum For Record, DDRP Standard Bottle Label Correction (BLC) document.

- Scenario: A new SACO finds urine samples stored in the locker that predate his/her appointment.
 - Course of Action: Continue the chain of custody form, or generate a blank DD Form 2624, if the original form is missing. Brief the Commanding Officer, and send the urine samples to the designated Forensic Toxicology Drug Testing Laboratory. Do not discard any collected urine sample.

