

Section 5: Drug Testing

Objectives

1. To know the requirements of USMC drug testing policy and be able to advise the CO to ensure that he or she is in compliance.
2. To be able to explain the purpose of drug testing.
3. To know the premise codes that can be used for drug testing, their proper uses, and their limitations.
4. To understand the roles of COs, SACOs, UPCs, and observers in conducting drug testing.
5. To be able to explain the qualities to look for in choosing UPCs and observers.
6. To learn how to prepare for drug testing.
7. To be able to demonstrate proper urine collection procedures.
8. To know how to correctly complete drug testing paperwork.
9. To know how to prepare urine specimens for shipping.
10. To describe how to maintain the chain of custody for urine specimens.
11. To be able to explain the basic drug testing laboratory procedures.
12. To understand the special requirements associated with testing for drugs other than those that are routinely tested for.
13. To understand how test results are retrieved.
14. To know the appropriate steps to take if a test is positive.
15. To be aware of common errors or discrepancies that occur in urine testing, and how to avoid them through quality control procedures.

Purpose of Drug Testing

Many Marines think the main purpose of the random drug testing program is to catch drug users. This is not true. The primary purpose of random drug testing is to **prevent** illegal drug use among service members. Simply put, Marines are less likely to use illegal substances if they think they will be caught.

Random drug testing is a form of prevention and the evidence suggests that it is a highly effective one. **Since the DoD began doing systematic random drug testing in the early 1980s, the estimated rate of illegal drug use within the military has dropped from 28% to less than 3%.**

The secondary goal of drug testing is to identify Marines who use illegal substances so they can be treated and separated from service. This is important because drug users often can't pull their own weight. By using drugs, they put other unit members at risk. Early identification of Marines who use drugs allows them to get treatment before they harm themselves or others.

Drug Testing Policy

Marine Corps drug testing policy states that:

- All Marines, regardless of rank, must be screened for drugs annually.
- At least 10% of each unit will be randomly tested monthly.
 - Regardless of when they were most recently tested.
 - Regardless of rank.
 - Even while deployed.
- All personnel will be tested within 72 hours of a PCS, UA, or leave exceeding 5 days.
- Reservists will be tested at scheduled annual trainings.
- SACOs at recruiting commands and brig staff will be tested quarterly.
- SACOs, UPCs, observers, and Marines assigned to the SACC will be tested monthly.
- Only COs and Medical Officers may order drug testing.

Premise Codes for Drug Testing

There are 10 different reasons for drug testing. Each one is represented by a specific premise code. Every urine test conducted must be ordered by the CO or MO, and must be based on one of these premise codes. Premises fall into two general categories: routine testing (4 types) and targeted testing (6 types). The following table lists the premise codes within each category.

Table 5.1 Urinalysis Premise Codes.

Routine Testing	
Premise Code	Basis
IR	Random Selection
IU	Unit
OO	Service-Directed and Other Service-Directed
NO	Accession
Targeted Testing	
Premise Code	Basis
VO	Marine's Consent
PO	Probable Cause
CO	Command-Directed
AO	Official Safety, Mishap, Accident
MO	Physician-Directed
RO	Rehabilitation/Treatment

Routine Testing

Routine testing is conducted when there is no particular reason to suspect drug use. The four premise codes used for routine testing are described below.

- **IR (Random Selection)**. The majority of testing done at the unit level will be under the IR premise code. For an example of an IR test order see ([example 5-1](#), p. 5-41). Per MCO 5300.17, at least 10% of each unit must be tested monthly under this code.
- **IU (Unit)**. The IU premise code is used when an entire unit, sub-unit or identified segment of a command is tested. The unit to be tested could be selected randomly or deliberately.
- **OO (Service-Directed and Other Service-Directed)**. The OO premise code is used for testing specifically directed by the Secretary of the Navy (SECNAV) or the Commandant of the Marine Corps (CMC). This applies to testing personnel in several specific roles or at specific times:
 - Monthly testing: Required for SACOs, Marines involved in the collection and shipment of urine (UPCs and observers), and Marines assigned to SACC.

- Quarterly testing: Required for SACOs at recruiting commands and brig staff.
 - Testing within 72 hours: Required of reservists at scheduled annual trainings and all Marines reporting from a permanent change of station (PCS), unauthorized absence (UA), or leave longer than 5 days.
- **NO (Accession)**. Accession testing is used to test all personnel seeking accession into the Marine Corps. These tests are carried out within 72 hours of enlistment or appointment. This type of routine testing does not occur at the unit level.

NOTE: Testing carried out on any member of the urinalysis team (SACO, ASACO, UPC, observer) must be conducted by another collection team. The specimens must also be shipped in boxes that do not contain any urine that they themselves collected.

Targeted Testing

Targeted testing is done when the CO wishes to test a particular individual or group. The six premise codes that can be used to conduct targeted testing are described below.

- **VO (Marine's Consent)**. This code is used when an individual Marine consents to a drug test. If a Marine is suspected of unlawful drug use, he or she may be asked to consent to testing. It is essential that the Marine be advised by the command representative that he or she may decline to provide a sample. Consent should be obtained in writing. See [example 5-2](#), p. 5-42 for a sample urinalysis consent letter.
- **PO (Probable Cause)**. Tests may be ordered under this code when there is probable cause to believe that a member has committed a drug offense and that a drug test will produce evidence of such an offense (per Military Rules of Evidence [MRE] 312(d) and 315). ***It is strongly recommended that you consult with the Staff Judge Advocate (SJA) before ordering a test under this premise code to make sure probable cause exists.*** [Example 5-3](#), p. 5-43 provides an example of an order to conduct a PO test.

- **CO (Command-Directed)**. A urine test may be ordered under this premise code at the commander's will. Marine consent or sufficient probable cause are not required. A test under this code may be ordered to determine competency for duty or the need for counseling, rehabilitation, or other medical treatment. ***Tests conducted under this code cannot serve as a basis for disciplinary action, only administrative action (e.g. processing for administrative separation)*** (see [example 5-4](#), p. 5-45).
- **MO (Physician-Directed)**. The MO code applies to drug tests ordered by a military physician or medical officer. Under MRE 312, the medical officer may order drug tests in connection with a competence for duty examination. The medical officer may also order tests under this code when conducting a medical examination of a Marine referred by the command for suspected drug abuse.
- **AO (Official Safety, Mishap, Accident)**. Tests ordered under the AO code are part of a formal mishap or safety investigation.
- **RO (Rehabilitation/Treatment)**. The RO code is used to test participants in substance abuse counseling or rehabilitation programs. The purpose of the testing is to determine compliance with abstinence requirements.

Drug Testing Roles

SACO

As SACO you ensure that the unit drug testing program operates efficiently, fairly, and effectively. You may delegate some drug testing tasks to other team members, including the assistant SACO (ASACO), urinalysis program coordinator (UPC), and observers. However, you are still the one responsible for the program. You are responsible for ensuring that your unit is complying with all regulations relevant to substance use. It is up to you to make sure that the program is operating properly and accomplishing its stated goals. More specifically, it is your job to ensure that:

- All drug testing requirements are met.
- The drug testing program is conducted fairly, with honor and integrity.
- Members of your team are well-trained in policies and procedures.

- Members of your team correctly and conscientiously follow procedures.
- Urine samples are not determined to be untestable by the lab due to discrepancies in how they were collected, handled, or shipped.
- Accurate and complete urine testing records are maintained.
- All records remain confidential.

The effectiveness of your drug testing program will have a major impact on deterring drug use and ensuring unit readiness. Marines' careers are in your hands. Maintaining a strong and consistent drug-testing program will help you and members of your team (i.e., UPCs and observers) if and when you are required to testify in legal proceedings regarding substance-related violations.

The SACO is personally responsible for the effective operation of the unit's urinalysis program.

UPCs

The duties of UPCs are primarily administrative. UPCs can stand in for you or assist you with urine collection. Specifically, the UPC can:

- Prepare all materials and supplies for the testing session.
- Secure an appropriate site to conduct drug testing.
- Maintain control over the area.
- Maintain surveillance over all service members selected for collection.
- Coordinate observers and review proper procedure with them prior to each urine collection session.
- Ensure proper completion of paperwork related to testing.
- Conduct quality control before delivering samples to the SACO for testing.

To perform these duties, the UPC must be a conscientious and organized person. The job requires the UPC to have a serious demeanor and strict attention to detail.

Observers

The responsibility of observers is to watch the urine collection process. Specifically, the observer must:

- Escort the member providing the sample to the head and back, keeping the bottle in clear view at ALL times.

- Be the same sex as the Marine observed.
- Observe only one Marine at a time.
- Have direct line of sight on the urine leaving the body and entering the bottle.
- Sign the paperwork certifying he or she observed the subject Marine while the Marine provided the sample.
- NEVER TOUCH THE SAMPLE AT ANY TIME.

Astute observers are essential for catching any tampering, adulteration or switching of urine. The position of an observer may be awkward or embarrassing. Maintaining a professional bearing will help ensure the comfort of the provider and the dignity of all participants.

Medical Officers

The MO will review results of all positive drug tests to determine whether they could be explained by legitimate use of prescribed medication. The MO is the only person besides the CO who can order drug testing.

Commanding Officers

The CO (or MO) must order all drug tests. The CO will review results of all positive drug tests (following the MO review) to determine whether unauthorized drug use occurred.

Drug Demand Reduction Coordinators

DDRCs will provide oversight of unit-level drug testing programs. DDRCs are resources who can assist with questions regarding drug testing policies and procedures.

Steps in Drug Testing

Drug testing is a complex process with many steps. To ensure the integrity of the process and the accuracy of results, it is important that these steps are followed exactly. The table below lists the main steps that must occur before, during, and after urine collection.

Table 5.2 Steps in Drug Testing.

Before	During	After
<p style="text-align: center;"><u>Groundwork</u></p> <ul style="list-style-type: none"> • Assist CO in selecting UPCs and observers. • Train UPCs and observers. • Maintain supplies. <p style="text-align: center;"><u>Preparing for Testing</u></p> <ul style="list-style-type: none"> • Schedule testing. • Identify test site. • Staff testing. • Generate paperwork. • Prepare materials. 	<p style="text-align: center;"><u>Conducting Testing</u></p> <ul style="list-style-type: none"> • Re-brief UPCs and observers. • Notify Marines. • Bring supplies. • Secure testing area. • Collect urine samples. • Oversee UPCs and observers. 	<p style="text-align: center;"><u>Submitting Specimens</u></p> <ul style="list-style-type: none"> • Prepare and ship bottles. • Maintain chain of custody. <p style="text-align: center;"><u>Results</u></p> <ul style="list-style-type: none"> • View test results and discrepancy codes. • Obtain command determination (for positive tests). • Maintain secure confidential records of tests and results.

Before: Groundwork

Selection and Appointment of UPCs and Observers

UPCs and observers assist with urine testing. The more trained UPCs and observers you have, the easier it will be to schedule testing and the less time the sessions will take. A general rule is that you should have at least 2 UPCs and 2 observers for every 100 people in your unit.

Observers must be the same sex as the Marine they are observing. Therefore, if there are females in your unit, you will need at least 1 female observer. If this is not possible, make arrangements with a female from another unit to serve as an observer for your female unit members.

UPCs and observers must be designated in writing by the CO. The CO may designate specific individuals or groups of individuals to serve in these roles. For an example of this, see [example 5-5](#), p. 5-47. Selected individuals should be ranked E4 or higher and should be upstanding members of the unit with no drug or alcohol related incidents within the past 2 years. Because observers are the most likely of anyone on the drug testing team to be required to testify in court, it is especially helpful to have higher ranking personnel serving in this position. Choosing responsible and trustworthy Marines to serve in these roles is extremely important because there may be attempts to bribe the UPC or observer.

Training UPCs and Observers

It is highly recommended that UPCs and observers complete the drug testing section of the SACO curriculum. If this is not possible, separate trainings can be provided to them by the DDRC and/or the SACO. Although the duties primarily focus on the execution of drug testing, it is important that they understand the goals of the program and the context in which drug testing occurs.

If you will be asking UPCs to assist you with generating drug testing paperwork, they should also sit in on the portion of the SACO course that covers use of the Drug Testing Program (DTP) or DTP Lite (See [Section 6: Computer Training](#), p. 6-5).

At the conclusion of their initial training, UPCs and observers will be asked to review and sign a document indicating that they understand their responsibilities (examples [5-6](#) and [5-7](#), p. 5-48 and 5-49).

All trainings provided, including trainings of UPCs and observers, should be recorded in ADMITS ([Section 6: Computer Training](#), p. 6-38).

Maintaining Testing Supplies

It is important that you always maintain a supply of testing materials. Most necessary supplies can be ordered using the supply system (see [example 5-8](#), p. 5-50). As a general rule, have enough supplies to conduct two tests of each Marine in your unit.

It may take time for supply orders to be filled, so plan ahead and make sure you have plenty of supplies at all times. Having supplies on hand prevents you from having to order them at the last minute. This could cue Marines in your unit that a drug testing session is about to occur.

Always maintain enough supplies to test every member of your unit twice.

Before: Preparing for Testing

Scheduling Testing

MCO 5300.17 requires that 10% of the unit be randomly drug-tested monthly, even in months when a unit sweep (IU) test is conducted. It is your duty to ensure that your unit is in compliance with USMC drug testing requirements. You will be working closely with the CO to plan and schedule drug tests. **Only the CO or MO can order a test.**

Frequency of Testing

Best practices require planning to conduct random testing of more than the minimum requirement of 10% per month and conducting multiple testing sessions each month. Rather than testing 10% of Marines once a month, consider testing 3-4% of Marines each week. This will help you avoid being out of compliance if something goes wrong with any single testing session. It will also enhance the perception that testing is frequent and hard to avoid.

Predictability of Testing

To deter illegal drug use, testing must be thought of as unpredictable. Any patterns in the timing of testing will undermine its effectiveness. To make testing truly random, you should:

- Vary the day of the week on which testing is done.
- Do not link testing to liberty.
- Avoid any behaviors that could tip off unit members that a test is about to occur.
- Use DTP to be sure that personnel selected for random drug tests are selected randomly.

Maintaining Documentation

The CO should order all drug testing in writing. This may be done by memo, letter, or email. Testing orders should at minimum specify:

- Testing date.
- Number, percentage or identity of personnel to be tested.
- Testing premise code.

Examples of letters/memos to order testing under several different premise codes are provided at the end of this section (see [examples 5-1 through 5-4](#), p. 5-41 through 5-45).

Retain documentation of all testing orders you receive in electronic and/or hard-copy form. These orders provide evidence that the test was ordered by the CO, as required by MCO 5300.17.

Identifying Testing Location

The SACO or UPC must identify an appropriate testing location. The testing location must have a waiting area and a head for actual sample collection. These should be located near each other. Ideally, it will be an area that can be secured so that no one other than personnel involved in testing can enter during the testing session. Also, it is preferable to have only one door through which Marines may enter or exit during testing.

The waiting area must have space for a table and chair for the UPC station, and enough waiting room space for the number of Marines scheduled to be tested. Ideally, there will be seating for all Marines waiting to be tested. It is very important that there is sufficient space that the UPC's table can be physically separated from the waiting Marines. No more than one Marine should be at or near

the UPC's table at any given time. This is essential so that the UPC can maintain control of all materials, paperwork and samples.

The heads used for testing also need to be secured so that they are used only by personnel involved in drug testing during the time of the drug testing session. There may be separate heads for males and females, or a single head used by both (although not at the same time). Heads used for drug testing must be structured so that adequate observation is possible. In larger heads, and when a large number of drug tests are being conducted, it is possible to have more than one Marine providing samples at the same time. However, each Marine is required to be observed by his or her own observer, since an observer can only observe one Marine at a time. In addition, the observer must always be of the same gender as the Marine providing the urine sample.

Staffing Drug Testing Sessions

It is your responsibility to ensure that each testing session is adequately staffed. At a minimum, you need one person to serve as UPC and one to serve as observer. You may be one of the people staffing the session, or you may rely upon your ASACOs, UPCs, and observers to conduct the session.

If a large number of Marines will be tested, the session will go more quickly and smoothly if you schedule multiple UPCs and observers. Recall that you will need to have at least one female observer if female Marines will be tested.

Whether or not you are physically present at drug testing sessions, it is your responsibility as SACO to ensure that all rules and requirements governing drug testing are faithfully followed. This includes ensuring that all drug testing staff are properly trained, and that they understand their roles in the process.

If you are not present at drug testing sessions, you should periodically stop by sessions to monitor how your drug testing staff are conducting sessions. If there are weaknesses or gaps in their procedures, you are responsible for providing them with constructive feedback so that they may correct them.

Selecting Participants and Generating Paperwork

You or your designated representative — that is, your ASACO or UPC — will use either the Drug Testing Program (DTP) or DTP Lite to select the unit members for drug testing. These programs allow you to specify individuals to be tested under targeted testing or to select a random sample of unit members for random

testing ([Section 6: Computer Training](#), p. 6-1).

These programs will also generate the paperwork needed for drug testing. This includes:

1. A list of the personnel to be tested (see examples [5-9a](#) and [5-9b](#), p. 5-51).
2. The testing register (see [example 5-10](#), p. 5-53).
3. DD Form 2624 (front and back; see examples [5-11a](#) and [5-11b](#), p. 5-54).
4. Bottle labels (see [example 5-12](#), p. 5-56).

You can use DTP or DTP Lite to generate the drug testing paperwork any time between when the CO orders a test and when the test is conducted. However, it is not advisable to wait until the last minute in case there is a problem with the computer, the program, or the printer.

Preparing your drug testing paperwork ahead of time will help the testing session go smoothly and stay on schedule.

Preparing Specimen Bottles & Shipping Containers

You or your ASACO or UPC will need to prepare the boxes that will be used to ship samples to the drug testing lab. This should be done **before** the testing session. To do this:

1. **Determine how many samples you plan to collect.** To prepare for a session, determine the number of specimen bottles that will be needed.
2. **Determine the number and size of shipping containers that you will need to hold the collected samples.** Bottles must be shipped in approved shipping containers, which come in different sizes to meet the needs of large and small drug testing sessions.
3. **Obtain shipping materials and specimen bottles from your storage facility.** A supply of drug testing materials should always be on hand in your storage location. Collect the necessary number and size of shipping containers, absorbent pads, small trash bags, and package sealing tape. You should bring more specimen bottles than you expect to need to the testing session in case some bottles become damaged or contaminated.
4. **Make each shipping container leak-proof.** Together, absorbent pads and small trash bags will be used to make each shipping container leak-proof.



5. **Insert the divider, creating a separate compartment for each specimen bottle.** Then, place an empty specimen bottle within each compartment.

6. **Your container should look like the picture on the left.** Your bottles and shipping cartons are now ready to be taken to the drug testing session.

During: Conducting Testing

Re-Brief UPCs and Observers

Before each session, you will need to review drug testing roles and procedures with the UPCs and observers who will be assisting with the session. After briefing them, each one will need to sign a Urinalysis Brief Sheet (see [example 5-13](#), p. 5-57).

Notify Selected Marines

Marines who are selected to participate in a drug testing session will be listed on the Personnel to be Tested form produced by DTP or DTP Lite (see [example 5-9a](#), p. 5-51). Marines should be notified of the time and place of the testing session by email, phone call, or in person. The method should be chosen based on expediency and efficiency. For your records, note on the Personnel to be Tested form if and why a Marine is unavailable for testing.

Notification should occur no earlier than two hours before testing, and Marines should be given a short time window during which to appear at the session.

Bring Necessary Supplies

Make sure that you (or your designated UPC) bring everything needed to the testing session. At a minimum, this will include:

- List of personnel to be tested (example [5-9a](#) and [5-9b](#), p. 5-51).
- Testing register ([example 5-10](#), p. 5-53).
- Prepared DD2624 forms (example [5-11a](#) and [5-11b](#), p. 5-54).
- Bottle labels ([example 5-12](#), p. 5-56).
- Red tamper-resistant tape for sealing bottles.
- Black ballpoint pens.
- Prepared shipping boxes, with absorbent pads and trash bag lining.
- Sample bottles (inside shipping boxes).
- Female urine transfer cups (if female Marines will be tested).
- Gloves for handling specimen bottles.
- Bottled drinking water (if water is not available at the testing site).

Be prepared for possible problems by bringing more supplies than you anticipate needing. As a rule of thumb, bring at least 10 extra sample bottles, 3 extra transfer cups, 10 extra strips of red tamper-resistant tape, and 3 ballpoint pens.

Securing Testing Site

Staff who will be conducting the testing session should arrive early to secure the site and prepare for the session. Access and control barriers should be established if possible and unnecessary personnel should be removed from the area.

Marines are **NOT** allowed to bring backpacks, water bottles, camelbaks, or any other items into the room. They are not allowed to drink their own beverages at the testing site. This is because these drinks may have substances in them that are designed to affect their urine. Even the consumption of excessive amounts of water may be an attempt to dilute urine and prevent a positive test result. You can provide reasonable quantities of sealed bottled water to the Marines or they can use a drinking fountain if one is available in the testing area.

A Detailed Guide to the Testing Process

It is essential that you are **VERY** comfortable with all of the steps of the drug testing process. Not only are you responsible for the program but you also will need to train UPCs and observers and make sure they are properly following procedures.

After the Marines to be tested have arrived, they should be briefed on procedures:

- Marines should not approach the table until directed to do so.
- If they have any questions or issues while waiting, they should remain where they are and raise their hand.
- Marines should never approach the UPC unless directed to do so.

In a controlled area, the UPC will direct one Marine at a time to approach the UPC table and present a military identification card. The UPC confirms the identity of the Marine.



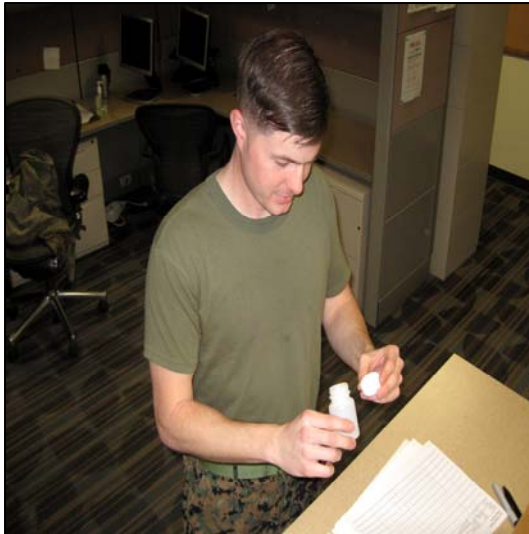
The Marine removes an empty specimen bottle from the box. The Marine places his or her ID card in the empty slot from which the bottle was removed. The identification card is retained by the UPC during testing.

The observer will watch the Marine select a bottle. This is the point at which the observer will assume responsibility for monitoring the Marine and the specimen bottle.



To prevent mix-ups, if multiple specimens are collected at the same time, have Marines take their bottles from different areas of the box.

The Marine will visually inspect the bottle to ensure that there is no debris inside. If the Marine does not approve of a bottle, he or she can choose a different bottle. In that case, the first bottle should be destroyed.



The Marine should NOT put a finger inside the bottle or blow into the bottle.

If this happens, the bottle should be destroyed and another selected.

If the subject Marine is a female, the UPC will offer her the option of taking a transfer cup. Females have the option of urinating into this cup, and then transferring their urine from the cup into the standard specimen bottle. Just like with the specimen bottle, the Marine should not put a finger in or blow into the transfer cup. If she does, that transfer cup should be destroyed and another selected. Both transfer cups and specimen bottles must remain in full view of the observer at all times.



After leaving the UPC table, the Marine will go to the head, holding the bottle up over his or her shoulder. The observer will follow closely behind, keeping the bottle in full view. If a Marine has a transfer cup, that should also be held within the observer's view. The observer must never lose sight of the bottle (and transfer cup, if applicable).



Upon reaching the head, the observer will position him- or herself so as to be able to witness the complete collection process, to include at least 30 ml of urine (or 60 ml for steroid testing). The observer must maintain full observation of the specimen bottle during this process and must directly observe the stream of urine leaving the body and entering the bottle. For males, this will typically occur at a urinal. For females, it will typically occur within a bathroom stall (not pictured).

The observer must be continually vigilant for any attempts at adulteration, dilution or substitution (described below).



If the sample provider is female and using a transfer cup, the observer must observe the stream of urine leaving the body and entering the cup, as well as the transfer of urine from the cup to the standard specimen bottle. The transfer cup can then be discarded in the trash receptacle in the head. Throughout this process, the observer must be vigilant for any attempts at adulteration, dilution or substitution.



As the subject Marine returns the urine sample to the UPC, the Marine should again hold the bottle up so that it is clearly visible to the observer at all times. The observer must NEVER lose sight of the bottle.



At the UPC table, the observer will sign the urinalysis ledger and print his or her name to certify that the specimen bottle contains the subject Marine's urine. At this time, the observer will also notify the UPC of any comments, attitudes or unusual actions taken by the Marine while under his or her observation. Any such actions will be noted in the "Comments and Disposition" field on the Drug Testing Program Testing Register.



The Marine will certify that he or she provided the specimen by:

1. Verifying his or her identifying information on the label by initialing it.
2. Printing and signing his or her name on the urinalysis register.



The UPC will then initial the label.



The Marine will attach his or her label (which has been initialed by both the Marine and the UPC) to the specimen bottle.

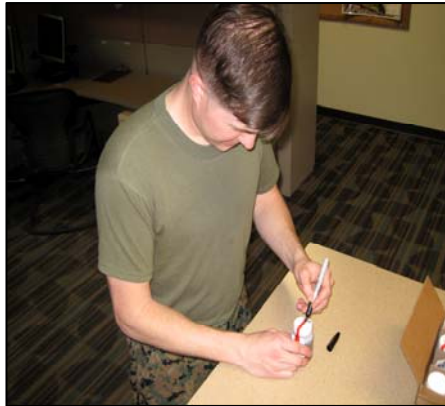


The Marine will ensure that the cap is tightly affixed to the bottle, and will demonstrate this by inverting the bottle over his or her shoulder. The Marine will attach tamper resistant tape across the cap, ensuring that the tape touches the label on both sides.



NOTE: All signatures and initials must be in black ballpoint pen.

The Marine will initial the tape on the bottle cap.



This image shows a properly sealed specimen.



The UPC will touch the bottle with a gloved hand to make sure the urine is warm. If the sample is not warm, this should be noted in the “Comments and Disposition” field on the testing register.

The UPC will then return the Marine’s military identification card to him or her. The UPC will ensure that the Marine places the specimen bottle into the empty box slot where the military identification card was retained.



The Marine should then exit the area.

Potential Problems During Testing

Even when you have taken all possible steps to prevent it, drug users will still resort to creative methods to try to game the system. This is why UPCs and observers must be alert, responsible, conscientious, and thoroughly trained.

The three main ways drug users try to avoid testing positive are adulteration, dilution, and substitution.

Adulteration involves adding a substance to the urine in order to interfere with the accuracy of drug testing. There are various commercial and special-order products that may interfere with drug testing (or that are believed to do so). These products include common substances such as hydrogen peroxide, bleach, vinegar, and sodium bicarbonate.

To prevent adulteration, observers must be vigilant, observing the Marine at all times when the sample bottle is in the Marine's control. Marines may try to insert a finger (on which there is an adulterant) into the bottle or into the stream of urine during urination. If this is observed, it should be documented under "Comments and Disposition" on the Drug Testing Program Testing Register. Navy Drug Screening Laboratories (NDSLs) can detect adulterants during urinalysis.

Dilution involves two basic methods:

- Saturating one's body with fluids and urinating several times prior to providing a urine sample. The best way to avoid this is to require personnel to remain in an enclosed area until they are able to provide a sample. In addition, monitor the fluid intake of Marines in the testing area. You may also bring a supply of water so that you can monitor how much water a Marine is drinking and ensure that he or she will not be drinking water that could contain foreign substances.
- Adding water directly to a sample after it has been provided. The best way to avoid this is again through careful observation by the observer.

Substitution involves any attempt by an individual to provide synthetic urine or someone else's urine rather than his or her own. This can be done in two primary ways.

- The Marine brings a specimen bottle full of "clean" urine, concealed somewhere on his or her body. After urinating, the Marine attempts to switch his or her sample for the "clean" sample. The best way to detect this is through the observer's careful observation. Another way to detect this is to check the warmth of the bottle when returned to the UPC.

- Another method for providing a false sample is the use of a device to appear as if providing urine while actually supplying a substitute fluid. This is attempted in a variety of ways. One is the use of a “whizzinator.” This device is a fake penis that covers the Marine’s penis. The fake penis has a tube through which the substitute fluid is expelled. It is also possible for a Marine to tape a tube to his penis directly and thus appear to be giving a sample. Female Marines have attempted to provide false samples by concealing containers of substitute fluids inside their vaginal cavity. The best defense against these methods is an observer that is paying close attention.

If substitution is suspected, the observer should take note but not confront the Marine in the head. (The exception is if the Marine is actively destroying evidence of their offense.) The observer should accompany the Marine back to the UPC’s table and inform the UPC. The UPC will notify competent military authority but will not take action directly.

To Prevent Adulteration, Dilution, or Substitution:

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

Test Refusal is when an individual who has been identified to participate in a urinalysis test refuses to provide a sample or leaves the testing area without providing a sample. If a Marine refuses to participate, you should simply inform him or her that the CO ordered the test, and failing to participate constitutes disobeying the CO’s order. If a person leaves the area without providing a sample it must be reported to the CO.

Everyday small issues can arise during testing as well. Some common problems and their solutions are listed below.

- A Marine selected for testing says he or she cannot urinate: Provide the Marine with a standard bottle of water and tell the Marine to remain in the waiting area until he or she is able to provide a sample.

- A Marine says he or she needs to defecate: The observer should watch the urine collection regardless of whether the Marine is also defecating. The observer must never lose sight of the bottle.
- A female Marine has her menstrual cycle during urine collection: Have the Marine collect her sample as normal.
- A Marine drops his or her bottle into the urinal or toilet: Destroy the bottle and have the Marine provide another sample. If needed, have the Marine remain in the waiting area until he or she is able to provide another sample.

After: Submitting Specimens

Packaging and Shipping Bottles

Urine specimens do not require refrigeration before shipment. However, specimens should be shipped as soon as possible. If specimens are stored before shipping, incontestable security and chain of custody must be maintained.

You must ensure that packaging of samples is in compliance with the U.S. postal regulations and that all documents are complete and included. Following strict chain of custody procedures is critical. The SACO, ASACO or UPC must always package, document, and ship with the idea that the results may be used in a court-martial.

The following are the steps to properly prepare urine specimens for shipping:

1. The UPC/SACO makes sure each box is closed with sufficient absorbent material.
2. He or she ensures that one copy of the DD Form 2624 is enclosed in a waterproof mailer inside the specimen box.

NOTE: DD Form 2624 is a two-sided document and should NOT be shipped as two pieces of paper.

3. Seal the box with packaging tape.
4. Attach the original DD Form 2624 to the outside of the box.
5. Insert the box into the shipping container
6. Sign and date the seal of the shipping container to guarantee the specimens' integrity.

Security and Chain of Custody

It is essential that security is maintained. No unauthorized personnel should be permitted in the testing area, near drug testing paperwork, or around specimen bottles or shipping boxes ***at any time***.

Security must be maintained before, during, and after collecting urine samples. Specimen bottles (whether empty or filled) and drug testing paperwork must be kept secure so they cannot be tampered with.

Before

It is essential that the SACO and UPC strictly control access to the specimen bottles prior to testing. This ensures that the bottles are not contaminated before the testing session begins.

During

When a specimen bottle is in the hands of a Marine providing a specimen, it should be in direct view of the observer. The observer must be alert to any attempts by the urine provider to invalidate the sample by adding contaminants, diluting the sample, or providing a false urine sample. The observer must keep the specimen bottle in direct view at all times until the bottle is returned to the UPC station.

After

After the Marine returns the sample to the UPC, the UPC assumes control of the specimen bottle and is responsible for ensuring that it is not tampered with until turned over to the SACO or shipped/delivered to the testing laboratory. The UPC must ensure that bottles and boxes never leave his or her possession unless proper chain of custody is conducted and documented.

Proper documentation of chain of custody is essential. All transfers of control (even to locked storage) must be noted on the back of the DD 2624 form (see [example 5-11b](#), p. 5-55).

Specimen bottles must be kept under the control of the SACO, UPC or observer before, during, and after urine collection.

***PROPER CHAIN OF CUSTODY MUST BE
MAINTAINED AND DOCUMENTED!***

Oversight of UPCs and Observers

Supervision of UPCs and observers during urine collection sessions will help ensure testing is conducted according to code. To identify possible problems and provide constructive feedback, you should drop by to briefly observe your UPCs and observers regularly (at least once per quarter). You should make sure UPCs and observers are carrying out their responsibilities as directed. For example, the observers should be paying attention to the urine bottle from the moment the Marine touches it until it is back in the UPC's control. The UPC should be completing all paperwork correctly at the time of collection. Any problems noted should be corrected on the spot. Further training of all UPCs and observers may be warranted. If you suspect that a UPC or observer is not carrying out his or her duty with honor (for example, accepting bribes) you need to report it to the chain of command. Supervision will ensure that mistakes are caught early and increase the accuracy of your testing results.

You also need to pay attention to the discrepancy codes you receive from the drug testing lab. These will help you identify errors that are being made by your UPCs and observers. Providing feedback to the UPCs and observers will give them an opportunity to improve. Making sure that your team is not making the same mistakes repeatedly and retraining them as needed will improve the quality of your drug testing program.

Drug Testing Laboratories

It is important that you understand the basics of what happens at drug testing laboratories. This will help you educate Marines with correct information and understand the discrepancy codes you receive.

Laboratory Procedures

Drug screening labs provide chemical analysis of urine specimens for the presence of controlled substances and illegal drugs under forensic conditions. (The labs only analyze urine samples; they do not do drug testing on blood, saliva, or hair.) The drug labs follow a series of rigorous procedures to maintain the integrity of the testing process. These steps are necessary to ensure that test results will hold up in a court of law. Each lab has experts who can provide objective, unbiased testimony regarding testing procedures and results. The drug labs:

- Receive boxes of urine samples via drop-off, US mail, UPS, or FedEx.
- Inspect box, bottles, and chain of custody form, noting any problems or discrepancies.
- Assign each bottle a random laboratory ID number.
- Open only one bottle at a time; pour urine from bottle into a test tube.
- Conduct an initial screening by immunoassay; classify each sample as “negative” or “presumptive positive.”
- Test presumptive positives by gas chromatography/mass spectrometry, to determine the amount of substance in the urine.
- Compare results to the DoD cutoff levels to determine if the sample is positive.

All specimens are tested unless there is (a) not enough urine, or (b) analysis would damage instrumentation (because the sample is suspected of adulteration, or is suspected to be a substance other than urine).

Drug Testing

The body breaks down food, drugs, and other substances into their building blocks, which are called metabolites. A drug test assesses whether the urine sample contains traces of illegal substances or their metabolites. In some cases metabolites are present in the body longer than the actual substance.

To reduce false positives, a cut-point is used for the level of the substance or metabolite detected. If less than the specified amount of substance is found in a urine specimen, the sample is determined to be negative. This protects Marines from being wrongly accused of substance use.

A **negative** result means that the sample was drug-free, or that drugs were present at levels below the cut-off level. Negative samples are discarded immediately after testing.

A **positive** result means that the sample contained levels of the drug greater than the DoD cut-off level in both the initial and confirmation urinalysis. Positive urine samples are retained by the lab for one year.

Standard Drug Testing. Substances included in the standard drug testing panel are list in Table 5.3 on the next page. The table also indicates the cut-off levels for each drug. Marine Corps urine samples to be tested for the standard drug panel are sent to NDSLs in San Diego, CA or Jacksonville, FL, or to the Army’s Drug Screening Laboratory in Ft. Tripler, HI. Collectively, the labs process about 2.5 million urine samples each year.

Special Drug Testing. Bath salts, ketamine, and barbiturates testing are not

part of routine testing but can be conducted based on special requests (see [example 5-14](#), p. 5-58). Testing can be conducted for most drugs and/or metabolites. If you are unsure if a test is available for the substance of concern, check with the laboratory before sending the sample.

Steroid testing is conducted at an outside analytical laboratory. All steroid samples must be sent to NDSL San Diego and the lab forwards them for testing. Any sample to be tested for steroids must contain 60ml of urine (vs. the usual 30ml sample). If your command would like the sample tested for the normal panel as well, it must be specified in the letter and the sample must contain 75ml.

Table 5.3 Drug Testing Cutoff Levels.

Drug/Drug metabolite	GC/MS Cutoff Level (ng/mL)
Marijuana metabolite (THC)	15
Cocaine metabolite (benzoylecgonine or BZE)	100
Opiates:	
Morphine (MOR)	4,000
Codeine (COD)	2,000
Oxycodone (OXYC)	100
Oxymorphone (OXYM)	100
Hydrocodone (HYDC)	100
Hydromorphone (HYDM)	100
Heroin metabolite (6-acetylmorphine or 6-AM)	10
Amphetamines:	
d-Amphetamine	100
d-Methamphetamine	100
methylenedioxyamphetamine (MDMA)	500
methylenedioxyamphetamine (MDA)	500
Benzodiazepines (BZD):	
Alphahydroxy-Alprazolam (AHAL)	100
Lorazepam (LORA)	100
Nordiazepam (NORD)	100
Oxazepam (OXAZ)	100
Temazepam (TEMA)	100
Synthetic Cannabinoids (SPICE)	10

After: Drug Testing Results

View Results

After testing you will be notified of any positive screenings for drugs. The results of standard testing will be available in IFTDTL and special test results will be routed through the command. The results will be seen by you, the DDRC, and substance abuse personnel at Headquarters, Marine Corps. The report will tell you whether each specimen tested positive for any tested substance, and if so, what substance was found.

Command Confirmation

Just because the sample was positive does not automatically mean that the Marine is an illegal drug user. The Medical Officer must review the Marine's medical records to determine whether there is a legitimate reason for the positive result, and the command must confirm that the substance use was illegal. It is important to understand that MCO 5300.17 explicitly states that the CO makes the final determination of whether the drug use was legal or illegal. This involves several steps.

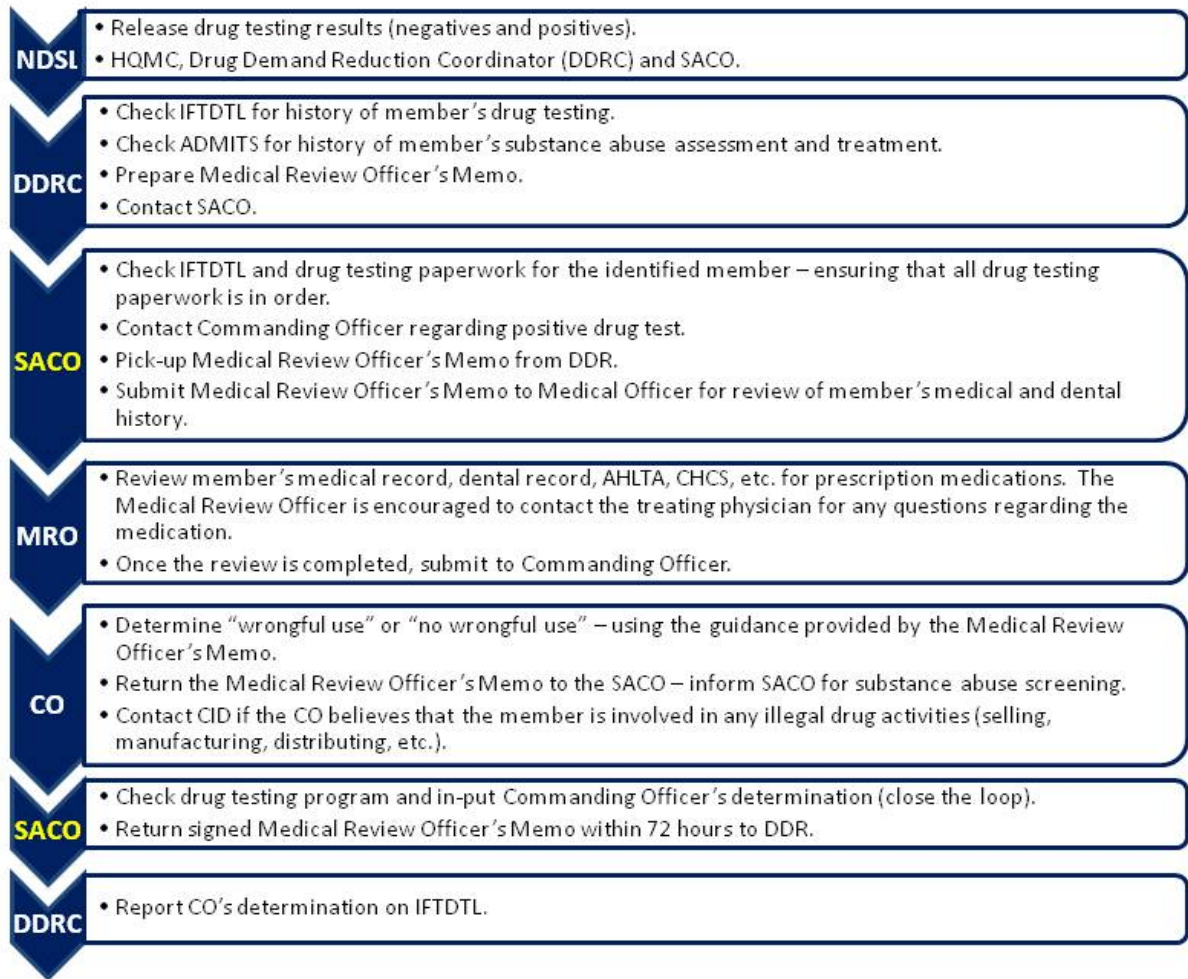
Steps in Command Confirmation

1. The DDRC will review the Marine's record in ADMITS to determine if the Marine has a substance abuse history and will prepare a Medical Review Officer's Memo (MRO) and command review form (see [example 5-15](#), p. 5-59). He or she will also contact the SACO.
2. The SACO will review the urinalysis record of the Marine to ensure that there were no problems or discrepancies collecting the Marine's current urine sample and no problems in the past. This will include review of your records as well as information in the IFTDTL system.
3. The SACO will get the MRO from the DDRC and deliver it to the Medical Officer for completion.
4. The Medical Officer examines the medical and dental record of the Marine to determine whether there was a legitimate reason for the positive urinalysis result.
5. The MRO is submitted to the CO who makes the final determination of whether there is wrongful use.

- **Wrongful use.** If the CO determines that the drug use is illegal (“wrongful use”), the Marine Corps Order dictates that he or she shall process the Marine for separation. Additionally, the CO is required to document the illegal use in the Marine’s SRB or OQR.
 - **No wrongful use.** If the determination by the CO is that the drug use was not illegal (“no wrongful use”), then the Marine is not to be classified as a drug abuser and there will be no disciplinary action.
6. The CO will send a command confirmation memo detailing his or her determination to the SACO.
 7. It is the SACO’s responsibility to make certain that the CO’s determination is entered into DTP (if the unit uses standard DTP rather than DTP Lite). The SACO also is responsible for getting the signed MRO and command review form back to the DDRC within 72 hours of the CO receiving it.
 8. The DDRC is responsible for entering the CO’s determination into IFTDTL. The DDRC will remove all records of use determined not to be wrongful from IFTDTL, and ensure that all information entered for wrongful use is accurate.

The flow chart on the next page summarizes the steps taken when a positive test result is received.

Figure 5-2 Steps After a Positive Test Result.



Discrepancy Codes

When there is a problem with a urine specimen, the lab will label it with a discrepancy code. Some discrepancy codes are “fatal” which means that the sample could not be tested. The rest are labeled as “tested.” This indicates that the sample was tested despite the discrepancy. However, the discrepancy may still call into question whether the test result is accurate, or whether it would hold up in a court of law.

The codes break down into six different categories. The basic categories are problems with the:

- Bottle (ex. BD: Broken seal).
- Form (ex. FL: Form not received).

- Label (ex. LD: Label over label).
- Package (ex. PA: No seal).
- Urine specimen (ex. SC: Specimen quantity not sufficient to test).
- Laboratory technical discrepancy (ex. OZ: Laboratory technical discrepancy TESTED).

All discrepancy codes are listed at the end of the chapter in (see [example 5-16](#), p. 5-61).

It is important to monitor any discrepancy codes that are generated based on your unit's testing. If you watch and take corrective action you will improve the efficiency and efficacy of future testing. This will result in more accurate results and greater accountability of drug users.

Maintain Records of Tests and Results

It is essential that you maintain secure, confidential records of all testing sessions and results. These records will allow you to make sure your unit is in compliance with the testing policy. Well-organized files recording all testing done and all results received from the lab will allow you to quickly and efficiently manage testing.

Drug Test Preparation Checklist

BEFORE

Groundwork

- ___ Assist the CO in selecting UPCs and observers.
- ___ Train UPCs and observers.
- ___ Maintain adequate supplies on hand (enough to test each member twice).

Preparing for Testing

- ___ Schedule testing through consultation with CO.
- ___ Identify/reserve testing site.
- ___ Arrange for a sufficient number of trained UPCs and observers.
- ___ Use DTP/DTP Lite to create list of Marines to be tested and print paperwork (bottle labels, urinalysis registers, and custody documents).
- ___ Prepare materials for the testing session.

DURING

Conducting Testing

- ___ Brief UPCs and observers.
- ___ Notify Marines.
- ___ Bring paperwork and supplies.
- ___ Secure testing area.
- ___ Collect urine samples.

AFTER

Submitting Specimens

- ___ Prepare and ship bottles.
- ___ Maintain security and establish chain of custody.
- ___ Oversee UPCs and observers.

Results

- ___ View test results and discrepancy codes.
- ___ Obtain command determinations for any positive test results.
- ___ Maintain secure confidential records of tests and results.

What you should know about Drug Testing

1. The purpose of drug testing.
2. The policy requirements for drug testing.
3. The roles and responsibilities of SACOs, COs, UPCs, observers, DDRCs and MOs in regards to drug testing.
4. The appropriate use of premise codes.
5. The basics of the drug testing laboratory procedures.
6. All of the steps of urinalysis, including before, during and after the collection of urine.
7. How to choose, appoint and train UPCs and observers.
8. Proper completion of drug testing paperwork and documentation of urine samples' chain of custody.

Example 5-1: Sample IR Test Order



UNITED STATES MARINE CORPS
YOUR UNIT ADDRESS
CITY, STATE ZIP CODE

IN REPLY REFER TO:
Code/Serial #
Date

From: Commanding Officer, Your Unit
To: Substance Abuse Control Officer

Subj: RANDOM URINALYSIS

Ref: (a) MCO 5300.17
(b) List relevant base orders, if applicable

1. Per the reference, you are hereby authorized to conduct random urinalyses of 3% of the Your Unit, on the following dates in MONTH Year:

Day of the week	#	Month
Day of the week	#	Month
Day of the week	#	Month
Day of the week	#	Month
Day of the week	#	Month
Day of the week	#	Month

2. Other testing may be ordered on an as needed basis.

3. These, and all urinalysis testing dates, will be treated as confidential information, to be released only to designated personnel, and no sooner than 24 hours prior to the conduct of the test.

Signature
CO'S RANK & NAME

Example 5-2: Urinalysis Consent Letter



UNITED STATES MARINE CORPS
YOUR UNIT ADDRESS
CITY, STATE ZIP CODE

IN REPLY REFER TO:
Code/Serial #
Date

From: Substance Abuse Control Officer
To: RANK LNAME, FNAME MI. XXX XX 0000/0000/USMC
Subj: URINALYSIS CONSENT
Ref: (a) MCO 5300.17

1. I, _____, have been requested to provide a urine sample. I have been advised that:
 - a. I am suspected of having unlawfully used drugs;
 - b. I may decline to consent to provide a sample of my urine for testing;
 - c. If a sample is provided, any evidence of drug use resulting from urinalysis testing may be used against me in a Court-Martial.
2. By signing, I consent to providing a sample of my urine. This consent is given freely and voluntarily by me, and without any promises or threats having been made to me or pressure or coercion of any kind having been used against me.

PRINT NAME

SIGNATURE

PRINT NAME

WITNESS

DATE

Example 5-3: Sample PO Testing Order



UNITED STATES MARINE CORPS

YOUR UNIT ADDRESS
CITY, STATE ZIP CODE

IN REPLY REFER TO:

Code/Serial #

Date

From: Commanding Officer, Your Unit
To: RANK LNAME, FNAME MI. XXX XX 0000/0000/USMC

Subj: ORDER TO PROVIDE A URINE SPECIMEN FOR PROBABLE CAUSE TESTING

Ref: Military Rules of Evidence 315, MCM (2002 Edition)

1. You are hereby ordered to provide a urine specimen for drug testing purposes. In accordance with the reference, I have authorized my representative to seize your urine. Said authorization is based upon my determination that probable cause exists to believe that your urine will contain evidence of illegal drug use. Compliance with this order requires that you:

a. Report to the Substance Abuse Counseling Office in building #, at time on date for a urinalysis test.

b. Surrender your ID card upon arrival at the testing location and remain at the testing location until you have provided your urine specimen, your ID has been returned to you, and you have been given permission to leave.

c. Be observed urinating directly into the bottle, or other receptacle provided to you, for collecting a urine specimen.

d. While avoiding contaminating the specimen, fill the bottle, or other receptacle provided to you, with a minimum of 30 milliliters of your urine (or more if so directed).

2. Failure to comply with this order in any way may result in disciplinary action against you under the Uniform Code of Military Justice (UCMJ). You will acknowledge that you have read this order and understand it by signing below.

Signature
Commanding Officer

Date

From: RANK LNAME, FNAME MI. XXX XX 0000/0000/USMC
To: Commanding Officer, Your Unit

Subj: ORDER TO PROVIDE A URINE SPECIMEN FOR PROBABLE CAUSE
TESTING

1. I have read and understand this order. I further understand that failure to comply with this order in any way may result in disciplinary action under UCMJ.

Date: _____ Time: _____

Printed Name: _____

Signature: _____

Example 5-4: Sample CO Test Order



UNITED STATES MARINE CORPS

YOUR UNIT ADDRESS
CITY, STATE ZIP CODE

IN REPLY REFER TO:
Code/Serial #
Date

From: Commanding Officer, Your Unit
To: RANK LNAME, FNAME MI. XXX XX 0000/0000/USMC
Subj: COMMAND ORDER TO PROVIDE A URINE SPECIMEN
Ref: MCO 5300.17

1. You have been directed and are hereby ordered to provide a urine specimen for drug testing purposes. Compliance with this order requires that you:

a. Report to the SACO office in building #, at time on date for a urinalysis test.

b. Surrender your ID card upon arrival at the testing location and remain at the testing location until you have provided your urine specimen, your ID has been returned to you, and you have been given permission to leave.

c. Be observed urinating directly into the bottle, or other receptacle provided to you, for collecting a urine specimen.

d. While avoiding contaminating the specimen, fill the bottle, or other receptacle provided to you, with a minimum of 30 milliliters of your urine (or more if so directed).

2. Failure to comply with this order in any way may result in disciplinary action against you under the Uniform Code of Military Justice (UCMJ). You will acknowledge that you have read this order and understand it by signing below.

Signature
CO'S RANK & NAME

Date

From: RANK LNAME, FNAME MI. XXX XX 0000/0000/USMC
To: Commanding Officer, Your Unit

Subj: ORDER TO PROVIDE A URINE SPECIMEN

1. I have read and understand this order. I further understand that failure to comply with this order in any way may result in disciplinary action under UCMJ.

Date: _____ Time: _____

Printed Name: _____

Signature: _____

Example 5-5: Sample Appointment Letter for UPCs and Observers



UNITED STATES MARINE CORPS
YOUR UNIT ADDRESS
CITY, STATE ZIP CODE

IN REPLY REFER TO:
Code/Serial #
Date

From: Commanding Officer
To: All NCOs AND SNCOs

Subj: APPOINTMENT AS URINALYSIS PROGRAM COORDINATOR AND
OBSERVERS FOR URINALYSIS TESTING

Ref: (a) MCO 5300.17
(b) List relevant base order or regulations, if applicable

1. Per the references, all unit NCOs and SNCOs are hereby appointed as urinalysis program coordinators and observers for any testing I may direct.
2. You will be guided in the performance of your duties per the references.
3. Prior to performance of these duties, the unit SACO will brief you on the responsibilities of the task you will be performing.

Signature
CO'S RANK & NAME

Example 5-6: Urinalysis Program Coordinator Duties

(YOUR UNIT)

5300
SACO
(DATE)

From: _____
To: _____

Subj: **URINALYSIS PROGRAM COORDINATOR'S DUTIES**

Ref: MCO 5300.17

1. Per the reference, you are hereby authorized to perform the task of urinalysis program coordinator (UPC). You will be guided in your duties by ref (a) and the following guidelines:

- a. Coordinators will be responsible for setting up and maintaining positive control over the urinalysis area.
- b. Coordinators must keep a constant surveillance of all personnel who are selected for the urine sample collection.
- c. Coordinators will ask for the Marines ID. Card. Compare the I.D. card picture with the face of the Marine.
- d. Verify the social security number on the urinalysis label, urinalysis test register, and DD Form 2624 to the ID card.
- e. Issue the Marine an empty urine sample bottle making sure that the Observer is present and has visual contact with the bottle.
- f. If a Marine fails to give a sample after being escorted to the head, the Observer will escort the individual back to the Coordinator. The Marine will return the sample bottle to the coordinator and wait in the designated area until able to produce a sample.
- g. When the Marine returns with a sample, ask the Marine "IS THIS YOUR URINE" once the Marine positively acknowledges the urine sample, instruct the Marine to place the bottle on the table in front of the coordinator keeping a hand on top of the bottle. The coordinator will then touch the side of the bottle to verify that the sample is warm. The observer will monitor this action. If the sample is not warm, the Marine will be detained and the SACO and SgtMaj will be alerted.
- h. Coordinator will initial the label where it says UPC _____ in block letters:
- i. Allow the Marine to verify the information on the label, urinalysis test register, and DD Form 2624, and have the Marine with a black ballpoint ink pen initial the label where it says SM _____ in block letters: [example MET].
- j. The Marine will place the label on his/her own urine sample.
- k. The Marine with a black ballpoint ink pen will initial the center of the red tamper proof seal in block letters: [example MET].
- l. Have the Marine take his/her red tamper proof seal from the pad and affix the red tamper proof seal over the lid of the bottle, ensuring the seal is place over the "TAPE HERE" on both sides of the bottle label, while ensuring the red tamper proof seal does not cover the bar code on the bottle label.
- m. Coordinators will ensure one last time that all information is correct, and that there are no blank spaces left on the label.
- n. Place the bottle in the original cardboard container in its assigned space.
- o. After collecting all samples, sign DD Form 2624 over to the Unit SACO for "Hand Transfer/Storage" or for mailing the samples to the appropriate screening laboratory.
- p. **Remember, every bottle of urine holds a service member's career, so treat it accordingly.**

2. I, _____, have read and understand the duties as Urinalysis Program Coordinator. I understand that my performance as a coordinator may require me to testify and be scrutinized in a military court of law. I understand that failure to perform my duties, in detailed accordance with the guidelines will constitute dereliction of duty, and may be punishable under the UCMJ.

Coordinator Signature

DATE

SACO Signature

DATE

Example 5-7: Urinalysis Observer Duties

(YOUR UNIT)

5300
SACO
(DATE)

From: _____
To: _____

Subj: **URINALYSIS OBSERVER'S DUTIES**

Ref: (a) MCO 5300.17

1. Per the reference, you are hereby authorized to perform the task of Urinalysis Observer. You will be guided in your duties by ref (a) and the following guidelines:

- a. Observers should be completely familiar with all duties of the Urinalysis Coordinator.
- b. Observers are the second set of eyes, and may catch something that is over looked by the Urinalysis Coordinator.
- c. Observers will be responsible for maintaining constant surveillance of all personnel who are selected for the urine sample collection.
- d. Observers will maintain constant control of all Marines in the area.
- e. Observers will allow only one (1) Marine to approach the Coordinator table at a time.
- f. Observers will never lose sight of the sample bottle from the moment the member assumes control of the sample bottle from the Coordinator, until the moment they return the sample bottle to the Coordinator and sign all documentation.
- g. Observers will never touch the bottle at any time.
- h. Observers will ensure all Marines remove their blouses or "half-mast" their flight suits/ coveralls prior to receiving a sample bottle and visually check for any tampering devices.
- i. Observers will escort Marines one at a time to the head area.
- j. Observers will maintain constant eye contact with the groin area and the bottle to ensure that the sample given isn't contaminated in any way and is from that SNM.
- k. If a Marine drops a bottle in the urinal, the observer will instruct the Marine to pick up the bottle. If urination had begun and the sample was spilled, the Observer will escort him back to the Coordinator so the Marine can return the sample bottle and wait in a controlled area until he can produce a sample. If urination had not begun, the observer will return the Marine to the coordinator for a new bottle.
- l. Observers will direct Marines to fill bottles at least 2/3 full.
- m. Female observers must observe the member transferring urine from wide-mouth bottle into the standard sample bottle.
- n. Once the Marine has filled the bottle, the Observer will escort the individual back to the Coordinator. After the Marine signs the ledger, the Observer will sign next to the Marine's signature certifying that sample was given by that Marine.
- o. If a Marine fails to give a sample after being escorted to the head, the Observer will escort the individual back to the Coordinator so that the Marine can return the sample bottle and wait in a controlled area until able to produce a sample. The coordinator will maintain custody of the Marine's I.D. Card until the sample has been provided.

2. I, _____, have read and understand the duties as Urinalysis Observer. I understand that my performance as an observer may require me to testify and be scrutinized in a military court of law. I understand that my failure to perform my duties, in detailed accordance with the guidelines listed above will constitute dereliction of duty, and may be punishable under the UCMJ.

Observer Signature

DATE

Coordinator Signature

DATE

Example 5-8: Urinalysis Collection Materials

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

Shipping Boxes

<u>Stock Number</u>	<u>U/I</u>	<u>Size</u>	<u>Number of Bottles</u>
6640-00-165-5778	10	8" x 3.5" x 6"	12
(*) 8115-00-290-5494	25	8" x 5" x 4.5"	9
(*) 8115-00-290-3365	25	8" x 4" x 4"	6

(*) containers do not include bottles or separators

Mailing Pouches

<u>Stock Number</u>	<u>Item</u>	<u>Size</u>	<u>Used for</u>
6530-01-304-9762	mailing pouch	10.5" x 15"	12 bottle box mailer

Absorbent pads for secondary container bags or mailing pouches

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

Other

<u>Stock Number</u>	<u>Item</u>
6530-00-837-7472	female specimen cup

Tamper resistant tape is recommended.

Vendor:

Time Medical Labeling System
 144 Tower Drive
 Burr Ridge, IL 60521
 (800) 323-4840 or CA only (800) 382-3371

<u>Product Number</u>	<u>Item</u>	<u>Contract Number</u>
TRL-2N	pad (500 strips per pad)	GS-14F-01500

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

Example 5-9a: Personnel to be Tested (notification copy)

Marine Corps Drug Testing Program				Global	
Testing Subjects				08/19/2013	
Notification Copy					
Organization	Name	Premise	SSN	Rank	Gender
Global / S4	Mckinstry, Brad J.	IU	294-86-0535	SGT	M
	Wallerich, John R.	IU	324-90-6159	SGT	M
Global / S6	Roller, Orval D.	IU	304-96-8394	SGT	M

Example 5-9b: Personnel to be Tested (work copy)

Drug Testing Program

Testing Subjects

Working Copy

Global

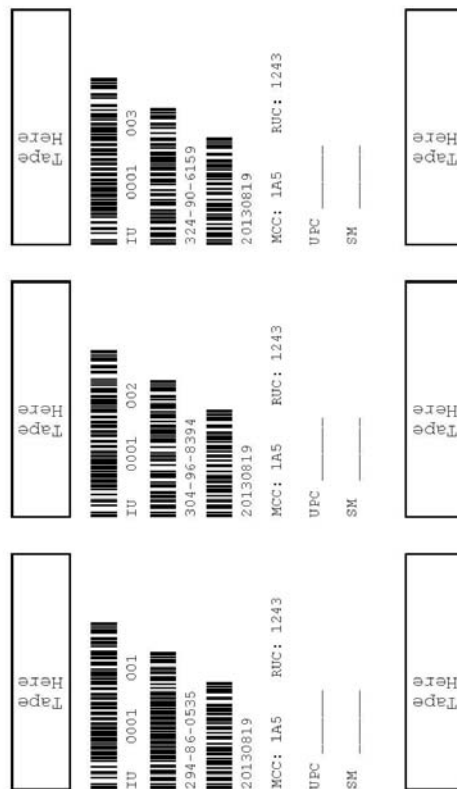
08/19/2013

Pool Name	Name	Prem	SSN	Rank	Due Back	Rationale
Global / S4	Mckinstry, Brad J.	IU	294-86-0535	SGT	_____	_____
Global / S6	Roller, Orval D.	IU	304-96-8394	SGT	_____	_____
Global / S4	Wallerich, John R.	IU	324-90-6159	SGT	_____	_____

Example 5-11b: DD 2624 (back)

12. CHAIN OF CUSTODY		LAN	RECEIVED BY c.	THRU PURPOSE OF CHANGE/ REMARKS d.	BLOCK	USA	INSTRUCTIONS		USAF
DATE (YYMMDD) a.	RELEASED BY b.	SIGNATURE	SIGNATURE		1 SUBMITTING UNIT	Message address of unit submitting urine samples	USN/IC	Message address of second echelon commander to whom laboratory reports administratively	Optional. May be used to identify the base POC.
(1) 130819	SIGNATURE	SIGNATURE			2 ADDITIONAL SERVICE INFORMATION (SECOND ECHOLON)	Do not use.			
(2)	NAME	NAME			3 BASE/ AREA CODE	Service code area		Leave blank. For future use.	Four-character Base Identification Code (Ex., F133). The first four characters of the full 10-character Base Identification Number (BDN).
(3)	SIGNATURE	SIGNATURE			4 UNIT IDENTIFICATION CODE	Unit Identification Code (UIC or RUC) of unit			Do not use.
(4)	NAME	NAME			5 DOCUMENT BATCH NUMBER	Do not use.		Enter the locally assigned batch number. Enter the last 12 characters in the shipment label (Ex., 501). Comprises the middle part of the full 10-character BDN assigned to each specimen.	
(5)	SIGNATURE	SIGNATURE			6 DATE SPECIMEN COLLECTED	Enter the four-digit-year, two-digit-month, and two-digit-day that samples were collected by submitting unit.			
(6)	NAME	NAME			7 SPECIMEN NUMBER	Use number pre-printed on form		Enter 3-digit sequential specimen number (last 3 characters of full BDN).	
(7)	SIGNATURE	SIGNATURE			8 COMPLETE SSN	Full SSN of person from whom sample obtained.			
(8)	NAME	NAME			9 TEST BASIS	Indicate the testing premise to conduct the collection.			
(9)	SIGNATURE	SIGNATURE			10 TEST INFORMATION	MIBEX: A = E1 - E4 B = E5 - E9 C = TDP Aviator D = TDP Quarantine F = TO G = other TDP ADAPCP SIGR N = other nonmilitary	Leave blank.	Entry required only if additional testing is required: F = Full Panel; S = Steroids; O = Other drugs - Provide clarification in attached message.	
(10)	NAME	NAME			11 PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.			Not used.
(11)	SIGNATURE	SIGNATURE			12. CHAIN OF CUSTODY (LINE (1))				
(12)	NAME	NAME			a. DATE - Date of collection/shipment. b. RELEASED BY - Signature and printed or typewritten name of the uniaxial coordinator having custody of the samples. c. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. d. PURPOSE OF CHANGE/REMARKS - Specify the mode of accountable transportation/system utilized to ship specimens to the lab. Note: If when custody of specimens changes other than for a shipment (unless hand carried to the lab), each change of custody requires the number signatures in the (b), (c), (d) and (e) RECEIVED BY blocks to document change in custody with comment in block (c). If a continuation sheet is necessary, it must contain information/signatures of blocks (b) - (d).				
(13)	SIGNATURE	SIGNATURE			13. DAMAGE TO SHIPPING CONTAINER / DISCREPANCIES				
(14)	NAME	NAME							

Example 5-12: Bottle Labels



Example 5-13: Urinalysis Brief Sheet

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

The observer will:

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

The UPC will:

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

UPC Rank/name (print)	Signature	Date
-----------------------	-----------	------

Observer Rank/name (print)	Signature	Date
----------------------------	-----------	------

Observer Rank/name (print)	Signature	Date
----------------------------	-----------	------

Observer Rank/name (print)	Signature	Date
----------------------------	-----------	------

Batch # _____ to _____

Example 5-14: Request for Additional Testing



UNITED STATES MARINE CORPS
YOUR UNIT ADDRESS
CITY, STATE ZIP CODE

IN REPLY REFER TO:
5300
SACO
Date

From: Commanding Officer, Your Unit
To: Naval Drug Screening Lab San Diego

Subj: REQUEST URINALYSIS SAMPLE BE TESTED FOR ALL PANELS AND
REQUEST FURTHER TESTING FOR (for example STEROIDS, BATH SALTS,
INHALANTS, ETC. list which one)

Ref: MCO 5300.17

1. Short explanation of why the Marine's sample needs further testing. [EXAMPLE: Subject member suspected of using inhalants due to six empty paint cans and a brown bag with paint residue in his/her room wall locker during an inspection].

2. TESTING INFORMATION:

- SSN- (XXX-XX-Last 4)
- BATCH NUMBER-
- SPECIMEN NUMBER-
- PREMISE CODE {VO/CO/PO}
- DATE OF URINALYSIS-
- UNIT RUC NUMBER-

Point of Contact is (your rank and name), (phone number)

Signature
Commanding Officer

Example 5-15: MRO and Command Review



UNITED STATES MARINE CORPS
YOUR UNIT ADDRESS
CITY, STATE ZIP CODE

IN REPLY REFER TO:
5300
MROC
Date

From: Medical Review Officer Coordinator
To: Commanding Officer

Via: Medical Review Officer

Subj: VERIFICATION OF POSITIVE URINE DRUG TESTING

Ref: (a) MCO 5300.17

1. Request the medical records on the following individual be reviewed for evidence of prescribed drugs that could cause a positive test result(s):

SSN: <insert SSN>
COLLECT DATE: <insert date>
UNIT RUC#: <insert RUC#>
DRUG(s): <insert drug(s)>

2. Please indicate if the positive result(s) is due to legal prescription and if the prescription is current.

From: Medical Review Officer

On _____ (Date) I reviewed:

- The CHCS database medication profile for the Marine listed above.
- The medical/dental records for the Marine listed above.
- Other records (please list: _____) pertaining to the Marine listed above.

And found:

_____ There **is no** indication of a prescription medication prescribed that could cause a positive test result(s).

_____ There **is** an indication of prescription medication prescribed that could cause a positive test result(s).

MRO's Signature stamp with signature

From: Commanding Officer

Regarding the Marine listed above, it was determined from the evidence that could cause a positive test result(s) that:

_____ There **is no** wrongful use.

_____ There **is** wrongful use.

Signature
Commanding Officer

Example 5-16: Discrepancy Codes

CODE	DESCRIPTION	
BA	Bottle / container unauthorized	TESTED
BC	Bottle leaked in shipment, quantity not sufficient to test	FATAL
BD	Bottle - broken seal	TESTED
BE	Bottle - no seal	TESTED
BF	Bottle - two seals, no explanation	TESTED
BU	Bottle empty	FATAL
BY	Bottle discrepancy - NOT TESTED	FATAL
BZ	Bottle discrepancy - TESTED	TESTED
FA	Form-UIC or base/area code discrepant*/differs from bottle	TESTED
FH	Form-date specimen collected discrepant*/differs from bottle	TESTED
FL	Form not received	TESTED
FM	Form received separately from bottle	TESTED
FN	Form chain of custody entries (Blocks 12a-d) discrepant*	TESTED
FP	Form did not list specimen, bottle received	TESTED
FR	Form on two pieces of paper - no linking identifiers	TESTED
FT	Form - SSN discrepant*	TESTED
GG	Form listed specimen, no bottle received	FATAL
GP	Form or other document shows service member's name/signature	TESTED
GR	Form marked void for received specimen	TESTED
GY	Form discrepancy - NOT TESTED	FATAL
GZ	Form discrepancy - TESTED	TESTED
LA	Label missing/blank	TESTED
LD	Label over label	TESTED
LF	Label - collection date discrepant*	TESTED
LJ	Label - member initials discrepant*	TESTED
LL	Label - collector or observer's initials discrepant*	TESTED
LN	Label - SSN does not match form	TESTED
LQ	Label has service member's name/signature	TESTED
LX	Label - SSN discrepant*	TESTED
LY	Label discrepancy - NOT TESTED	FATAL
LZ	Label discrepancy - TESTED	TESTED
OY	Laboratory technical discrepancy - NOT TESTED	FATAL
OZ	Laboratory technical discrepancy - TESTED	TESTED
PA	Package - no seal	TESTED
PB	Package - broken seal	TESTED
PD	Package missing signature/date	TESTED
PY	Package discrepancy - NOT TESTED	FATAL
PZ	Package discrepancy - TESTED	TESTED
SA	Specimen appears to be adulterated - NOT TESTED	FATAL
SB	Specimen appears to be adulterated - TESTED	TESTED
SC	Specimen quantity not sufficient to test	FATAL
SE	Specimen volume < 30 mL	TESTED
SY	Specimen discrepancy - NOT TESTED	FATAL
SZ	Specimen discrepancy - TESTED	TESTED

