9/20/2018

MARINE & Family | Substance Abuse Program

UPC URINALYSIS PROGRAM COORDINATOR

Handbook 5th Edition | Marine Corps Substance Abuse Program

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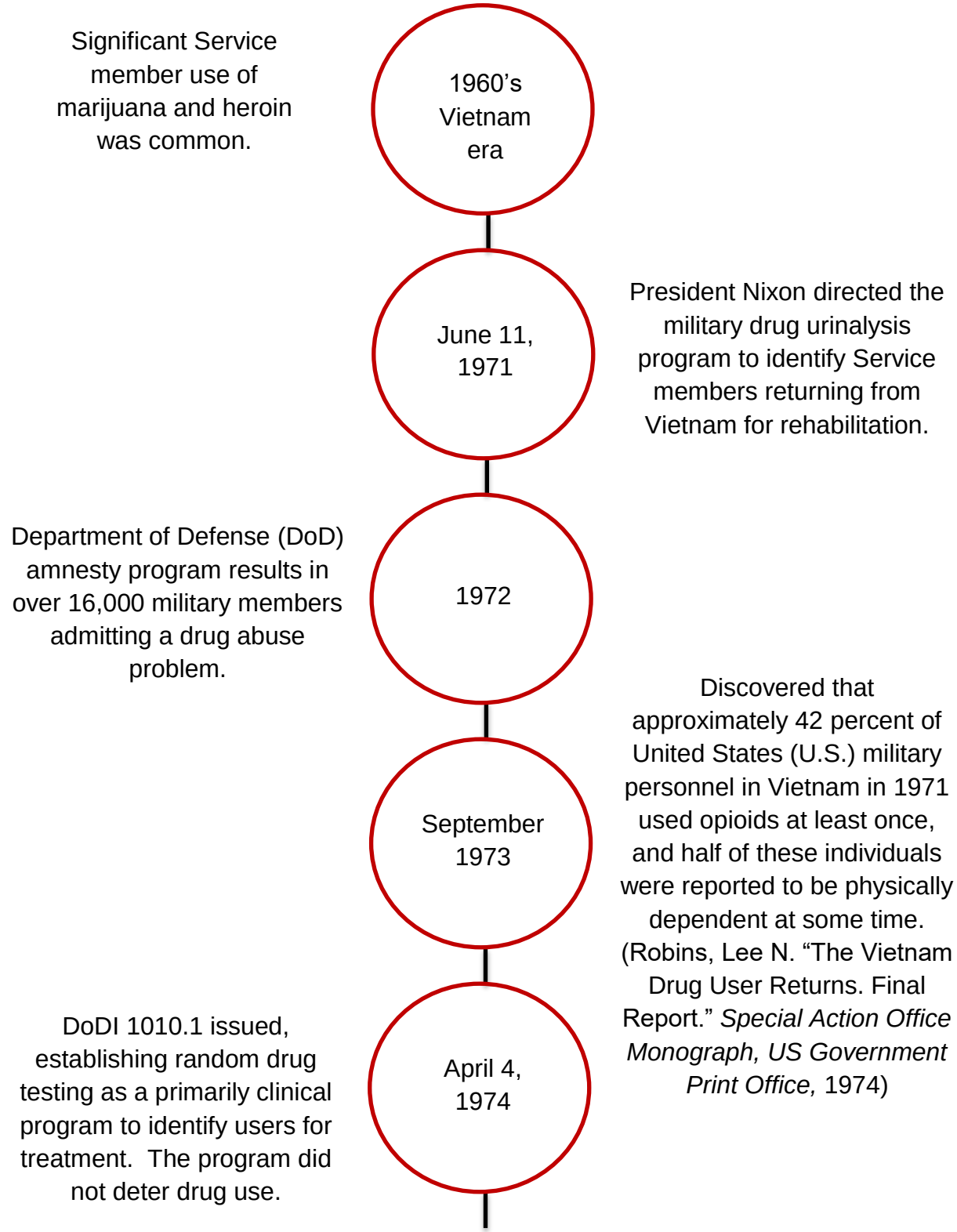
INTRODUCTION

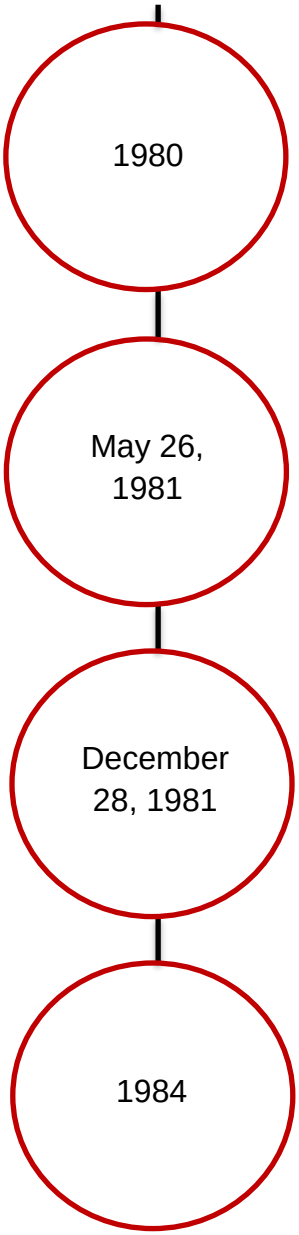
The primary purpose of this handbook is to provide Urinalysis Program Coordinators (UPCs) detailed guidance in assisting commands in implementing a successful urinalysis program. This handbook reinforces the substance abuse drug testing policies outlined in the:

- 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) 5300.28E, “Military Substance Abuse Prevention and Control”
- Marine Corps Order (MCO) 5300.17A, “Marine Corps Substance Abuse Program”

This handbook amplifies urinalysis testing procedural guidelines contained in DoDI 1010.01, DoDI 1010.16, SECNAV 5300.28E, and MCO 5300.17A 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





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

DoD Directive (DoDD) 1010.1 issued. DoDD formally defined forensic drug testing requirements and responsibilities for testing. 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 Substance Abuse Control Officer (SACO) or UPC manages the command's urinalysis program and is an advisor to the Commander on all matters relating to urinalysis, including Marine Corps policy and related procedures, collection, and transportation of urinalysis samples. The SACO/UPC must be trained before engaging in any aspect of the collection process.

NOTE: UPCs must be appointed in writing by the Commander.

UPC Responsibilities

- Administer the command urinalysis program
- Maintain all urinalysis files
- Ensure observers and assistant UPCs 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 gender marker in the Defense Enrollment Eligibility Reporting System as the Service member providing the specimen.

NOTE: Observers shall be designated in writing by the Commander.

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). The 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.
- Maintain and update directives and instructions pertaining to urinalysis.

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 abuse 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 5300.28E: “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 abuse.
- MCO 5300.17A: “Marine Corps Substance Abuse Program”
    - This order provides policy and procedural guidance for the Marine Corps Substance Abuse Program (SAP).
    - The purpose is to execute a comprehensive, standardized, and effective SAP throughout the Marine Corps.

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 illegal 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 at least 10 percent of their 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.**
- SACOs/UPCs and all personnel involved in collection and shipment will be tested monthly. Their samples cannot be shipped in the same batches they are responsible for collecting.

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

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, 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 illegal drugs. To maintain and sustain efficiency, the Marine Corps DTP uses a systematic approach to screen Marines for the presence of drugs.

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 SACO and UPC should ensure they are following the Smart Testing concept when conducting urinalyses by:

- 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)

PREMISE CODES

Premise codes are collection codes used to document the basis for military drug abuse urine testing.

Premise Code	Term	Rationale for Use
VO	Marine's Consent	• A Marine who is suspected of unlawfully using drugs may be requested to consent. • Prior to requesting consent, the command should advise the Marine he may decline the test. • Where practicable, consent should be obtained in writing.
PO	Probable Cause	• Marine declines to provide a urine sample and there is probable cause to believe that the member has committed a drug offense and that a urine test will produce evidence of that offense. • Marine is apprehended for illegal drug use or connected with any incident in which drug use may be a factor. • **When in doubt, consult with a command staff judge advocate.**
IR	Random Selection	• A minimum of 10% of the unit monthly. • Partial unit testing by last digit of Electronic Data Interchange Personal Identifier (EDIPI), company, platoon, work section, or all command members.
IU	Unit Sweep	• Entire unit or the selection of an entire sub-unit. • Examples of a sub-unit are company, department, platoon, or section
NO	Accession	• 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	• Ordered by the Commander whenever a Marine's behavior or conduct evokes a reasonable suspicion of drug use or whenever drug use is suspected within a unit. • Examples are assault, larceny, indebtedness, motor vehicle offense, and driving under the influence. • **<u>When in doubt, consult with a command staff judge advocate.</u>**
MO	Physician Directed	• Ordered by a military physician in connection with a competence for duty examination. • Based on a command referral. • **<u>When in doubt, consult with a command staff judge advocate.</u>**
AO	Official Safety Investigation, Mishap/Accident	• Ordered by the Commander in connection with a formally convened mishap or safety investigation.
RO	Rehabilitation, Treatment	• Conducted in conjunction with participation in a substance abuse treatment program for alcohol/drugs.
OO	Service Directed and Other Service Directed	• Directed by the Secretary of the Navy. • Conducted on Substance Abuse Counseling Center (SACC) personnel when applicable. • Conducted on Marines involved in the collection or shipment of urine samples, e.g. SACOs, UPCs, and observers • Marines who report in from permanent change of station, leave, or unauthorized absence.

INTERNET FORENSIC TOXICOLOGY DRUG TESTING LABORATORY (IFTDTL)

The IFTDTL Portal is a web-based U.S. Government information system that provides authorized users, such as SACOs/UPCs, the most up-to-date and accurate results from a urinalysis test, with the exception of steroid testing, which comes directly from Headquarters Marine Corps (HQMC). The reports generated from the IFTDTL are used in the first step of confirmation. Once an account is created and a System Access Request is approved, the SACO/UPC will have direct access to view all current and past results of their command.

You must log into the website https://iftdtl.amedd.army.mil/ to create an account and then submit a System Access Request to view your test results. **All System Access Requests must be approved by HQMC.**

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

1. Log into the website https://iftdtl.amedd.army.mil/.
2. Click on “Enter the Portal”.
3. Click on “Create New Account”.
4. A self registration section will appear. Fill out the information highlighted in red. (**NOTE:** You must use a .mil e-mail address.)
5. Click on “Register”.
6. You will be logged out of the system and will need to log back in to complete registration.
7. Once you log back on, go to the left side of the homepage and register your Common Access Card (CAC).
8. Click on “System Access Request”.
9. Select “Lab Results”, and then hit “Next”.
10. Select “Find Org”, and then “Choose”.
11. Select one of the following laboratories: JAX, GLKS or TAMC.
12. Fill out your command shipping address and additional RUCs, if needed.
13. Click on “Submit”.

NOTE: You must log-in at least once every 35 days or your account will be disabled.

PREPARATION AND CONDUCTING FOR TESTING

The SACO/UPC Duties

Before Testing

- Determine who will be tested and what premise code to use by conferring with the Commander.
- Prepare an authorization letter (in writing for Commander's signature) or via e-mail.
- Locate and establish an adequate and controlled location for 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 the DTP.
- Brief personnel who will be assisting in collection and ensure they are **thoroughly familiar** with their duties, and if possible, conduct a rehearsal.
- Announce test and personnel selected to be tested.
- Assemble 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 bottles, leakage proof bags, absorbent material, packing tape, and packing material.

During Testing

- Ensure boxes and bottles **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 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

Even with the most effective measures conducted in urinalysis testing, drug abusers will still resort to creative methods of gaming the system. 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 1010.1 and DoDI 1010.16 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 abuser, 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 personnel to 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 drug abusers' attempts to cheat the urinalysis process, including:

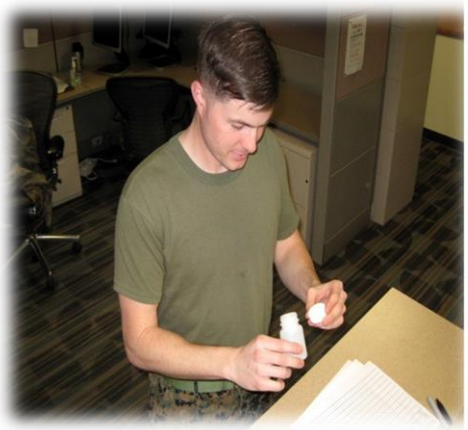
- Find and establish an adequate and controlled location for testing.
- If possible, secure heads to all personnel except those required to provide a sample.
- Maintain control of personnel to be tested until a sample can be provided. This can include keeping personnel in a specific, public location until they provide a sample.
- Have personnel remove excess outer clothing.
- Observers must **NEVER** lose sight of the bottle.
- Observers must **witness** the complete collection process. This includes watching personnel provide a sample.

COLLECTION PROCESS (MALE)

Step 1: In a controlled area, the Marine removes excess outer clothing and presents a military identification card. The UPC confirms the identity of the Marine.

Step 2: The identification card is retained by the UPC 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 visually inspect his 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. 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: Prior to handing the specimen to the UPC, the Marine will validate the specimen bottle identifying information. Once validated, he will initial the specimen collection bottle label to certify accuracy of information. He will then print and sign his name on the testing ledger.

Step 8: The UPC will initial the specimen collection bottle label.

Step 9: The Secondary Reviewer will inspect the bottle to ensure the lid is tightened and sealed appropriately. The Reviewer will look for signs of leakage/urine spill and will wipe off the specimen bottle, if necessary.

Step 10: 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 absorbents, and seal the bag.

- Place seal bottle in specimen box
- Retrieve CAC

Step 11: The Secondary Reviewer will annotate on DD Form 2624 that the secondary review of samples collected was completed.

COLLECTION PROCESS (FEMALE)

Step 1: In a controlled area, the Marine removes excess outer clothing and presents a military identification card. The UPC confirms the identity of the Marine.

Step 2: The identification card is retained by the UPC and, if practical, **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.

Separate bottles in order to prevent confusion.

Step 3: The Marine will visually inspect her bottle to ensure no debris is inside. Once inspected, the Marine will state to the UPC that he 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, the Marine will hold the specimen container next to her 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 6: The observer will position herself in the best location to witness the complete collection process of at least 30mL of urine. The observer must maintain **full observation** of the specimen bottle while under her cognizance.

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

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

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

Step 9: Prior to handing the specimen to the UPC, the Marine will validate the specimen bottle identifying information. Once validated, she will initial the specimen collection bottle label to certify accuracy of information. She will then print and sign her name on the testing ledger.

Step 10: The UPC will initial the specimen collection bottle label.

Step 11: The Secondary Reviewer will inspect the bottle to ensure the lid is tightened and sealed appropriately. The Reviewer will look for signs of leakage/urine spill and will wipe off the specimen bottle, if necessary.

Step 12: 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 absorbents, and seal the bag.

- Replace CAC

Step 13: The Secondary Reviewer will annotate on DD Form 2624 that the secondary review of samples collected was completed.

PACKAGING AND SHIPPING PROCEDURES

Ensure packaging is in compliance with the U.S. Postal regulations and ensure 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.

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 a copy retained by the UPC/SACO.

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/SACO prepares each box to be shipped in a leak-proof secondary container with sufficient absorbent material.

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. Make two copies of the form. You will have a total of three copies of the DD Form 2624: the original and two copies. Take one of the copies and enclose in a waterproof mailer inside the specimen box.

Step 3: The box is then sealed with packing tape, **and signed and dated on the top of the box across the tape.**

Step 4: Take the original DD Form 2624 and attach it to the outside of the box, either on the top or bottom of the box.

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

The last copy of the DD Form 2624 is retained for your records.

Step 5: Insert the box into the shipping container.

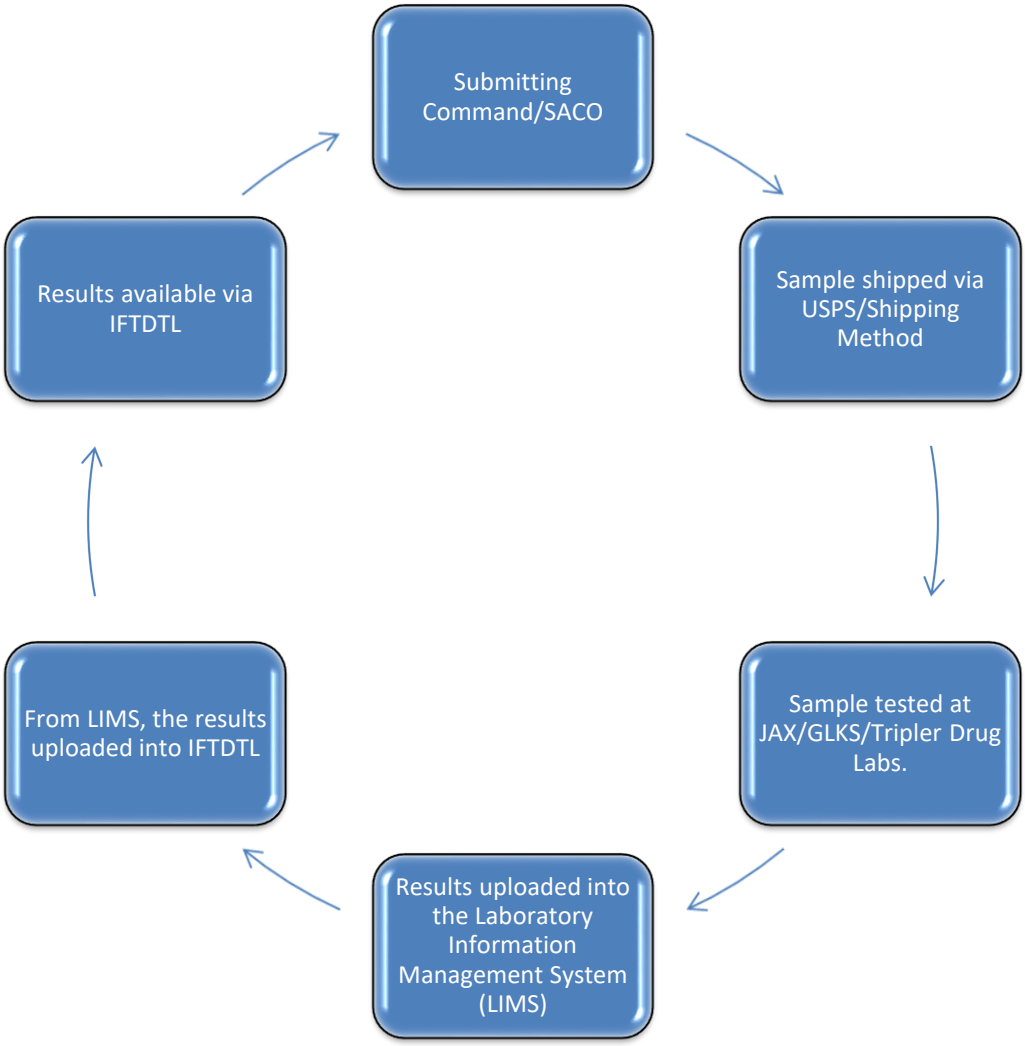
Step 6: The UPC signs and dates the seal of the shipping container to ensure integrity of specimens.

Step 7: 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 TESTING SEQUENCE (NOT STEROIDS)



STEROID TESTING

Steroid testing is considered a specialty test. To be conducted, steroid testing is requested by the unit, when unit leadership suspects one or more of its members is using steroids.

Steroid tests may require funds outside of urinalysis funding. Each steroid test costs $275. The Navy will pay for steroid tests; however, this does not allow the Marine Corps to exceed its normal testing rate. If HQMC has reached its limit for the fiscal year, the requesting command will be responsible for incurring the costs for steroid testing. For an amount outside your normal testing rate, contact HQMC for prior approval.

All steroid samples for testing will be submitted to NDSL Great Lakes and then submitted to the Sports Medicine Research & Testing Laboratory (SMRTL) in Salt Lake City, Utah. SMRTL is under contract for the DoD Drug Demand Reduction Program (DDRP). The DoD DDRP encompasses Army, Navy, Air Force, and the Marine Corps. SMRTL is accredited to conduct steroid tests by the World Anti-Doping Agency (WADA), the international organization responsible for establishing and overseeing the most rigorous standards for laboratories conducting such tests.

Two atypical findings for steroid testing include:

Atypical Finding (ATF)

This is a report from a laboratory or other WADA-approved entity, which states a sample requires further investigation. The regulations for when a sample meets ATF are provided by the International Standard for Laboratories or related technical documents. An ATF occurs prior to the determination of an adverse analytical finding (AAF).

Adverse Analytical Finding

An AAF is a report from a laboratory or other WADA-approved entity that identifies in a sample the presence of a prohibited substance or its metabolites or markers, including elevated quantities of endogenous substances, or evidence of the use of a prohibited method. The standards for when a sample meets AAF are consistent with the International Standard for Laboratories and related technical documents.

NOTE: Atypical findings require an additional analysis at $450 per specimen. Submitting units will be responsible for the additional cost.

Requesting Steroid Testing

Requesting for steroid testing can occur during standard drug testing; it can also be a separate request. Any additional and/or specialty testing must be specifically requested by the submitting unit.

A steroid testing request must be from the unit commander and be on official letterhead. The unit commander must state the type of testing requested. When requesting for steroid testing, HQMC will assign a specimen number to each sample submitted from the submitting unit.

When HQMC is requesting that the lab conduct steroid testing, HQMC will use the Additional Drug Testing/Steroid Analysis request letter. This letter can be found in the Templates section of this handbook and will include:

- Month, day, and year of collection
- Specimen number
- Batch number
- Member's last four of EDIPI
- UIC
- Identify a command point of contact, with email address and phone number

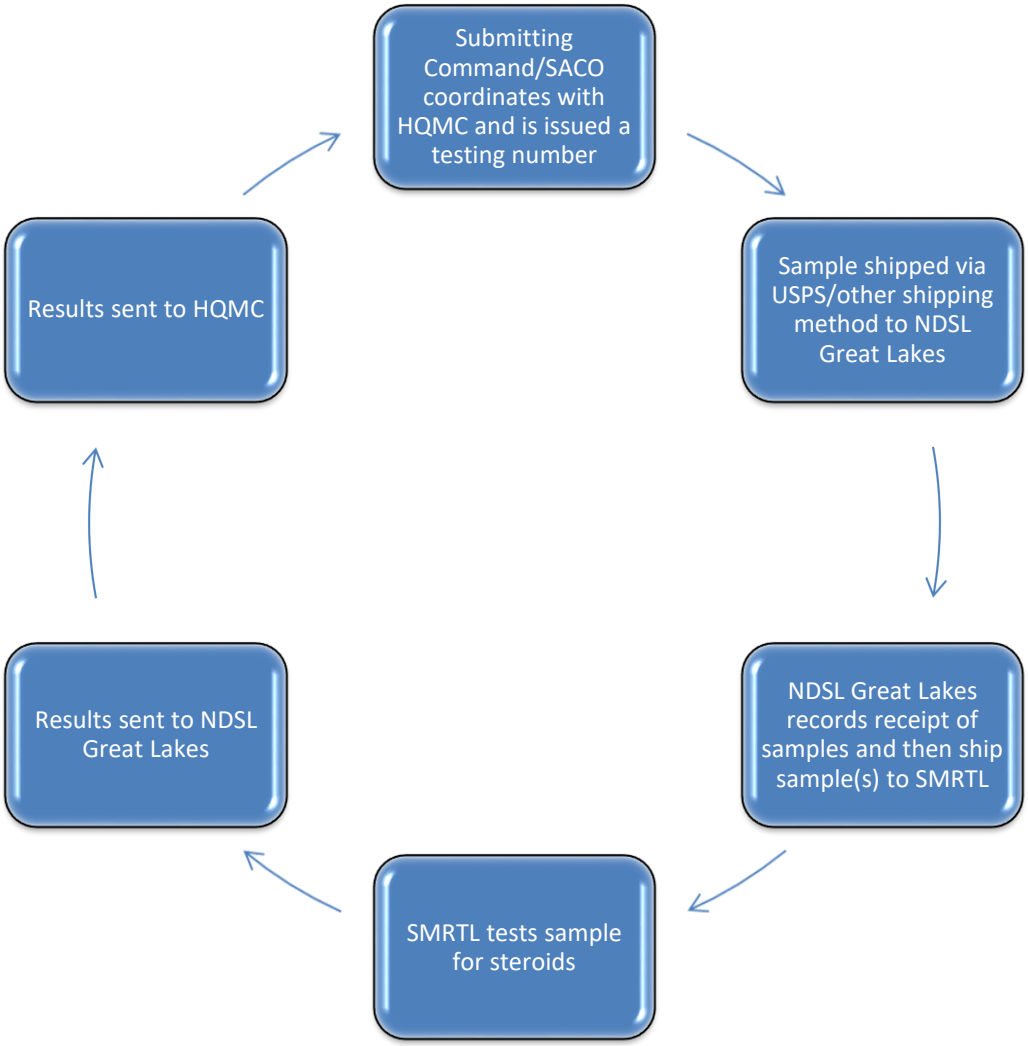
NOTE: Steroid specimens must be 60mL.

Receiving Steroid Testing Results

Due to the amount of testing that the SMRTL conducts, it may take several weeks for the results.

When completed, the results will be forwarded to the unit command directly from HQMC.

STEROID TESTING SEQUENCE



TEMPLATES AND EXAMPLES

UNITED STATES MARINE CORPS
COMMAND'S NAME ADDRESS
CITY, STATE, ZIP CODE

IN REPLY REFER TO:
SSIC
Code/Ser
Date

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

Subj: ADDITIONAL DRUG TESTING/STEROID ANALYSIS

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

The following information is provided:

Date of urinalysis:	Month Day Year
Batch number:	XXXX
Specimen number:	##
Last four EDIPI:	6789
UIC:	12345

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

Commanding Officer
Signature

UNITED STATES MARINE CORPS
BATTALION LANDING TEAM X/X
222D MARINE EXPEDITIONARY UNIT
PSC BOX 200XX
CAMP LEATHERHEAD, OH 45236-00XX

IN REPLY REFER TO:

From: Commanding Officer
To: SACO (or law enforcement agent if CID/NCIS is requesting)

Subj: RECORD OF AUTHORIZATION FOR PROBABLE CAUSE URINALYSIS

1. At approximately 0800, on or about 8 September 2019, I was approached by Staff Sergeant Alpha in his capacity as the battalion OOD who having been first duly sworn, advised me of one Lance Corporal John Q. Bravo exhibiting signs and behaviors consistent with methamphetamine use, a violation of Article 112a of the UCMJ (wrongful use of controlled substances) and requested permission for a probable cause urinalysis or nonconsensual extraction of body fluids.

2. The reasons given to me for suspecting the above named person were Staff Sergeant Alpha's extensive training and experience in recognizing the symptoms exhibited by abusers of methamphetamines as a result of serving as a civilian law enforcement officer for six years. Besides his physical and verbal demonstrations of being under the influence of drugs, Lance Corporal Bravo also has a documented history of drug use during his current enlistment—including his repeated admissions to such use.

3. After carefully weighing the foregoing information, I believed a violation of Article 112a, UCMJ (wrongful use of a controlled substance) had been committed, that Lance Corporal John Q. Bravo was the likely perpetrator thereof, and that a probable cause urinalysis would probably produce evidence of his illegal drug use.

4. I have therefore authorized the battalion SACO to administer a urinalysis for the contents specified and seize the contents of those bodily fluids.

5. The point of contact is First Lieutenant Legal Officer at (513) 721-0000.

I. M. COMMANDING

CERTIFICATE OF CORRECTION

MEMORANDUM FOR Forensic Testing Laboratory Date:_____

SUBJECT: CERTIFICATE OF CORRECTION

1. This letter is to certify the following corrections were made as indicated below for the urine specimen enclosed with this shipment for testing.

2. Reference: ( ) Bottle Label
( ) DD Form 2624

Document/Batch_____Specimen_____

Reads as:
Corrected to read as:

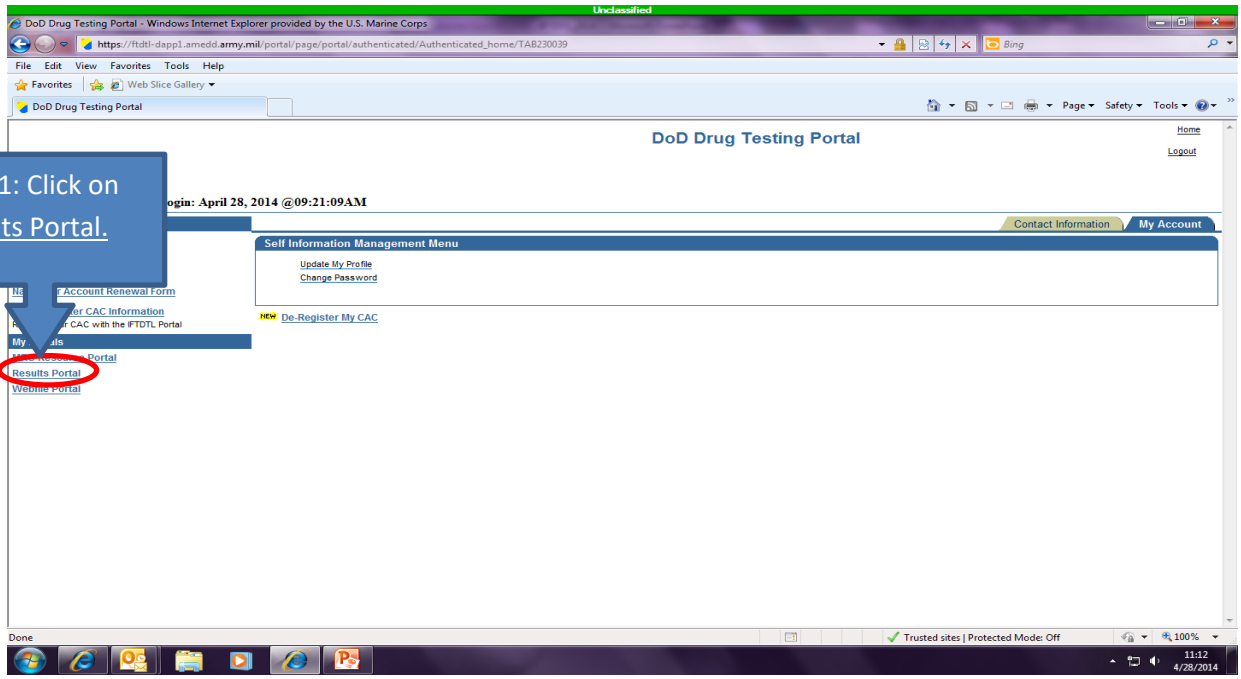
Signature: _____
Date: _____
Title: _____

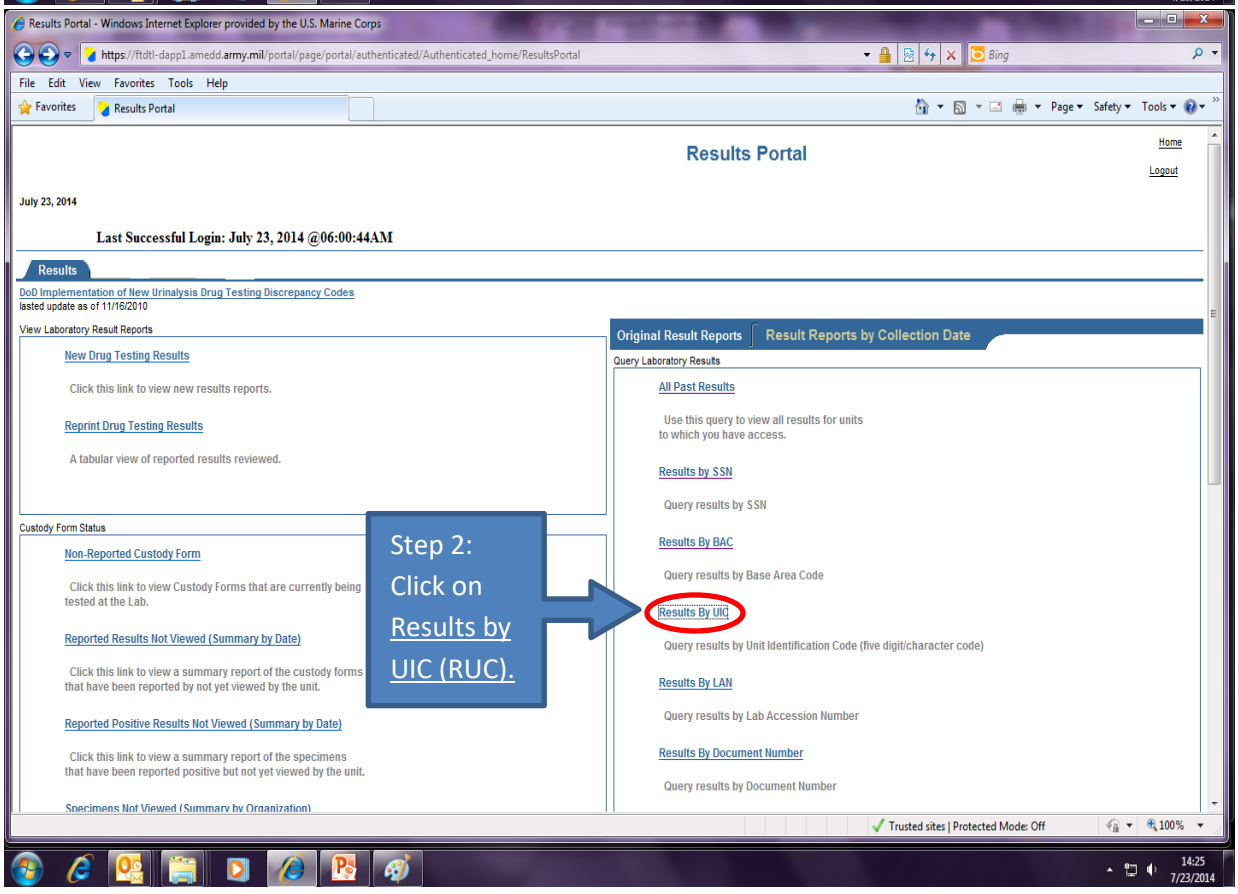
DISCREPANCY CODES

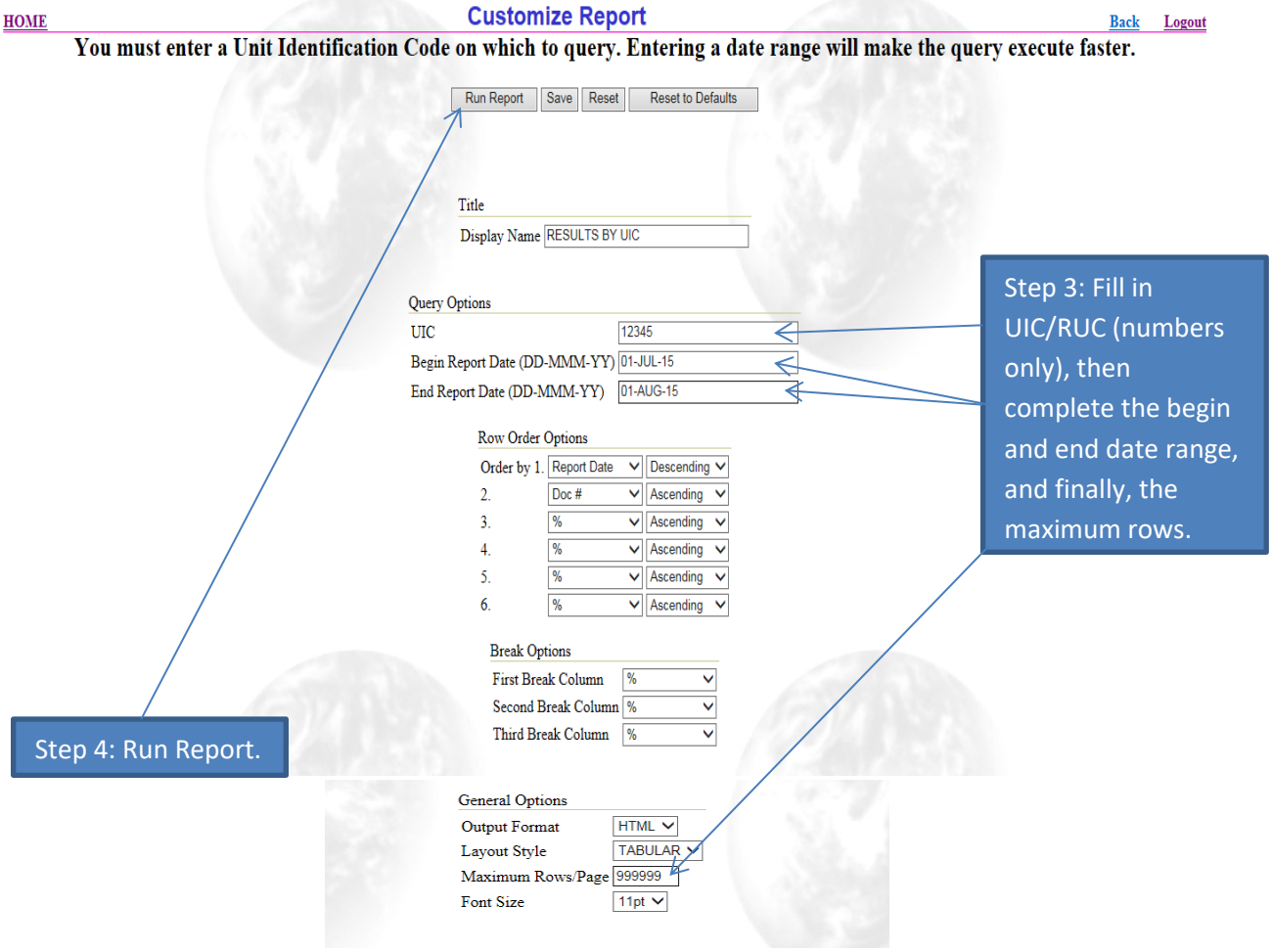
CODE	DESCRIPTION	USMC
BA	Bottle / container unauthorized	TESTED
BB	Bottle leaked in shipment – NOT TESTED	FATAL
BC	Bottle leaked in shipment, quantity not sufficient to test	FATAL
BD	Bottle - broken seal	TESTED
BE	Bottle - no seal	TESTED
BF	Bottle - two seals, no explanation	TESTED
BK	Bottle leaked in shipment – TESTED	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 initals 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
PH	Package Leakage noted – TESTED	TESTED
PL	Package – Leakage noted – NOT TESTED	FATAL
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

IFTDTL RESULTS EXAMPLE






HOME
Customize Report
Back
Logout
You must enter a Unit Identification Code on which to query. Entering a date range will make the query execute faster.
Run Report
Save
Reset
Reset to Defaults
Title
Display Name
RESULTS BY UIC
Query Options
UIC
12345
Begin Report Date (DD-MMM-YY)
01-JUL-15
End Report Date (DD-MMM-YY)
01-AUG-15
Row Order Options
Order by 1.
Report Date
Descending
2.
Doc #
Ascending
3.
%
Ascending
4.
%
Ascending
5.
%
Ascending
6.
%
Ascending
Break Options
First Break Column
%
Second Break Column
%
Third Break Column
%
General Options
Output Format
HTML
Layout Style
TABULAR
Maximum Rows/Page
999999
Font Size
11pt
Step 3: Fill in UIC/RUC (numbers only), then complete the begin and end date range, and finally, the maximum rows.
Step 4: Run Report.

POSITIVE & FATAL DISCREPANCY RESULTS EXAMPLE

HOME

Results By UIC

Back Logout

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BAC	Svc Code	UIC	Lab	Collect Date	Doc #	Form #	Spec #	DoD ID	LAN	Test Basis	Discrepancies	Drugs Tested	Viewed	Result Call	Report Date
USMC12345	M	12345	GLKS	20180815	0042	012345678	001	0123860148	G18047880	VO	BK	ACEHOTVYZ	31-AUG-18	POSITIVE COC 16768.>LOL	20180831
USMC12345	M	12345	GLKS	20180815	0045	012345678	001	007479746	G18047880	VO		ACEHOTVYZ	31-AUG-18	POSITIVE COC 61022.>LOL	20180831
USMC12345	M	12345	GLKS	20180822	0055	012345678	002	5554444073	G18048990	OO		ACEHOTVYZ	31-AUG-18	NEGATIVE	20180831
USMC12345	M	12345	GLKS	20180822	0055	012345678	001	8902040447	G18048990	OO		ACEHOTVYZ	31-AUG-18	NEGATIVE	20180831
USMC12345	M	12345	GLKS	20180822	0055	012345678	003	0905558533	G18048990	OO		ACEHOTVYZ	31-AUG-18	NEGATIVE	20180831
USMC12345	M	12345	GLKS	20180822	0056	012345678	001	0105510671	G18048990	OO		ACEHOTVYZ	31-AUG-18	NEGATIVE	20180831
USMC12345	M	12345	GLKS	20180821	0050	012345678	001	9999600164	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	002	3026440623	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	012	3515622833	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	011	3278041328	DISCG1468	IR	GG		30-AUG-18	UNTESTABLE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	010	4540893590	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	009	4275136722	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	008	4296936495	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	007	4551735654	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830
USMC12345	M	12345	GLKS	20180821	0050	012345678	006	4721607699	G18048831	IR		ACEHOTVYZ	30-AUG-18	NEGATIVE	20180830

Total Row Count in Report- **15**

Row(s) 1 - 15

Next

Elapsed Time 7.59 second(s)

User JOTRADES

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DoD Drug Testing Results Portal

MEDICAL REVIEW PROCESS AUTHORITY

DoDI 1010.16 directs each Service to develop and manage a medical review process to review drug positive results that could be the result of prescription drug abuse.

USMC Medical Review Process

The Drug Demand Reduction Coordinator (DDRC) or SACC representative provides the results of every prescription drug positive, via memorandum, to the local military treatment facility.

The Medical Officer (MO) reviews all prescription drug positives to determine if positive prescription drug results may be related to medical care. This process consists of the MO reviewing the member's medical, pharmacy, and dental records to assist in making the proper determination. The MO also consults with a forensic toxicologist at the Navy Drug Screening Laboratory, as required for assistance in making the appropriate determination.

For prescription drug use to be legitimate (aka "no wrongful use"), the Marine must have a valid prescription from a valid medical provider.

The MO determines that the prescription drug use was either legitimate or illegitimate and notifies the command DDRC in a memorandum. The DDRC notifies the command of the MO's determination.

Drug test positives for illicit drugs, such as marijuana, cocaine, spice, PCP, heroin, lysergic acid diethylamide (LSD), barbiturates, ecstasy, and d-methamphetamine, that have no medical use will not undergo MO review.

If the Marine is an illegal drug abuser:

- Commanders shall process the Marine for separation and/or will take appropriate disciplinary action.
- The Marine's record will reflect a drug-related incident or illegitimate use of a substance.
- All confirmed incidents are recorded in Marine's personnel record.

If the Marine is not an illegal drug abuser:

- The positive test result will reflect an administrative error, e.g., documentation, chain-of-custody, **OR** will show that the positive drug test result reflected use of prescribed medication.
- No administrative or disciplinary action will be taken or documentation retained.

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		Army	USN	USMC	AF
Urine Specimen Bottles (12 per box, with box included)		6640-00-165-5778	6640-00-165-5778	6640-00-165-5778	6640-00-165-5778 STK: Tri-Tech, Inc., CUC-1
Female Collection Cup	Wide-mouth, single use	6530-01-048-0855	6530-00-837-7472	6530-00-NIB0121	6530-00-837-7472 6530-01-048-0855
Avery Label (#5163)		7530-01-514-4903	7530-01-514-4903		Avery #5163
Tamper-Evident/Resistant Tape		6640-01-204-2654	TRL-2N	7690-01-290-5172 TRL-2N	
Secondary Containers					
Single Specimen Bag	 5" x 6"		6530-01-307-5431	6530-307-5431	
Single Specimen Bag	 4" x 6.5"		6530-01-307-5430	6530-307-5430	
Sealable leak-proof plastic bags					8510-00-837-7755 or equivalent
10-gallon trash bags		8105-01-195-8730			
Absorbent Pads					
Single bottle absorbent	 1.25" x 1.25" "*Capable Of Absorbing Approximately 120 mL of liquid*"		6530-01-307-7434	6530-01-307-7434	
Single bottle absorbent	2.5" x 3" "*capable of absorbing approximately 290 mL of liquid*"		6530-01-307-7433	6530-01-307-7433	
Single bottle or mailing pouch absorbent	5" x 5" "*capable of absorbing approximately 290 mL of liquid*"	6530-01-304-9754	6530-01-304-9754	6530-01-304-9754	6530-01-304-9754 Or equivalent
Shipping Containers					
Mailing Pouch	 10.5" x 15" (12-bottle mailing bag)	6530-01-304-9762	6530-01-304-9762	6530-01-304-9762	6530-01-304-9762 Or equivalent
Collection Boxes	25 per case, boxes and dividers only	Alphapointe CAI1061			
Outer Shipping Container		8115-00-183-9505			
Outer Shipping Container		8115-00-079-8447			
Shipping Box with no dividers or bottles	For 6 bottles 8"X4"X4"	8115-00-290-3365			

Shipping Box with no dividers or bottles	For 9 bottles 8"X5"X4.5"	8115-00-290-5494			
Craft Paper	24 or 36 inches				8135-00-290-3407 8135-00-160-7764 Or equivalents

EXAMPLES OF DTP PRINTED DOCUMENTS

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION V25 11170		UNIT DOCUMENT NUMBER 0001
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20180901	SIGNATURE James Jones NAME SSgt J.L. Jones	SIGNATURE Jack O. Trades NAME GySgt Jack Trades	TRANSFER CUSTODY FOR SECONDARY REVIEW
(2) 20180901	SIGNATURE Jack O. Trades NAME GySgt Jack Trades	SIGNATURE NAME	SPECIMENS PREPARED AND SHIPPED TO NDSL GLKS VIA FED EX, UPS, USPS, etc.
(3)	SIGNATURE NAME	SIGNATURE NAME	
(4) Example 1: Samples mailed to NDSL Great Lakes by the SACO after Secondary Review completed.			
(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	SIGNATURE	

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION V25 11170		UNIT DOCUMENT NUMBER 0001
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20180901	SIGNATURE James Jones NAME SSgt James Jones	SIGNATURE Jack O. Trades NAME GySgt Jack Trades	TRANSFER CUSTODY FOR SECONDARY REVIEW
(2) 20180901	SIGNATURE Jack O. Trades NAME GySgt Jack Trades	SIGNATURE James Jones NAME SSgt James Jones	TRANSFER CUSTODY TO PREPARE FOR SHIPMENT
(3) 20180901	SIGNATURE James Jones NAME SSgt James Jones	SIGNATURE NAME	SPECIMENS PREPARED AND SHIPPED TO NDSL GLKS VIA FEDEX, UPS, USPS, etc.
(4)	SIGNATURE	SIGNATURE	
(5)	**Example 2: Samples mailed to NDSL GLKS by UPC after Secondary Review by SACO and then transferred back to UPC.**		
(6)	NAME	NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE	SIGNATURE	

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION V25 11170		UNIT DOCUMENT NUMBER 0001
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20180907	SIGNATURE Frank Bullitt NAME SSgt Frank Bullitt	SIGNATURE Cordell Walker NAME GySgt Cordell Walker	TRANSFER CUSTODY FOR SECONDARY REVIEW
(2) 20180907	SIGNATURE Cordell Walker NAME GySgt Cordell Walker	SIGNATURE Frank Bullitt NAME SSgt Frank Bullitt	TRANSFER CUSTODY FOR SECURED STORAGE
(3) 20180907	SIGNATURE Frank Bullitt NAME SSgt Frank Bullitt	SIGNATURE NAME SECURED STORAGE	PROPERLY SECURED
(4) 20180910	SIGNATURE NAME SECURED STORAGE	SIGNATURE Frank Bullitt NAME SSgt Frank Bullitt	TRANSFER CUSTODY TO PREPARE FOR SHIPMENT
(5) 20180910	SIGNATURE Frank Bullitt NAME SSgt Frank Bullitt	SIGNATURE NAME	SPECIMENS PREPARED AND SHIPPED TO NDSL GLKS VIA FEDEX, UPS, USPS, etc.
(6)	SIGNATURE	SIGNATURE	
(7)			
(8)	NAME	NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE	SIGNATURE	

Example 3: Samples mailed to NDSL GLKS by UPC after Secondary Review completed by SACO, transferred back to UPC for temporary secured storage, and then retrieved from secured storage by UPC.

11. CHAIN OF CUSTODY TRACKING	BASE AND UNIT IDENTIFICATION V13 13110		UNIT DOCUMENT NUMBER 0001
a. DATE (YYYYMMDD)	b. RELEASED BY	c. RECEIVED BY	d. PURPOSE OF TRANSFER
(1) 20180907	SIGNATURE Cordell Walker NAME SSgt Cordell Walker	SIGNATURE Harry Callahan NAME GySgt Harold Callahan	TRANSFER CUSTODY FOR SECONDARY REVIEW
(2) 20180907	SIGNATURE Harry Callahan NAME GySgt Harold Callahan	SIGNATURE Cordell Walker NAME SSgt Cordell Walker	TRANSFER CUSTODY TO PREPARE FOR SHIPMENT
(3) 20180907	SIGNATURE Cordell Walker NAME SSgt Cordell Walker	SIGNATURE NAME	HAND DELIVERED TO TRIPLER FTDTL
(4)	SIGNATURE	SIGNATURE	
(5)			
(6)	SIGNATURE NAME	SIGNATURE NAME	
(7)	SIGNATURE NAME	SIGNATURE NAME	
(8)	SIGNATURE NAME	SIGNATURE NAME	
(9)	SIGNATURE NAME	SIGNATURE NAME	
(10)	SIGNATURE	SIGNATURE	

Example 4: Samples hand delivered to Tripler FTDTL after Secondary Review by SACO and then transferred back to UPC.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)

A. LABORATORY CONDUCTING DRUG TESTING

1. SUBMITTING UNIT US
1stMARDIV MCB
BOX 555473
Camp Pendleton CA, 92055

2. ADDITIONAL SERVICE INFORMATION (Second Echelon)
CMC HQMC QUANTICO VA

3. BASE and UNIT IDENTIFICATION **
V25 M 11170

4. DATE SPECIMEN COLLECTED YYYY: 2015 MM: 02 DD: 27

C. LAB BATCH NUMBER

B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES

** Required information entry on front and back of form

Version L0

5. UNIT DOCUMENT NUMBER** 0001

D. DRUGS TESTED

6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)	7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	10. DISC CODE
(1) 001 3476027561	IR			
(2) 002 4381731976	IR			
(3) 003 1681684285	IR			
(4) 004 7226418799	IR			
(5) 005 2991903404	IR			
(6) 006 4315730791	IR			
(7) 007 ~~2651615735~~ 2651615738 (A) 02 27-15	IR			
(8) 008				
(9) 009				
(10) 010 4291577516	IR			
(11) 011 4273790121	IR			
(12) 012 4178818173	IR			

EXAMPLE 5: Properly performed forensic correction for the EDIPI number of specimen #007. The original EDIPI number is still readable (has only a single line through it using a black ink pen), and the correction is initialed and dated.

Drug Testing Program

Testing Register

03/02/2015 11:42:19 AM

IR

Date of Collection T/M/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
0800 03/02/2015	Batch: Spec: 0001 001	MSGT BANNER, DAVID R. 7189012849 David Banner	IR	IVAN HARD Ivan Hard	
0805 03/02/2015	Batch: Spec: 0001 002	GYSG BROWNE, JAMES H. 5131540573 James Browne	IR	DAVID JONES David Jones	SEE MEDICAL RECORDS
0810 03/02/2015	Batch: Spec: 0001 003	SGT CANUTE, JOSE T. 4381731976 Jose Canute	IR	MIKE FRAZIER Mike Frazier	
0815 03/02/2015	Batch: Spec: 0001 004	SGT DECKER, RONALD U. 3213981212 Ronald Decker	IR	IVAN HARD Ivan Hard	
0820 03/02/2015	Batch: Spec: 0001 005	GYSG HIGH [illegible]	IR		
0825 03/02/2015	Batch: Spec: 0001 006	CPL JAMES, JESSE J. 2991903404 Jesse James	IR	MIKE FRAZIER Mike Frazier	
03/02/2015	Batch: Spec: 0001 007	~~SSGT JOHNSON, ERIC J. 4381413025~~	IR		NOT AVAILABLE RETURN IS AAR
0830 03/02/2015	Batch: Spec: 0001 008	MSGT KEESHAN, ROBERT F. 6901507677 R. Keeshan	IR	IVAN HARD Ivan Hard	
0835 03/02/2015	Batch: Spec: 0001 009	SGT KIRK, JAMES D. 3337040131 James Kirk	IR	DAVID JONES David Jones	
0840 03/02/2015	Batch: Spec: 0001 010	CPL LAWRENCE, JASON K. 2651615735 Jason Lawrence	IR	MIKE FRAZIER Mike Frazier	SNM SEEMED NERVOUS - SWEATING
0845 03/02/2015	Batch: Spec: 0001 011	SGT MOORE, DON I. 4181119451 D. Moore	IR	IVAN HARD Ivan Hard	
0900 03/02/2015	Batch: Spec: 0001 012	SSGT MORTON, ANDERSON O. 1559523419 Anderson Morton	IR	DAVID JONES David Jones	

EXAMPLE 6: Testing Register with comments and disposition.

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING (Read instructions on last page before completing form.)

A. LABORATORY CONDUCTING DRUG TESTING

1. SUBMITTING UNIT US
1stMARDIV MCB
BOX 555473
Camp Pendleton CA, 92055

2. ADDITIONAL SERVICE INFORMATION (Second Echelon)
CMC HQMC QUANTICO VA

3. BASE and UNIT IDENTIFICATION **
V25 M 11170

4. DATE SPECIMEN COLLECTED YYYY: 2015 MM: 02 DD: 27

C. LAB BATCH NUMBER

B. DAMAGE TO SHIPPING CONTAINER / DISCREPANCY CODES

** Required information entry on front and back of form

Version L0

5. UNIT DOCUMENT NUMBER** 0001

D. DRUGS TESTED

6. SPECIMEN NUMBER / SERVICE MEMBER'S ID NUMBER (CAC)	7. TEST BASIS	8. TEST INFO	9. ACCESSION NUMBER	10. DISC CODE
(1) 001 3476027561	IR			
(2) 002 4381731976	IR			
(3) 003 1681684285	IR			
(4) 004 7226418799	IR			
(5) 005 2991903404	IR			
(6) 006 4315730791	IR			
(7) 007 ~~2851815795~~ 02-27-15	IR			
(8) 008				
(9) 009				
(10) 010				
(11) 011 4273790121	IR			
(12) 012 4178818173	IR			

EXAMPLE 7: Properly performed forensic correction for an individual who did not provide a sample in specimen #007. A single line is drawn through the middle of the erroneous line in block 6 to across block 7 and the correction is initialed and dated.

EXAMPLE OF NOTIFICATION FOR TESTING

Marine Corps Drug Testing Program

Testing Subjects

Notification Copy

03/02/2015

Rank	Name	DOD ID	Organization	Premise	M/F
MSGT	BANNER, DAVID R.	7189012849		IR	
GYSGT	BROWNE, JAMES H.	5131540573		IR	
SGT	CANUTE, JOSE T.	4381731976		IR	
SGT	DECKER, RONALD U.	3213981212		IR	
GYSGT	HIGHWAY, JOHN H.	4202971371		IR	
CPL	JA			IR	
SSGT	JO			IR	
MSGT	KE			IR	
SGT	KIRK, JAMES D.	3337040131		IR	
CPL	LAWRENCE, JASON K.	2651615735		IR	
SGT	MOORE, DON I.	4181119451		IR	
SSGT	MORTON, ANDERSON O.	1559523419		IR	
SSGT	NORRIS, CHUCK D.	5941928876		IR	
GYSGT	NORRIS, MATTHEW U.	1420955264		IR	
MAJ	PAINE, KEVIN N.	4351991969		IR	
MGYSG	PETERS, ERIC J.	5478773981		IR	
GYSGT	RAINES, CARL A.	4546719711		IR	

EXAMPLE 8: Notification Copy used to notify leadership.

EXAMPLE 9: Bottle labels with initials of UPC and servicemember and forensic correction for EDIPI number of specimen #006.

Marine Corps Drug Testing Program

Testing Subjects

Working Copy

03/02/2015

Rank	Name	DOD ID	Organization	Premise	Due Back	Rationale
GYSGT	DE NIRO, ROBERT .	4591126565		IR		
MGYSG	EASTWOOD, CLINTON .	1681684285		IR		
GYSGT	NORRIS, MATTHEW U.	1420955264		IR		
GYSGT	RICHARDON, BRIAN R.	4551334318		IR		
LCPL	RODRIGUEZ, JOSE M.	5011654627		IR	15 APR	ANN LV
CPL	SCOTT, GEORGE C.	1556672771		IR		

EXAMPLE 10: Working Copy with Due back and Rationale for an individual.

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 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 Coordinator will:

1. Take the identification card and match it against the paper work to confirm identity of the individual.
2. Issue the bottle and have the individual check to make sure there is nothing inside the bottle. **Do not allow the individual to blow inside or put anything in 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 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. The individual will then validate the specimen bottle and identifying information, initial the label certifying accuracy, and print and sign their name on the testing ledger.
7. Coordinator will initial the label and print and sign their name on the testing ledger.
8. Secondary Reviewer will inspect the bottle to ensure lid is tightened appropriately and sealed, look for signs of leakage/urine spill, and wipe off, if needed.
9. The donor will attach the initialed label on bottle, attach tamper 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.
10. At **no time** will the coordinator let the filled bottles out of his possession, until he turns it over to the SACO or 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 Abuse Program (MFCP-1)):
Headquarters, U.S. Marine Corps
Manpower & Reserve Affairs
3280 Russell Road
Quantico, Va. 22134-5103
DDRP@usmc.mil
(703) 784-9526/9527 DSN:278-9526/9527

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
dljax@med.navy.mil
Phone: (904) 542-7755 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
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: tamcinfo@ftdtldata.amedd.army.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

FREQUENTLY ASKED QUESTIONS

1. How are the samples processed?
Regulated forensic drug testing laboratories employ an immunoassay (IA) test to quickly distinguish between two types of specimens: those which are negative and those which are presumptive positive. The negative specimens are reported negative, while the presumptive positives go on to further testing.

In the DoD labs, the next level of testing is a repeat IA under more stringent administrative conditions. If the second test upholds the presumptive positive result obtained on the first test, then the lab is required to perform a confirmatory test by gas chromatography/mass spectrometry (GC/MS). This will determine beyond a doubt whether the presumptive positive specimen is truly positive and what the drug's concentration is.

This combination of three tests, employing two methodologies based on different chemical principles, is called multi-modal testing. When coupled with the requirement to use a separate portion of urine for each test, assures an error-free result. For a sample to be reported as positive, it must be at or above the cutoff level in all three independent tests. A sample is reported as negative if it is below a cutoff value in any of the three tests.

2. What are the drug cutoffs at the laboratory?
A specimen is positive when its GC-MS confirmation test result is equal to or greater than the cutoff concentration. The DoD guidelines include the following confirmatory test cutoffs for the specified drug/metabolites:

Drug/Drug metabolite	GC/MS Cutoff Level (ng/mL)
Marijuana metabolite (THC)	15
Cocaine metabolite (benzoylecgonine or BZE)	100
Opiates:	
Morphine (MOR)	4000
Codeine (COD)	2000
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
methylenedioxymethamphetamine (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

3. Can products that contain ephedrine, pseudoephedrine, ephedra, or phenylpropanolamine cause a positive result for amphetamines?
No.

4. Can bodybuilding supplements containing the anorectic compound dimethylamine (DMAA) and similar nutritional supplements cause a positive result? A supplement is not a concern from a urinalysis perspective, when it is sold by a licensed vendor, e.g., MCX or AAFES.

DMAA from these supplements can cause a positive IA result for amphetamine and/or methamphetamine, but will be negative on the much more specific GC-MS confirmation test. A negative GC-MS test means the sample will be reported as negative for amphetamine and/or methamphetamine.

5. Will any over-the-counter (OTC) drugs produce a positive test result? Are there medications that can cause false positives?
OTC drugs sold in the U.S. will not cause a positive test result.

Certain prescription medications may cause a positive result. For example, a person taking Adderall® may test positive for d-amphetamine and a person taking Percocet® may test positive for oxycodone and oxymorphone.

There are several protections built-in to the system to ensure accurate results. Forensic chemists at the Navy Drug Screening Laboratory are required to assist the commands whose Service member(s) tested positive in determining if the positive result may have

been due to the use of a prescribed medication. Contact the laboratory for answers to specific questions.

6. Does the DoD laboratory test every sample received?
Virtually every sample that is received is tested. The only samples that are not tested are those that are received with certain defects in the chain of custody or sample collection. These untestable samples are reported to the submitting command via a discrepancy code.

7. Is it true that all samples from a local batch are pooled and tested, or are all samples processed individually?
All samples are tested individually. A minimum of three separate tests must be positive for the result to be positive. The samples are always poured when preparing to test. There is never anything placed into the original sample bottle.

8. Can I get test result over the telephone?
Test results may not be given over the telephone. This protects the confidentiality of all results. Results can be retrieved via the IFTDTL website. Steroid results will be sent directly to the command via HQMC (MFCP-1). Contact your local DDRC for further guidance.

9. What do the quantitative values (nanogram level) that appear after the drug on the message mean?
These values indicate the amount of drug detected by GC/MS per milliliter (mL) of urine. These values can range from the cutoff to many times higher than the cutoff.

10. What does "LOL" after the value mean?
A value may be flagged as LOL. This indicates that the value exceeded the experimentally determined linearity of the assay. This statement means that the numerical value observed fell above the highest value for which precision limits have been established. In other words, while the identification of the drug is not in question, the quantitated value may be less precise than a value in the established range.

11. How can I tell which laboratory to contact for assistance?
The Laboratory Accession Number (LAN) is an eleven digit number that begins with a "G" for Great Lakes, "J" for Jacksonville, and “T” for Tripler. See the Points of Contact page for the specific laboratory and the appropriate contact number for assistance.

12. How do I request expert witness testimony?
All requests for expert testimony and affidavits must be originated by the submitting command. This is done through the Trial Counsel. The Trial Counsel arranges that any requests from the Defense Counsel are forwarded.

Discovery requests must be routed through Trial Counsel.

It is a matter of policy that only one opinion will be offered on a matter of record. This means that the laboratory will provide one expert witness who will consult with both the Trial Counsel and Defense Counsel in an unbiased manner. Requests for an expert witness must be made by official command correspondence. A go-by for the letter is located at http://www.nmcphc.med.navy.mil/Field_Activities/. Once on the website, in the middle of the page, click on Navy Customer Request Letter. Do not include the members name or social security number on the request.

13. Who do I call if I have questions on results or interpretation of results?
The laboratory has several forensic chemists who will assist in interpreting the document package supplied upon request for court martial trial purposes or the results that are obtained by message or by the internet web portal. Please note that results cannot be provided over the telephone. See the Points of Contact page for interpretation of results.

14. Who do I contact for answers to questions about collection procedures, retest permission, steroid testing, special testing, etc.?
These questions should be directed to your local DDRC or HQMC (MFCP-1) DDRP at (703) 784-9526/9527 or DDRP@usmc.mil.

15. What do I do for a command investigation involving a prescription?
The Service member's medical record (to include dental) should be reviewed for prescriptions and the Service member should be interviewed to determine if there has been prescription medication obtained outside of the military system.

16. What failsafe procedures are in the drug testing system?
The boxes containing the urine specimens are inspected for evidence of tampering. After inspecting seals, the bottles are inventoried and checked against the enclosed chain-of-custody document, tamper resistant tape is inspected to ensure it's intact, and information on the bottle label is reviewed to ensure it's the same as on the chain-of-custody document and that information on the bottle label is complete. If any discrepancies are discovered, the discrepancies are documented.

Each specimen bottle is assigned a unique LAN. The LAN is placed on the chain-of-custody document and affixed to each bottle. Each specimen is retained in the accessioning area until it is approved for disposal. Only portions of urine (aliquots) are taken outside this room for testing. Aliquots are poured from the original bottle on separate occasions, so that separate tests can be performed.

For every test, a new aliquot of urine is used. The EDIPI and LAN are scanned and the results are compared by computer to ensure that the correct bottle is used. The computer then prints a duplicate human readable, bar-coded LAN label that is affixed to the receiver tube into which the urine is poured. Nothing is ever added to or dipped into the original bottle and aliquots are discarded after completing each test. An extra test (re-screen), using a fresh aliquot from the original bottle, is conducted to eliminate the possibility of carryover and as a quality control measure.

Each specimen drug test result is checked independently at least four times by employees in the laboratory. The final results are not released until two laboratory certifying officials review all of the testing data. Quality control (QC) samples (both negative and positive) are inserted into every batch test with external and internal QC controls inserted in the racks along with other samples, with no indication that they are controls. Chain-of-custody procedures are strictly followed at the laboratory. When a technician receives the aliquots, he or she is responsible for maintaining physical control over them.

The technical and administrative performance of the laboratory is continually and rigorously monitored by the Armed Forces Medical Examiner System (AFMES) Quality Control Program. The AFMES program not only stresses analytical aspects, but also detects Support Services or administrative errors in the system. There is no margin of error allowed for a false positive (e.g., a specimen reported positive although it did not, in fact, contain a drug). The laboratory is inspected three times a year by a team of inspectors, including the civilian experts from First Advantage Corporation, AFMES, the Navy DTP Manager, and the Bureau of Medicine and Surgery Judge Advocate General's Corps. In addition, the laboratories are inspected once annually by the DoD. Commanding officers have the discretion of having their positive member samples retested; in over 14,000 retests, the original findings were confirmed. Lastly, Commanding officers retain the latitude to consider mitigating circumstances.

17. Can the urine drug test results determine how the drug was taken?
No, the analysis cannot determine the source or form of the drug taken.

18. Can a positive urine drug result provide evidence of intoxication?
Certain drugs detected in the urine may indicate recent use. However, urine drug tests cannot determine whether a person was under the influence of the drug at the time the sample was taken, determine whether the individual is addicted to the drug(s), or distinguish between one-time or regular use.

19. Does a unit sweep, premise code IU, count towards the 10% required each month?
It is a commander's responsibility to combat alcohol and drug abuse by utilizing deterrent measures, such as establishing an aggressive random urinalysis testing.

Under the DTP, no Marine shall be excluded from current testing, regardless of proximity of previous testing. One of the duties of the SACO is to ensure screening of all Marines annually, regardless of rank, for the presence of drugs. In addition to testing all Marines annually, unit commanders direct the SACO to conduct a monthly urinalysis of at least ten percent of the population under premise code IR.

20. Will products with "hemp seeds" such as *Strong and Kind*® bars or products with hemp seed oil produce a positive test result?
No. The Marine Corps currently has no restrictions on the use of hemp-based products. Hemp originates from "fiber-type" marijuana (MJ) as opposed to "drug-type" MJ. Fiber-type has only 0.5-1.5% (delta)-9-tetrahydrocannabinol (THC) as opposed to the 3-22% found in drug type. Any product that contains any amount of "drug-type" MJ THC is a Schedule I controlled substance by DEA standards. Therefore, ingestion of hemp products legally sold in the United States will not produce a positive THC drug result. The concentration level required for a positive test for THC is 50 nanograms per millimeter (ng/mL) with initial IA testing and 15ng/mL with confirmatory (GC/MS) testing.

21. **What are the procedures when a Marine cannot provide a specimen at the given time or provides less than 30mL?**
When a Marine cannot provide a specimen at the given time, have the Marine return back to the UPC with their bottle. The bottle will be placed in the empty bottle box slot with the identification card and have the Marine remain in the controlled area to sip on water until a specimen can be provided.

Submit the specimen to the laboratory even if less than 30mL, however do not submit an empty bottle.

22. **What are SARMS, and can they be used as body-building supplements?**
Selective androgen receptor modulators, or SARMS, are synthetic drugs designed to

mimic the effects of testosterone. SARMS are not dietary supplements, even though they are readily available online or from “so-called” nutrition stores. According to the Food and Drug Administration, body-building products that contain SARMS have not been approved and are associated with serious health concerns, including the increased risk for a heart attack or stroke and life threatening reactions like liver damage. SARMS are screened at the DoD-approved testing facility and if found in urine, will result in an adverse finding.

VOCABULARY AND ACRONYMS

UPCs should become thoroughly familiar with the following terms, definitions, and acronyms:

Substance Abuse Control Officer (SACO)

SACOs are appointed in writing and advise the Commander on all substance abuse matters. SACOs can also be used as Secondary Reviewers, when conducting urinalysis testing.

Observer

These are responsible personnel designated in writing who **must** be trained and briefed by the SACO/UPC before engaging in any aspect of the urinalysis collection process.

Armed Forces Medical Examiner System (AFMES)

A DoD drug testing quality assurance laboratory that performs quality oversight of the DoD DTP through certification, proficiency testing, and inspections. AFMES also performs commercial product testing in support of military legal proceedings.

Chain of Custody

This is the order a sequence of events must occur in for urinalysis. Chain of custody is critical because it preserves the samples from the moment a Service member takes possession of the urine sample bottle. Chain of custody ends for the UPC when he/she places the urinalysis samples in the mail or delivers them to the laboratory. The chain of custody form **must** be used to submit specimens for testing.

Direct Observation

Every sample must be given under direct observation by a member of the same gender as the person giving the sample. The Observer must **never** lose sight of the bottle, **never** take possession of the bottle, and must watch the urine leave the body and enter the bottle.

Navy Drug Screening Laboratory (NDSL)/Forensic Toxicology Drug Testing Laboratory (FTDTL)

NDSL and FTDTL serve as DoD-certified authorities on drug testing matters. All units shall use DoD-certified laboratories for testing.

Units east of the Mississippi River and overseas commands (except WestPac) will submit urine samples to NDSL Jacksonville. Units west of the Mississippi River and WestPac commands will submit samples to NDSL Great Lakes. Units at Marine Corps Base Kaneohe Bay will submit urine samples to Tripler Army Medical Center.

Drug Testing Program (DTP)

DTP is DoD-mandated drug testing software to be used by all Armed Services. This program is designed to reduce human errors in manually filling out forms and labels. This software enhances the validity of the random selection process in order to increase the deterrence of illicit drug use. To acquire the latest approved version of DTP, visit https://iftdtl.amedd.army.mil.

Internet Forensic Toxicology Drug Testing Laboratory (IFTDTL)

A DoD web database that is limited only to those with prior approval to gain access to urinalysis results.

Specimen Custody Document-Drug Testing (DD Form 2624)

DD Form 2624 is a standard two-sided chain of custody form that **must** be used to submit specimens to a DoD-certified laboratory for testing.

DD Form 2624 is the **only** specimen custody document authorized for each batch for testing and the **only** document submitted with specimens.