



Section 4
Navy Drug Screening Laboratory, San Diego
Local Laboratory Operating Procedure for
Accessioning of Samples

Discrepancy Code Application

**Package
Code**

- PA Package - No Seal (Accessioning)**
Cite if the package has no seal or if the seal is ineffective (i.e., package could be opened without breaking the seal).
- PB Package - Broken Seal (Accessioning)**
Cite if the package has a broken seal or if the seal is loose from leakage/damage and if a specimen could be removed without further destruction.
- PD Package - Missing Signature/Date (Accessioning)**
Cite if no markings have been placed across the seal.
Do not cite if any markings have been placed across the seal.
Markings do not have to be recognized as signature, initials, or date.
- PY Package Discrepancy - NOT TESTED (Accessioning w/ authorization)**
Use rarely. Assign a discrepancy LAN.
EX: Box and bottles have been crushed.
- PZ Package Discrepancy - TESTED (Accessioning w/ authorization)**
Use rarely.
EX: Box has been crushed; bottles are intact.

NOTE: "Box/Bottles Seals Intact" does not need to be stamped in Block 13.

Exhibit 4-C-B Discrepancy Code Application (page 1)



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Form Code

- FA Form - UIC or BAC Discrepant/Differs from Bottle (Accessioning / LCO)**
Cite if no correction has been made.
Document the UIC/BAC from the bottle label in block 13.
Do not cite if a correction has been made - even if non-forensic.
Enter the correct UIC/BAC from the form or bottle into FTDTL so results go to the correct unit. (Lab may need to contact submitting unit for correct UIC/BAC.)
- FH Form - Date Specimen Collected Discrepant/Differs from Bottle (LCO)**
Review during specimen reverification. Cite if no correction has been made. Do not cite if a correction has been made - even if non-forensic.
Enter the corrected form or bottle date into FTDTL. The bottle label date is entered, if both dates are legible but different.
- FL Form - Not Received (Accessioning)**
Cite if the front side of the form is not received.
Accession samples on a lab generated form using red ink.
Cite FN if the front side of the form is received without the back side of the form.
- FM Form - Received Separately From Bottle (Accessioning)**
Cite if the bottles are located on same day.
Cite GG if the form/bottle match is not made on the same day.
- FN Form - Chain of Custody Entries Discrepant (Support Services / LCO)**
Cite if the date and signature are not present.
Signature stamp is acceptable.
Original or copy is acceptable.
- GG Form - Specimen Listed, No Bottle Received (Accessioning)**
Do not cite if any attempt has been made to void the entry. An attempt can be a line drawn through the SSN or barcode with or without an initial/date or an annotation indicating member was SIQ or TAD etc. As long as the markings made on the DD Form 2624 noting the absence of a specimen bottle match the contents of the submitted box, no discrepancy is given by the staff.
Assign a discrepancy LAN only if an attempt was not made to indicate the specimen bottle was not included in the submitted box.

Exhibit 4-C-B Discrepancy Code Application (page 2)



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- FP Form - Specimen Not Listed, Bottle Received (Accessioning)**
If the local batch numbers agree, add an entry on the form for each additional specimen, using red ink. If the local batch numbers don't agree, accession the specimens on a lab generated form using red ink and apply the FL code.
- FR Form on Two Pieces of Paper - No Linking Identifiers (Accessioning)**
Cite if the two pieces of paper are not received in the same box.
Do not cite if one back and front are received in the same box.
- FT Form - SSN Discrepant (Accessioning)**
Cite if the unit does not provide a certificate of correction or a block 13 explanation. Take a photo of the bottle label or document the bottle SSN for login. Enter the bottle label SSN into FTDTL unless the form SSN has been corrected.
(Want a valid SSN in FTDTL.)
- GP Form or Document Has Service Member's Name/Signature (Support Services)**
Cite only if names are on the custody form.
If rosters or other documents with names are rec'd, accessioning will place them in the batch folder and support services will document destruction in block 13.
- GR Form - Marked Void for Received Specimen (Accessioning)**
Add an entry on the form or generate a new form using red ink.
A photo may be taken for use at login.
- GY Form Discrepancy - NOT TESTED (Support Services / LCO)**
Use rarely. Assign a discrepancy LAN.
- GZ Form Discrepancy - TESTED (Support Services / LCO)**
Use rarely.

Exhibit 4-C-B Discrepancy Code Application (page 3)

Bottle



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Code

- BA Bottle/Container Unauthorized (Accessioning)**
Do not cite if the bottle is similar to a typical specimen bottle.
Cite for wide mouth specimen cups or tubes.
- BC Bottle Leaked in Shipment, QNS toTest (Accessioning)**
Cite if leakage is evident and there is not enough sample for an
initial screen (<1mL). Assign a discrepancy LAN.
- BD Bottle - Broken Seal (Accessioning)**
Cite if the seal is broken anywhere.
Do not cite if a 2nd seal is noted by the unit and is intact.
- BE Bottle - No Seal (Accessioning)**
"Seal" refers to "tamper seal".
Cite if the submitting unit uses something other than a tamper seal
(i.e., filament/electrical tape, parafilm).
- BF Bottle - Two Seals, No Explanation (Accessioning)**
Cite if 2 seals are present - it does not matter how they are
positioned.
- BU Bottle - Empty (Accessioning)**
Cite if the bottle never contained urine.
Assign a discrepancy LAN.
- BY Bottle Discrepancy - NOT TESTED (Accessioning)**
Use rarely. Assign a discrepancy LAN.
- BZ Bottle Discrepancy - TESTED (Accessioning)**
Use rarely.

Exhibit 4-C-B Discrepancy Code Application (page 4)



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**Specimen
Code**

- SA Specimen Appears to be Adulterated - NOT TESTED (Accessioning)**
Cite if the sample may be hazardous or may harm instrumentation.
Assign a discrepancy LAN.
Additional documentation (i.e., MFR, adulteration form, etc.) from a senior scientist is required.
Retain in frozen storage for 1 year.
- SB Specimen Appears to be Adulterated - TESTED (Accessioning)**
Do not cite if the sample is just dilute.
Additional documentation (i.e., MFR, adulteration form, etc.) from senior scientist required.
Retain in frozen storage for 1 year.
- SC Specimen Quantity Not Sufficient to Test (Accessioning / LCO)**
Cite if you cannot complete testing due to insufficient volume.
Do not cite if < 1 mL and leakage is evident (BC).
- SE Specimen Volume < 30 mL (Accessioning)**
Cite if the volume is clearly < 30 mL.
- SY Specimen Discrepancy - NOT TESTED (Accessioning)**
Use rarely. Assign a discrepancy LAN,
- SZ Specimen Discrepancy - TESTED (Accessioning)**
Use rarely.

Exhibit 4-C-B Discrepancy Code Application (page 5)

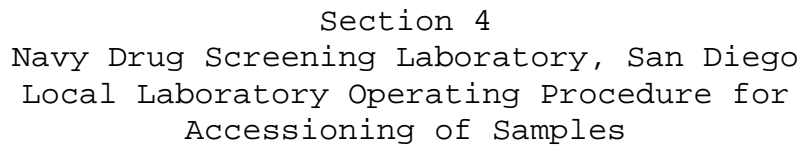


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**Label
Code**

- LA Label Missing/Blank (Accessioning)**
Cite if there is no label or if there is no information on the label.
- LD Label Over Label (Accessioning)**
Cite for any 2nd label no matter where it is placed.
- LF Label - Collection Date Discrepant (LCO)**
Don't cite if the unit has attempted to correct the date - even if non-forensic.
- LJ Label - Member Initials Discrepant (LCO)**
Don't cite if the entry could be initials. The entry does not need to be neat or legible.
- LL Label - Collector or Observer Initials Discrepant (LCO)**
Don't cite if the entry could be initials. The entry does not need to be neat or legible.
- LN Label - SSN Does Not Match Form (Accessioning)**
If the form SSN has been forensically corrected and the bottle SSN has not been forensically corrected, enter the form SSN into FTDTL.
If the form SSN is complete and the bottle SSN is incomplete, enter the form SSN into FTDTL.
- LQ Label has Service Member's Name/Signature (Accessioning)**
Cite only if there is clearly a name or signature.
- LX Label - SSN Discrepant (Accessioning)**
Cite if the correction is non-forensic.
If the barcode scans but the human readable SSN is illegible, produce a human readable SSN label by scanning the barcode and attach the new label to the bottle. Enter the complete SSN into FTDTL.
Don't cite if the SSN in the photo (if taken) is recovered by scanning.

Exhibit 4-C-B Discrepancy Code Application (page 6)



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|----|----------------------------|----------------------|
| LZ | Label Discrepancy - TESTED | (Accessioning / LCO) |
| | Use rarely. | |

OY **Laboratory Technical Discrepancy - NOT TESTED (Accessioning / LCO)**
Use rarely. Assign a discrepancy LAN if the code is assigned in accessioning.

Discrepant = Incorrect, Incomplete, Illegible, Missing, *Overwritten, Not Original, or *Not Forensically Corrected

*Only applies to non-forensic corrections of SSNs.

11 October 2013