

### Urinalysis Collection Procedures Checklist

Item Number	Preparation for Collection	YES	NO
1 Critical	Did the SACO obtain the CO's authorization to test, which identified the number to be tested and the premise code to use; via authorization letter or email?		
2	Did the SACO scrub the unit's alpha roster prior to selecting those Marines to be tested?		
3	Did the SACO announce the test and those personnel selected to be tested?		
4	Did the SACO prepare bottle labels, urinalysis ledgers, and custody documents?		
5	Did the SACO have enough urinalysis supplies on hand prior to the start of the urinalysis? (i.e., bottles, tamper resistant tape)		
6	Did the SACO have UPCs and Observers on hand prior to the start of the urinalysis?		
7	Did the SACO brief UPCs and Observers on their responsibilities prior to urinalysis collection? Did Observers sign an Observer Brief Sheet?		
8 Critical	Did the SACO establish adequate control of the testing area?		

Item Number	Urinalysis Collection	YES	NO
9	Did the SACO/UPC ensure the donor is in the required uniform?		
10 Critical	Did the SACO/UPC confirm identity of Marine using a military ID card?		
11	Did the SACO/UPC exchange the Marine's ID card for a specimen bottle?		
12	Did the Marine visually inspect the bottle and accept it?		
13	Did the UPC assign an observer to the donor?		
14	Did the Observer maintain sight of bottle at all times?		
15	Did the Observer watch the urine leaving the body?		
16	Did the Observer watch the donor closing the bottle?		
17	Did the Observer watch the donor return the bottle to the SACO/UPC?		
18	Did the SACO/UPC ensure the donor provided, at a minimum, a 30ml sample? Did the SACO/UPC take control of samples less than 30ml and observe the donor until he or she provided a sample of 30ml or more?		
19	Did the Observer print his or her name and sign the ledger certifying the specimen bottle contains urine provided by the Marine, and that there was no substitution or adulteration? If there were problems, did the Observer inform the SACO/UPC?		
20 Critical	Did the Marine validate/verify the specimen bottle? The Marine does this by initialing the identifying information on the label, and by signing the testing ledger next to his or her printed name.		
21	Did the SACO/UPC validate/verify the specimen bottle? The SACO/UPC does this by initialing the identifying information on the label.		

22	Did the Marine properly attach the label to the bottle?		
23	Did the Marine properly attach the tamper resistant tape to the bottle?		
24	Did the Marine properly initial across the top of the bottle?		
25	Did the SACO/UPC replace the Marine's ID card with the completed specimen, and return the ID Card to the Marine?		
26	Did the SACO/UPC control the bottle when it was not in the donor's hands?		
27	Did the SACO/UPC maintain control of the testing area?		

Item Number	Packing and Shipment	YES	NO
28	Did the SACO/UPC pack the box using a leak-proof secondary container and sufficient absorbent material?		
29	Did the SACO properly complete the original DD Form 2624 and make (2) copies of it? Did the SACO/UPC properly annotate any change in custody of the samples?		
30	Did the SACO/UPC put (1) of the DD Form 2624 copies in a waterproof mailer and enclose it inside the specimen box?		
31	Did the SACO seal the box with packing tape and then sign and date the top of the box across the tape?		
32	Did the SACO/UPC put the original DD Form 2624 in a waterproof mailer and attach it to the outside of the box?		
33	Did the SACO/UPC insert the box into a shipping container?		
34	Did the SACO/UPC sign and date the shipping container (across the seal) to ensure integrity of the specimens?		
35	Did the SACO/UPC file the remaining DD Form 2624 copy into the Urinalysis Testing Record Packet?		
36	Did the SACO/UPC deliver the shipping container to the post office for mailing to the Navy Drug Screening Lab?		