

DEPARTMENT OF THE ARMY
DIRECTORATE OF COMMUNITY ACTIVITIES
ARMY SUBSTANCE ABUSE PROGRAM
Fort Richardson, Alaska

SOP ANNUAL REVIEW SHEET

TITLE: SOP for the collection, quality control, packaging and shipping of urinalysis specimens while deployed.

AUTHORED BY: ADCO
MS WORD, Arial 12

DATE: 11 June 2003

APPROVED BY: _____
ADCO

DISTRIBUTION:

REVIEWED BY: _CPT TYNDAL, CPT SJA _ DATE: _20 June 2003_____

REVIEWED BY: _____ DATE: _____

DEPARTMENT OF THE ARMY
DIRECTORATE OF COMMUNITY ACTIVITIES
ARMY SUBSTANCE ABUSE PROGRAM
Fort Richardson, Alaska

APVR-RCA-CA

11 June 2003

SUBJECT: SOP for the collection, quality control, packaging and shipping of urinalysis specimens while deployed.

1. References:

- A. AR 600-85, dtd 1 Oct 01
- B. Commanders Guide and UPL Urinalysis Collection Handbook dtd 20 Oct 2002
- C. Fort Richardson SOP dtd Jun 2002
- D. USARAK Pamphlet 25-3 dtd 31 Jan 02

2. Purpose: To establish guidance and instructions for conducting urinalysis testing for units deployed from Fort Richardson (FRA). This will allow deployed units to conduct urinalysis testing, maintain the integrity of the specimens and deter the use of drugs while deployed.

3. Applicability: All units that are assigned to Fort Richardson that deploy to an area that does not have an Installation Biochemical Collection Point (IBCP) or the local IBCP cannot provide biochemical support for non resident installation units.

4. Procedures:

A. Pre-deployment:

1) Recommend that the deploying unit (Battalion or higher) identify a primary UPL on appointment orders that will act as the BDE/BN UPL for the purpose of conducting Quality Control (QC) inspection and shipping of specimens back to the FRA IBCP. If a BDE/BN UPL is not available the Company (CO) UPL can complete all processes.

2) The identified UPL will receive additional training by the Installation Biochemical Testing Coordinator (IBTC) on QC checks and the proper method of packaging and shipping of specimens.

3) Recommend that the deploying unit ensure that there is sufficient space on their Load Plan for the required supplies to conduct urinalysis testing or arrange with

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FRA IBTC to mail urinalysis supplies to a local IBCP if available. It is recommended specimens while deployed.

that the unit take sufficient supplies to test each soldier at least one time during the deployment plus 10 percent. Required supplies are listed in Annex A.

4) If feasible the BDE/BN/CO UPL can coordinate with the local IBCP for re-supply of urinalysis testing supplies or supplies can be mailed by the FRA IBTC to an IBCP in the vicinity of the deployment area/areas of operation.

5) The BDE/BN/CO UPL should be well trained in the Drug Testing Program software (DTP). The UPL will coordinate with the IBTC or have the most current version of the DTP loaded on a unit computer prior to deployment. If the unit does not have DTP 5.2.2, proceed to the following Web Site (www.acsap.org) click on BIOCHEM, click on DoD Drug Testing Program and download the DTP. If the BDE/BN/CO UPL will not have internet capability at the deployment area/area of operation, the UPL should obtain from the FRA IBTC a CD with the software program loaded on it prior to deployment.

B. Arrival to deployment area/area of operation:

1) The designated BDE/BN/CO UPL will setup a collection point once the unit arrives to the deployed area/area of operation. At a minimum the following will be accomplished:

a. Coordinate with the IBCP in the region of deployment if available.

1. If an IBCP is available, but QC procedures cannot be accomplished by the local IBTC, the BDE/BN/Co UPL will conduct an initial QC check and ship the unit's specimens to the FRA IBCP for final QC procedures.

2. If no local IBCP exists, the BDE/BN/CO UPL must ship the specimens directly to the FRA IBCP and arrange for a FED EX pick up in the deployment area/area of operation. FED EX can be contacted by dialing 1-800-GO FED EX.

3. If an IBCP is available and the local IBTC can conduct the QC procedures, arrange with the local IBTC for a unit testing schedule and turn in time. All deployed Fort Richardson units must use ONLY the FRA Base Area Code (BAC) P103 on DD Form 2624, block 3, regardless who conducts the final QC procedures on the unit specimens.

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b. Determine the local region requirements for turn in of specimens for shipment. If the local IBCP can only provide a Fed Ex shipping staging area service for sealed packaged urine specimens, the BDE/BN/CO UPL must inquire about the daily Fed Ex pick up deadline(s) to ensure that the deployed unit 's specimens are delivered to the local IBCP in time to meet the daily Fed Ex pick ups.

c. If the deployed unit's packaged specimens are not shipped on the same date as annotated in 12a of DD Form 2624, a shipping log must be completed. See Annex D for a sample shipping log.

c. The FRA ASAP program will provide Fed Ex mailing "clinical pak" pouches and pre-printed FED EX mailing labels for shipment of unit urinalysis specimens back to the FRA IBCP. One correctly packaged 12 pack urine specimen box will be sealed inside one clear plastic Fed Ex "clinical pak" pouch.

d. Specimens shipped back to the FRA IBCP will undergo a second QC inspection by the IBTC and then shipped to Tripler Forensic Toxicology Drug Testing Laboratory. It is imperative that the BDE/BN/CO UPL send, with the DD Form 2624, a copy of the unit ledger. The original unit ledger will be maintained by the CO UPL and only a copy of the ledger will be mailed to the FRA IBTC.

e. The BDE/BN/CO UPL will setup an area for the collection, QC inspection, storage (if necessary), packaging and shipping of specimens. If temporary storage is necessary the minimum requirements in AR 600-85 appendix E are to be followed, or the BDE/BN/CO UPL will guard the specimens until they are signed for by the appropriate shipping agency or delivered to the local IBCP. If the urine specimen boxes are delivered to the local IBCP, they must be sealed and ready for shipping unless the local IBTC will conduct the final QC inspection.

e. Where applicable supply logistics will be coordinated by the BDE/BN UPL to subordinate company units.

C. Quality Control Inspection

1) The BDE/BN/CO UPL will review the DD Form 2624, unit ledgers and bottle labels for completeness and accuracy.

a. Block 1, DD Form 2624, "submitting unit" will be annotated with the following address: USAG-AK, ATTN: APVR-RCA-CA, 600 Richardson Dr., # 6600, Fort Richardson, AK. 99505-6600

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b. Block 2, DD Form 2624, "additional service information" will be annotated with the unit name, office symbol, unit address and the unit's mail stop number, city, State abbreviation and the zip plus the four digit unit mail stop number. Unit address information can be located in USARAK Pamphlet 25-3, Information Management.

c. Block 3, DD Form 2624, will be annotated with P103.

NOTE: Only the FRA BAC "P103" will be used for all deployed FRA units.

d. Block 4 DD Form 2624, "Unit Identification Code" will be annotated with the unit specific code.

e. Block 5, DD Form 2624, "Document/Batch Number" will be annotated with 0001 and every subsequent DD Form 2624, necessary for the particular collection day, will be numbered sequentially.

f. Block 6, DD Form 2624, "date specimen collected" will be annotated with the actual unit urinalysis collection date in the following format YYYYMMDD (ex. 20030630).

2) The BDE/BN/CO UPL will ensure that the information contained on the front side of the DD Form 2624 is correct and corresponds with the information on the bottle label and unit ledger.

3) The BDE/BN/CO UPL will ensure that, at a minimum 30 mL of urine is contained in each bottle and that each specimen bottle cap is snugly screwed on to prevent leakage of the specimen bottle contents during shipment.

4) The BDE/BN/CO UPL will check to ensure that specimen does appear adulterated. If the specimen appears adulterated, the BDE/BN/CO UPL will contact the unit commander and follow the unit's specific SOP procedures for adulterated specimens.

5) The BDE/BN/CO UPL will ensure that one continuous intact piece of tamper evident tape is placed over the bottle cap and down the sides of the bottle adhering to both ends of the bottle label.

6) If the BDE/BN/CO UPL notes that the tamper evident tape is broken, a second piece maybe affixed to the specimen bottle by the BDE/BN/CO UPL. The second piece must be affixed perpendicular to the original tamper evident tape **AND** a

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"Certificate of Correction" must be initiated identifying the batch and specimen bottle, annotating that the specimen tamper evident seal was broken and a second piece of tamper tape was applied to the specimen bottle. The "Certificate of Correction" will be signed and dated by either the CO UPL and company commander or the CO UPL and the BDE/BN UPL.

7) If a discrepancy is found during the quality control inspection, the BDE/BN/CO UPL shall initiate appropriate action to correct the discrepancy. All discrepancies corrected must be explained in a "Certificate of Correction". (See Annex B).

8) The "Certificate of Correction" will explain:

- a. The discrepancy
- b. The circumstances
- c. The corrective action
- d. All personnel involved, including the person(s) who made the error, must sign this certificate.

9) If the error is a missed entry or an incorrect entry on the bottle label or the DD Form 2624, corrections will not be made on the label or on the form. The evidence that a correction was made will be the "Certificate of Correction".

10) The "Certificate of Correction" will be attached to the original and all copies of the DD Form 2624. The originals will be forwarded to the FRA IBCP inside a white unsealed envelop that is taped to the outside of each of the corresponding 12 pack urine specimen box. Prior to applying the white envelop to the urine box the BDE/BN/CO UPL will tape every side, edge, flap of the urine specimen box and sign his/her payroll signature diagonally across the box top and bottom.

11) If no discrepancies are noted, or all discrepancies are have been corrected with a "Certificate of Correction", the CO UPL will:

- a. Print the date the specimens were delivered in block 12, a(1).
- b. Print his/her name and signs their payroll signature in block 12, b(1).
- c. Print FED EX and the FED EX tracking number from the outside FED EX mailing label in block 12, c(1).

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d. Print in block 12, d(1) "UPL released specimens to FED EX for shipment to FRA IBTC for further processing" **if the CO UPL is shipping the specimens directly to the FRA IBTC.** (See Annex C –1)

e. If the BDE/BN UPL conducts an initial QC inspection, the following will apply:

i. The CO UPL will print the date the specimens were delivered in block 12, a(1).

ii. The CO UPL will print his/her name and signs their payroll signature in block 12, b(1).

iii. The BDE/BN UPL will print his/her name and signs their payroll signature in block 12, c(1).

iv. The BDE/BN/CO UPL will print in block 12, d(1) "Company UPL released specimens to BDE/BN CO for further processing. (See Annex C-2)

v. The BDE/BN UPL will complete the chain of custody by printing the date in 12, a(2), printing and signing his/her name in 12, b(2) and printing FED EX and the FED EX tracking number in from the outside FED EX mailing label in block 12, c(2).

vi. The BDE/BN UPL will print in block 12, d(2) "BDE/BN UPL mailed specimens via to FED EX to FRA IBTC for further processing". (See Annex C –2)

NOTE: Only BDE/BN/CO UPL's who do not have access to on-site IBTC QC procedures will use Certificates of Correction. The BDE/BN/CO UPL will ship the unit urinalysis specimens to the FRA IBTC for the final quality control inspection. Also BDE/BN/CO UPLs will not sign the specimens over to anyone who is not UPL or IBTC certified by ACSAP. **Remember to annotate all changes of custody on the DD Form 2624.**

D. Prepare Specimens for Shipment

Note: Every BDE/BN/CO UPL must be familiar with packaging requirements for the following reasons:

1. Your unit may deploy to an area without support and then you will have to ship your own specimens.

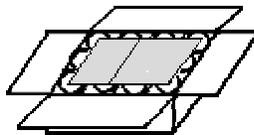
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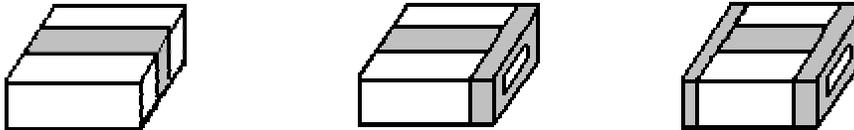
2. AR 600-85 allows the IBTC to package the specimens or allow a UPL to package the specimens.

3. These steps may be completed by the BDE/BN/CO UPL to ensure specimens are packaged securely and correctly.

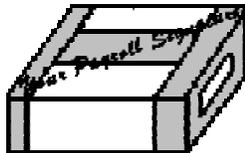
a. Two liquid absorbent pads will be placed in each specimen 12 pack/box (containing up to 12 specimens) to absorb any leakage that may occur during transport to the FRA IBCP.



b. The specimen box will be sealed with adhesive tape over all open sides, edges and flaps.



c. The BDE/BN/CO UPL then signs his/her payroll signature across the tape on the top and bottom of each container.



d. The BDE/BN/CO UPL secures a plain white business envelope, with original DD Form 2624, any original "Certificates of Correction" and a **COPY** of the **unit ledger** enclosed, **UNSEALED**, to the outside of the specimen container. "P103" BAC will be written in large letters on the outside of the envelope.



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e. The 12 pack urine specimen box will be placed into a white leak proof bag and sealed using the adhesive strip supplied on the leaf proof bag. As an added precaution against leakage, the BDE/BN/CO UPL will then tape the sealed flap of the leak proof bag with masking tape.

f. The sealed white leak proof specimen container/box will be place into a FED EX "clinical pak" pouch. The UPL will attach a clear mailing pouch to the outside of the FED EX "clinical pak" and insert a pre-printed FED EX mailing label. The UPL will take the sealed FED EX pouch to the local IBCP and call FED EX at 1-800-GO FED EX to schedule a pick up at the local IBCP. The UPL will have to supply FED EX with the actual physical address of the local IBCP.

NOTE: The UPL who ships the urine specimens needs to ensure and pay particular attention that the correct sealed urine specimen box is married up to the same FED EX mailing label tracking number listed on the back side of DD Form 2624 in section 12c. Writing the FED EX tracking number on the outside of each white leak proof bag prior to sealing the specimen box inside the leaf proof bag will offer added assurance that the UPL corroborates with the correct tracking number label to the tracking number listed in section 12c of DD Form 2624.

E. Shipping to FRA IBCP

1) All unit urine specimens will be forwarded via FED EX to the FRA IBCP. If the sealed FED EX pouch containing the urine specimens cannot be mailed the same day as the collection was conducted, the UPL will package the urine specimen container according to the above guidelines and release the sealed FED EX pouch to the local IBCP if available. The UPL will initiate a Shipping Log to track each FED EX pouch. The shipping log will be initiated by the UPL and completed by the local IBCP/IBTC. The UPL must retrieve the shipping log or ensure that the local IBTC will mail the shipping log and all completed FED Ex mailing labels to USAG-AK, ATTN: APVR-RCA-CA, 600 Richardson Dr., # 6600, Fort Richardson, AK. 99505-6600. If the IBTC/IBCP cannot mail the info out, the BDE/BN/CO UPL will collect all of the above paperwork from the local IBTC/IBCP and hand carry it back to FRA IBTC once the unit redeploys to FRA.

NOTE: Packing the urine specimens as noted in this SOP is not to be use as a means of temporary storage by the unit until the unit can arrange for shipping. Any storage of urine specimens at the unit deployment area /area of operation must follow guidelines in AR 600-85 appendix E.

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2) If the BDE/BN/CO UPL ships the specimens to the FRA IBTC on the day the specimens were collected he/she will sign each DD Form 2624 releasing it to one of the authorized modes of transportation, i.e. "BDE/BN UPL mailed specimens via FED EX to FRA IBTC for further processing". No shipping log is required.

3) Prepare the specimen boxes as required for shipment as outlined in section D above.

F. Re-Supply: Re-supply of units that are deployed will happen by one of the following methods:

1) Commanders can coordinate with their Rear Detachment Commanders to get supplies from the installation IBCP and have them shipped to the deployed unit.

2) Unit can reorder supplies by the use of the National Stock Numbers provided in Annex A at unit expense.

3) Coordinate re-supply with the incountry IBCP if available.

G. Testing results: All test results will be forwarded to the FRA IBCP.

NOTE: All testing results fall under Privacy and will be safeguarded accordingly.

Using the FRA BAC of P103 will ensure that testing results are kept in a safe and confidential place, additionally handling of testing results by the IBTC reduces the burden on the deployed BDE/BN/CO UPL. The IBTC will forward the results to the identified unit commander representative. Prior to deployment a unit commander will provide the IBTC with a unit representative, such as, a Rear Detachment Commander (RDC) or a contact method the IBTC can employ to contact the commander regarding positive test results during the unit deployment. If the RDC notification method is selected, the RDC will then have the responsibility of the following:

a. Maintain copies of all results on file until the unit returns from the deployment. Upon return provide the results to the appropriate commander.

b. Notify the deployed unit commander of all positive test results.

c. Remind the commander that they cannot administer UCMJ for Amphetamines, Methamphetamines, Barbiturates, and opiates until the Medical Review Officer (MRO) reviews the soldier's medical/dental records. If an MRO review cannot be completed, contact the SJA in the deployment area/area of operation for guidance.

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H. IBTC Final Quality Control Inspection.

1. Upon receipt of a FED EX pouch containing a urine specimen box, the IBTC will inspect the FED EX pouch to ensure the pouch has not tamper with or opened.

2. The IBTC will remove the FED shipping label from the FED EX pouch and save the mailing label. The IBTC will ensure that the outer white leak proof bag covering the urine specimen box is also intact and has not been tampered with or opened. The IBTC will remove the white envelop enclosed with the DD Form 2624 , any certificates of correction and a copy of the unit ledger.

3. When satisfied the package is intact, the IBTC will remove the outer white leaf proof bag, inspect the actual urine specimen box to ensure that the appropriate signatures are on the top and bottom of the urine box.

4. The IBTC will remove all the tape from the urine specimen box and open the urine specimen box. The IBTC will conduct a final QC inspection of each specimen corroborating the information on the DD Form 2624, bottle label and unit ledger are one and the same.

5. The IBTC will ensure each bottle has intact tamper evident seals and that the bottle contains at least 30ml of urine.

6. The IBTC will review the front and back of DD Form 2624 for completeness and accuracy. Once the final QC process is completed, the IBTC will complete the back of DD Form 2624. (See Annex C-3 for example of DD Form 2624 received from BDE/BD UPL) or (C-4 for example of DD Form 2624 received from CO UPL)

7. When the IBTC repackages the urine specimen box, all edges, flaps and openings will be taped as outlined above in section D with one exception, the IBTC will sign diagonally across the box in the opposite direction of the UPL's signature.

8. The FRA IBTC will complete and attach a MFR to each DD Form 2624 prior to mailing the specimens to Tripler Forensic Toxicology Drug Testing Laboratory. The MFR will explain why the specimen box has one partial signature and one full signature on the top and bottom of the box. (See Annex E)

MAXINE MARTINEZ

Alcohol and Drug Control Officer

URINALYSIS COLLECTION, PACKAGING AND SHIPPING SUPPLIES (cont)

Alpha Roster

Paper Towels - In case of a spill or wet bottle

Disinfectant – In case of a spill and to disinfect when finished testing

Ruler – to line out an entire entry on the DD Form 2624, if necessary

Trash can with trash bags

Table and chair (your work station)

Copy of AR 600-85

Copy of installation, and unit SOPs

Copy of MACOM and/or installation policy letters

UPL appointment orders

HOLDING AREA SUPPLIES

Styrofoam drinking cups

Table - For drinking supplies

Chairs

Garbage can(s) with trash bags

Water, coffee, juice, etc.

LATRINE SUPPLIES

Hand Soap and paper towels

Latrine Off limits sign (Available in Commander's Guide and UPL Handbook)

PACKAGING SUPPLIES (If Required)

Liquid Absorbent Pouches

NSN 6330-01-304-9754

Mailing Pouch—White

NSN 6530-01-304-9762



Envelopes, Plain White (#10 business)

NSN 7530-00-286-6970

Tape Masking, 2",

NSN 7510-00-290-2026

Tape Waterproof, Tan

NSN 7510-00-079-7905

Black permanent marker to sign payroll signature across top and bottom of box

Brown wrapping paper to wrap box if required by mail carrier.

Appendix – B
CERTIFICATE OF CORRECTION
(Example)



ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON ALASKA
600 RICHARDSON DRIVE # 6000
FORT RICHARDSON, ALASKA 99505-6000



APVR-RCA-CA

MEMORANDUM FOR Tripler Army Medical Center, Forensic Toxicology Drug Lab, ATTN:
HSHK-FT-CA, Tripler AMC, Hawaii 96859-5000

SUBJECT: Certificate of Correction

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

2. REFERENCE: () BOTTLE LABEL (X) DD FORM 2624

DOCUMENT/BATCH 02 SPECIMEN 05

READS AS:

110-54-4224

CORRECTED TO READ AS:

118-54-4224

Signature: Alan R. York Verified By: Edward B. Commander

Date: 8 Jan 99 Date: 8 Jan 99

Title: UPL, HQ BN Title: Commander, HQ BN

ANNEX C-1

Preparing a Chain of Custody for CO UPL shipping to FRA IBTC

FormFlow Filler - [DD Form 2624, FEB 93]

File Edit View Insert Format Tools Data Locate Window Help

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3

(1) 030630	SIGNATURE (PAYROLL SIGNATURE)	SIGNATURE FED EX	Company UPL released specimens to FED EX for shipment to FRA IBTC
	NAME JOHN Q. UPL	NAME TRK#7990 0881 4312 0110	
(2)	SIGNATURE	SIGNATURE	
	NAME	NAME	
(3)	SIGNATURE	SIGNATURE	
	NAME	NAME	
(4)	SIGNATURE	SIGNATURE	
	NAME	NAME	
(5)	SIGNATURE	SIGNATURE	
	NAME	NAME	

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ANNEX C-2

Preparing a Chain of Custody for BDE/BN UPL shipping to FRA IBTC

FormFlow Filler - [DD Form 2624, FEB 93]

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1

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 030630	SIGNATURE (PAYROLL SIGNATURE)	SIGNATURE (PAYROLL SIGNATURE)	Company UPL released specimens to BDE/BN UPL for further processing
	NAME JOHN Q. UPL	NAME GEORGE Q. BUSH	
(2) 030630	SIGNATURE (PAYROLL SIGNATURE)	SIGNATURE FED EX	BDE/BN UPL mailed specimens via FED EX to FRA IBTC for further processing
	NAME GEORGE Q. BUSH	NAME TRK#7990 0881 4312 0110	
(3)	SIGNATURE	SIGNATURE	
	NAME	NAME	
(4)	SIGNATURE	SIGNATURE	

Record 1/1 Field SIGN_REC_A A Pg 2/2

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ANNEX C-3

Preparing a Chain of Custody Received From BDE/BN UPL

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File Edit View Insert Format Tools Data Locate Window Help			
[Icons: Print, Copy, Paste, Undo, Redo, Find, etc.]			
[Icons: Navigation, Zoom (Enlarge), etc.]			
[Icons: Page Navigation, etc.]			
(1) 030630	SIGNATURE (PAYROLL SIGNATURE) NAME JOHN Q. UPL	SIGNATURE (PAYROLL SIGNATURE) NAME GEORGE Q. BUSH	Company UPL released specimens to BDE/BN UPL for further processing
(2) 030630	SIGNATURE (PAYROLL SIGNATURE) NAME GEORGE Q. BUSH	SIGNATURE FED EX NAME TRK#7990 0881 4312 0110	BDE/BN UPL mailed specimens via FED EX to FRA IBTC for further processing
(3) 030703	SIGNATURE FED EX NAME TRK#7990 0881 4312 0110	SIGNATURE (PAYROLL SIGNATURE) NAME JANE Q. IBTC	FRA IBTC rcvd intact FED EX pkg of urine specimens and completed QC process
(4) 030703	SIGNATURE (PAYROLL SIGNATURE) NAME JANE Q. IBTC	SIGNATURE POSTAL SERVICE NAME POSTAL SERVICE	Specimens mailed to Tripler Drug Testing Laboratory
(5)	SIGNATURE	SIGNATURE	

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ANNEX C-4

Preparing a Chain of Custody Received From CO UPL

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2

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 030630	SIGNATURE (PAYROLL SIGNATURE) NAME JOHN Q. UPL	SIGNATURE FED EX NAME TRK#7990 0881 4312 0110	Company UPL released specimens to FED EX for shipment to FRA IBTC
(2) 030703	SIGNATURE FED EX NAME TRK#7990 0881 4312 0110	SIGNATURE (PAYROLL SIGNATURE) NAME JANE Q. IBTC	FRA IBTC rcvd intact FED EX pkg of urine specimens and completed QC process
(3) 030703	SIGNATURE (PAYROLL SIGNATURE) NAME JANE Q. IBTC	SIGNATURE POSTAL SERVICE NAME POSTAL SERVICE	Specimens mailed to Tripler Drug Testing Laboratory
(4)	SIGNATURE NAME	SIGNATURE NAME	

Record 2/2 Field DATE_A A Pg 2/2 ?

Start Inbox - Microsoft Outlo... FRA Deploy sop.doc ... FormFlow Filler - [... Sop 4.doc - Microsoft ... 4:15 PM

ANNEX E



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON FORT RICHARDSON
600 RICHARDSON DRIVE # 6000
FORT RICHARDSON, ALASKA 99505-6000

APVR-RCA-CA

DATE

MEMORANDUM FOR Tripler Army Medical Center, Forensic Toxicology Drug Lab,
ATTN: HSHK-FT-CA, Tripler AMC, Hawaii 96859-5000

SUBJECT: Processing of Deployed Units' Urinalysis Specimens

1. The attached DD Form 2624 identifies specimens _____ which were collected on _____ from a Fort Richardson unit with a UIC: _____ while the unit was deployed outside Alaska.
2. An initial quality control inspection was accomplished at the deployment are/area of operation and subsequently the specimens were mailed to the Fort Richardson Installation Biochemical Collection Point (IBCP) via FED EX, tracking number _____.
3. The undersign certifies that the specimens were received intact and unopened. Furthermore the specimens were packaged IAW the Commander's Guide and Unit Prevention Leader Urinalysis Collection Handbook, dated 1 June 2002.
4. The undersigned opened and completed a final quality control inspection of the specimens. The specimens were repackaged IAW the above reference. Note there will be a residual partial signature on the outer specimen box from the UPL who shipped the specimens to the IBCP. When the specimen box was re-taped, the undersigned/IBTC signed diagonally across the box in the opposite direction of the UPL's signature.
5. The point of contact is the undersigned at DSN (317) 384-_____.

SIGNATURE BLOCK
Installation Biochemical Test Coordinator