

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.

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ADCO

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

APVR-RCA-CA

October 7, 2003

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

1. References:

A. AR 600-85, dtd 1 October 2001

B. Commanders Guide and UPL Urinalysis Collection Handbook dtd 1 June 2002

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 outlined herewith in.

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 prior to deployment.

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 FRA IBTC to mail urinalysis supplies through the US Postal system. Required supplies are listed in Annex A.

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4) It is recommended that the unit take sufficient supplies to test 10% of the unit strength on a monthly basis. Commanders are also encouraged to test 100% of the unit prior to re-deployment to the home station. If testing of the entire unit prior to departure from deployed area is not feasible, the commander can arrange with the IBTC to have the unit members tested upon arrival at their home station.

5) The BDE/BN/CO UPL can also coordinate with the Rear Detachment Commander and/or the installation IBCP for re-supply of urinalysis testing supplies if extra supplies are necessary. Supplies will be mailed by the FRA IBTC using a US Postal Carrier where feasible.

6) 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. Designate a CONX or other secure heavy container to house urinalysis logistical items and when necessary, to act as temporary storage for completed ("deployed") urinalysis specimen bottles. The CONX or other heavy container should be in a secure area to limit its availability.

NOTE: Not all deployed areas have fixed buildings and/or a safe weighing 500 lbs or more to use as the temporary storage facility. Therefore as an extra means of protection **no completed urinalysis specimen bottles can be stored in the designated CONX or heavy container without the specimen boxes being sealed, wrapped and ready for shipment through the designated postal service.**

Temporarily stored urine boxes that are sealed, packaged and ready for shipment will further prevent any possibility of specimen tampering.

1. Ensure that a series 5200 lock is used to lock the container and that a SF 702 is used to indicate each opening and closing of the container. The

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second key for the 5200 series lock will be housed in a sealed envelope that has the date and primary UPL's signature across the closed seal of the envelope. The envelope will be placed in a secure safe, preferably the BDE, BDE or CO commander's safe. Note the Primary UPL will conduct a monthly spot check to ensure that the envelope is intact and has not been opened. The spot check date and UPL's signature can be annotated directly on the front side of the envelope.

2. Trained BDE/BN UPLs can provide the initial quality control (QC) check on unit specimens. Once the QC has been completed and no Certificate of Corrections is necessary, the BDE/BN UPL will mail the specimens directly to the FRA IBCP through the US Postal system operating in the theater of operation.

3. If no BDE/BN UPL is designated to conduct the initial QC, the CO UPL will conduct the preliminary QC and mail the specimens directly to the FRA IBCP through the US Postal system operating in the theater of operation.

NOTE: All specimens that cannot be mailed immediately and are placed into a "deployed" temporary storage facility as outlined above in B1a, must be sealed, package and ready for shipment. No open urinalysis boxes will be stored in a "deployed" temporary storage container unless the container meets ALL the guidance for temporary storage as outline in AR 600-85, E-10 and ACSAP Commander's Guide and UPL Urinalysis Collection Handbook, Section II, Track II, Module 3, E-2.

4. All deployed Fort Richardson units must use ONLY the FRA Base Area Code (BAC) P103 on DD Form 2624, block 3.

b. Determine the local region postal requirements and mail pick up time. Provide the FRA IBTC with an approved address as soon as possible in case re-supplying of logistical items is necessary.

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. **Note in order to track each batch, the collection date and batch number should be annotated underneath the sender's address on the outer packaging of the urinalysis box or bag.**

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.

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e. Where applicable, logistical supplies will be coordinated by the BDE/BN UPL, Rear Detachment Commander and/or directly via the FRA IBTC 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

b. Block 2, DD Form 2624, "additional service information" will be annotated with the unit name, office symbol and the unit address.

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

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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 may be 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 "Certificate of Correction" must be initiated identifying the batch and specimen bottle, annotating that the specimen tamper evident seal was broken during the original application 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). NOTE: If during the QC check the CO UPL notices that an error that he/she made, the CO UPL may make a correction by lining through the error, marking the correction, initialing the error and dating the error using the following format, YYYYMMDD (20030630).

8) If a "Certificate of Correction" is necessary, it 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 envelope that is taped to the outside of each of the corresponding urine

specimen box(s). Prior to applying the white envelope to the urine box, the BDE/BN/CO

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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 have been corrected with a "Certificate of Correction", the CO UPL will:

- a. Print the date the specimens were collected in block 12, a(1).
- b. Print his/her name and signs their payroll signature in block 12, b(1).
- c. Print "**US Postal Service**" in top and bottom of block 12, c(1).
- d. Print in block 12, d(1) "UPL mailed specimens 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 collected 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 **US Postal Service** in the top and bottom of block 12, c(2).
 - vi. The BDE/BN UPL will print in block 12, d(2) "**BDE/BN UPL mailed specimens to FRA IBTC for further processing**". (See Annex C –2)
 - vii. If the BDE/BN UPL stores the wrapped urine boxes

into “deployed” temporary storage facility, the BDE/BN UPL will complete a shipping log. (See Annex D)

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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 must ship the unit urinalysis specimens only to the FRA IBTC for the final quality control inspection. Furthermore BDE/BN/CO UPLs will not sign the specimens over to anyone who is not UPL certified by ACSAP. **Remember to annotate all changes of custody on the DD Form 2624.**

D. Prepare Specimens for Shipment

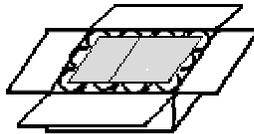
Note: Every BDE/BN/CO UPL must be familiar with packaging requirements for the following reasons:

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

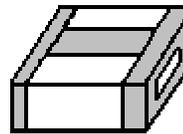
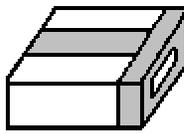
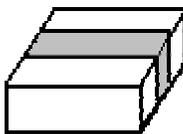
2. AR 600-85 allows the IBTC to package the specimens or allows a UPL to package the specimens.

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

a. Three 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. If a smaller box is used because one to six specimens are being shipped, only two absorbent pads are necessary.



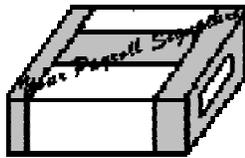
b. The specimen box will be sealed with adhesive tape over all open sides, edges and flaps.



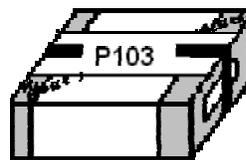
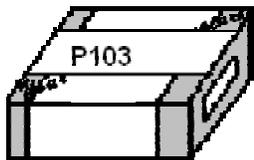
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c. The BDE/BN/CO UPL then signs his/her payroll signature across the tape on the top and bottom of each container.



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.



e. The 12 packs or smaller urine specimen box will be placed into a white leak proof bag and sealed using the adhesive strip 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 can be placed inside a larger box/mailling container or can be mailed as is once the mailing address has been annotated on the outside of the white leaf proof bag or the larger box/container. If a larger box/container is used for shipment via US Postal Service, make sure that the Postal Service will accept the larger box/container's dimensions prior to boxing the specimens.

E. Shipping to FRA IBCP

1) All unit urine specimens will be forwarded via US Postal services to the FRA IBCP preferably using a US Carrier. If the sealed boxes containing the urine specimens cannot be mailed the same day as the collection was conducted, the UPL may store the

specimens inside the designated “deploy” temporary storage CONX or heavy container. The UPL will initiate a Shipping Log to track each box. The shipping log will be initiated and maintained by the UPL. The log will annotate the dated the specimens were

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collected, individual batch numbers and the corresponding date the box(s) was/were turned over via the US Postal Service.

NOTE: Where feasible any storage of urine specimens at the unit deployment area /area of operation should follow guidelines in AR 600-85, Appendix E. Packing and storing urine specimens as noted in this SOP is only to be accomplished at deployment locations where facilities are minimal and the unit has no other options or ability to enforce required temporary storage guidelines.

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 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.

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:

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

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2) Notify the deployed unit commander of all positive test results.

3) Remind the commander that they cannot administer UCMJ for Amphetamines, Methamphetamines (excluding designer drugs, such as, MDMA, MDEA, and MDA), Barbiturates, and Opiates (Codeine and Morphine) 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.

H. IBTC Final Quality Control Inspection.

1) Upon receipt of a urine specimen box , the IBTC will inspect the outer white leak proof bag to ensure the bag or larger box/container is intact and has not been tampered with or opened.

2) When satisfied the package is intact , the IBTC will remove and save the mailing label from the box and/or bag. The IBTC will remove the white envelope enclosed with the DD Form 2624 , any certificates of correction and a copy of the unit ledger. The IBTC will then ensure that all the box edges and flaps have been taped and that the appropriate UPL signatures are on the top and bottom of the actual urine box.

3) 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.

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

5) 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)

6) 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.**

7) 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

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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

Ball Point Pens (only) -BLACK

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
Waterless hand sanitizing wipes
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)
Tape Masking, 2”,

NSN 7530-00-286-6970
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)



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

REPLY TO
ATTENTION OF:

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
Date: 8 Jun 03
Title: UPL, HQ BN

Verified By: Edward B. Commander
Date: 8 Jun 03
Title: Commander, HQ BN

ANNEX C-1

Preparing a Chain of Custody from CO UPL shipping directly to FRA IBTC

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12 CHAIN OF CUSTODY		LAN	THRU	
DATE <i>(MM/DD)</i> a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.	
(1) 03 10 31	SIGNATURE Payroll Signature	SIGNATURE POSTAL SERVICE	Co UPL mailed specimens to FRA IBTC for further quality control processing	1
	NAME John Q. UPL	NAME POSTAL SERVICE		2
(2)	SIGNATURE	SIGNATURE		3
	NAME	NAME		4
(3)	SIGNATURE	SIGNATURE		5
	NAME	NAME		6
(4)	SIGNATURE	SIGNATURE		7
	NAME	NAME		8
(5)	SIGNATURE	SIGNATURE		9
	NAME	NAME		

cord 1/1 Field REM_A A Pg 2/2 ? Bin

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ANNEX C-2

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

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12. CHAIN OF CUSTODY		LAN	THRU	
DATE MM/DD a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.	
(1) 03 103 1	SIGNATURE Payroll Signature of Co UPL	SIGNATURE Payroll Signature Bde/Ba UPL	Company UPL released specimens to BDE/BN UPL for further processing	1
	NAME Co UPL Printed Name	NAME BDE/BN UPL Printed Name		2
(2) 03 103 1	SIGNATURE Payroll Signature Bde/Ba UPL	SIGNATURE POSTAL SERVICE	BDE/BN UPL mailed specimens to FRA IBTC for further quality control check	3
	NAME BDE/BN Upl Printed Name	NAME POSTAL SERVICE		4
(3)	SIGNATURE	SIGNATURE		5
	NAME	NAME		
(4)	SIGNATURE	SIGNATURE		6
	NAME	NAME		
(5)	SIGNATURE	SIGNATURE		7
	NAME	NAME		8
				9

cord 2/2 Pg 2/2

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ANNEX C-3

Preparing a Chain of Custody Received From BDE/BN UPL

FormFlow Filler - [DD Form 2624, FEB 93]

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12. CHAIN OF CUSTODY		LAN	TRFU
DATE (MM/DD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 031031	SIGNATURE Payroll Signature of Co UPL NAME Co UPL Printed Name	SIGNATURE Payroll Signature Bde/BaUPL NAME BDE/BN UPL Printed Name	Company UPL released specimens to BDE/BN UPL for further processing
(2) 031031	SIGNATURE Payroll Signature Bde/Ba UPL NAME BDE/BN Upl Printed Name	SIGNATURE POSTAL SERVICE NAME POSTAL SERVICE	BDE/BN UPL mailed specimens to FRA IBTC for further quality control check
(3) 031104	SIGNATURE POSTAL SERVICE NAME POSTAL SERVICE	SIGNATURE IBTC Payroll Signature NAME IBTC Printed Name	Received intact package of specimens; IBTC conducted Quality Control procedures
(4) 031104	SIGNATURE IBTC Payroll Signature NAME IBTC Printed Name	SIGNATURE POSTAL SERVICE NAME POSTAL SERVICE	Specimens mailed to Tripler Drug Testing Lab
(5)	SIGNATURE NAME	SIGNATURE NAME	

Record 3/3 Pg 2/2

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ANNEX C-4

Preparing a Chain of Custody Received From CO UPL

FormFlow Filler - [DD Form 2624, FEB 93]

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 E Drive

12. CHAIN OF CUSTODY		13. LAN	14. THU
DATE (YYYYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 031031	SIGNATURE Payroll Signature of Co UPL	SIGNATURE POSTAL SERVICE	Company UPL mailed specimens to FRA IBTC for further processing
	NAME Co UPL Printed Name	NAME POSTAL SERVICE	
(2) 031130	SIGNATURE POSTAL SERVICE	SIGNATURE Payroll Signature of IBTC	Received intact package of specimens & FRA IBTC conducted specimen quality control procedures
	NAME POSTAL SERVICE	NAME IBTC Printed Name	
(3) 031130	SIGNATURE Payroll Signature of IBTC	SIGNATURE POSTAL SERVICE	Specimens mailed to Tripler Drug Testing Laboratory
	NAME IBTC Printed Name	NAME POSTAL SERVICE	
(4)	SIGNATURE	SIGNATURE	
	NAME	NAME	
(5)	SIGNATURE	SIGNATURE	
	NAME	NAME	

Record 2/3 Field DATE_A A Pg 2/2 ? 7:56 PM

ANNEX E



REPLY TO
ATTENTION OF:

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 US Postal Service.
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) 384-1417/1412.

SIGNATURE BLOCK
Installation Biochemical Test Coordinator

